



Saints Peter and Paul School Handbook

2017-2018

Address: 1327 Boot Road, West Chester, PA 19380
School Office: 610-696-1000
School Fax: 484-631-0181
Nurse: 610-696-2775
CARES: 484-354-5501
Tuition Office: 610-696-1000 ext. 205
CCIU: 610-806-3666
Website: www.sspeterandpaulrc.org/school
School Email: School@sspeterandpaulrc.org
Principal's Email: Principal@sspeterandpaulrc.org

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Saints Peter and Paul School Mission Statement

Saints Peter and Paul School is a Catholic community dedicated to academic excellence and the development of future leaders to be Disciples of Christ with hearts to love and hands to serve.

We believe:

- In educating the whole child: academically, spiritually, socially, and emotionally
- In providing a safe environment where students are physically and emotionally comfortable exploring their faith and curriculum in their own individual way
- Respect is the foundation of our school
- Christ is present in our school through prayer and our daily routine
- In guiding each individual student to reach their full potential
- In challenging students to discover their core values and express them through their lives.

Profile of a Graduate

A graduate of Saints Peter and Paul School is equipped for a successful future based on a solid foundation of service, education, leadership, and faith.

Service

- gives generously of time, talent, and resources
- demonstrates hearts to love and hands to serve

Education

- effectively communicates written and spoken word
- prepares for secondary education
- strengthens problem solving skills
- emerges into a lifelong learner
- develops critical literacy
- demonstrates 21st century technology skills

Leadership

- evolves into a moral, civic-minded individual
- exemplifies a sense of responsibility and awareness of others
- matures into a self-confident innovator
- takes responsibility for their own actions

Faith

- leads a Christ-centered life
- strengthens their relationship with God through prayer and attending Mass
- practices spiritual values
- enters into discipleship
- embraces a sense of family at home and school

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BOARD OF LIMITED JURISDICTION

The Saints Peter and Paul School Board of Limited Jurisdiction is a group of 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 2017 Board of Limited Jurisdiction:

Priscilla Burt	Development Committee
Rev. Angelo Citino	Pastor; Governance Committee
Christy Cosgrove	Chair of the Development Committee; Secretary of the Board
Tom Czarzasty	Development Committee
James Dearlove	Finance Committee
Christina DellaVecchia	Chair of the Enrollment and Marketing Committee
Joe Devine	Facilities Committee
David Dorsey	Development Committee
Margaret Egan	ex-officio, Enrollment and Marketing Committee
Rand Ginsburg	Chair of Facilities Committee
Frank Hanna	Governance Committee
Colin Hueston	Chairman of the Board
Charles O'Brien	Chair of Governance Committee; Finance Committee
Lauren Ranalli	Chair of Finance Committee
Lillian Taliercio	Development Committee
Suzanne Zebrowski	Vice Chair of the Board; Enrollment and Marketing Committee

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SCHOOL POLICIES AND PROCEDURES

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

DAILY SCHEDULE:

Morning CARES	7:00am-7:45am
Arrival bus/car (K-8)	7:45am-8:00am
Bell	8:00am
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
Lunch (3-4-5)	12:00pm-12:25pm
Recess (3-4-5)	12:25pm-12:50pm
Lunch (6-7-8)	12:25pm-12:50pm
Recess (6-7-8)	12:00pm-12:25pm
PreK dismissal	2:30pm
PreK After school CARES	2:30pm-6:00pm
Prayer for dismissal	2:40pm
Dismissal (K-8)	2:45pm
After school CARES begins	2:45pm
After school CARES ends	6:00pm

TRANSPORTATION

PreKindergarten Arrival:

Prekindergarten students arrive at 8:30 am. We ask for your cooperation in the parking lot at all times. For regular morning arrival, parents will park in the parking lot and escort their prekindergarten child to the covered, main school entrance to meet their teacher. For morning CARES arrival, all PreK students must be escorted by an adult into the school.

Kindergarten – Grade 8 Arrival:

Students arrive between 7:45am-8:00am. When dropping your child off in the morning, enter at the traffic light on Boot Road at Wilson Blvd intersection and use the car and bus drop off line in front of the school. If your child is feeling anxious and having a hard time separating from you, park your car and walk your child to the office. The school Bell is 8:00 a.m. All children who arrive after prayers begin at 8:15 am will be considered late.

PreKindergarten Dismissal:

PreKindergarten dismissal is at 2:30 pm. Enter at the traffic light on Boot Road at Wilson Blvd intersection and use the car/bus line directly in front of the school. Pull forward to the end of the curb. The PreK teachers will

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bring your child to your car. Do not get out of the car. If you miss the car line for some reason, please park in the lot and go to the school office to retrieve your child.

Kindergarten – Grade 8 Dismissal:

Dismissal is at 2:45 pm. When picking up your child, the car line forms in the traffic lane directly in front of the main school entrance. Children who depart by car 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.

Both car riders and bus riders are led to their respective areas by a faculty or staff member.

Bus Transportation:

Several school districts provide transportation for our students, the majority with 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 can be directed to the School District Transportation Center (For the West Chester School District, call 484-266-1000 Ext. 3.)

Students are expected to conduct themselves in an orderly manner 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 plans are 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 doctor and dentist appointments should be requested in writing and presented to the school office and homeroom teacher. For your child's safety, requests for changes in dismissal or transportation must be directed to the school main office in writing. 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 and parents.

EMERGENCY PROCEDURES

Emergency Closings / Delayed Opening

Information will be communicated via the School website and the automated phone call system. This includes early dismissals as well as inclement weather-related school closings. Saints Peter and Paul School will follow West

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Chester Area School District for inclement weather-related school closings. Automated phone calls are sent to parents/guardians as soon as a decision is made. It will also be posted on the school website and the Principal's teacherweb. School for K-8 will begin at 10:00 am and PreK will begin at 10:30am when there is a two-hour delay. 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. When the alarm bell rings, the students are instructed to leave the building silently and quickly and according to directions posted in each area and given by the teacher. 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.

SNACK/LUNCH/RECESS

Students have a designated time 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 Mrs. Egan's web page.

Debit Account:

- The cafeteria is managed by Aramark with meals available for purchase each day of the week. The meal cost is \$4.00 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. The debit accounts will be restricted once there is a \$5.00 balance in the account. At that time, parents must replenish the account. Parents are asked to monitor the student's account on a regular basis.
- Checks are payable to Saints Peter and Paul School Lunch program and all payments (cash especially) must be sent to school in an envelope **CLEARLY MARKED** Lunch Program with student name, grade, and homeroom.
- All transactions are by pin code which is their student number. This number is assigned to new students in September.
- Payments can also be made via www.payforit.net although there is a transaction fee to use this service. Saints Peter and Paul School is listed under the school district name of "Archdiocese of Philadelphia". All

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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 a balance of \$5 or less will not be permitted to purchase items in the cafeteria. Parents will be notified via email when the account balance is low and must replenish accounts before students can resume purchasing a lunch or snack.
- 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.

Lunch and Recess are monitored by parent volunteers and a teacher assigned for that period. Volunteers must have proper clearances in place before helping.

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. Some recommendations include: funny hats, pencils, bubbles, erasers, and other inexpensive novelty items.

UNIFORMS/DRESS CODE

Children in Prekindergarten do not wear uniforms. They must wear practical, washable clothing that can get dirty. Since they are expected 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. Children in Prekindergarten must wear appropriate footwear for active play.

School Uniform Supplier:

The official uniform supplier is Flynn and O'Hara, located in the Festival Shopping Center, 428 W. Lincoln Highway in Exton. Tel: 610-594-1970.

School parents also run a uniform exchange where parents can select gently used school uniforms for free. This typically occurs in August and the date is communicated in the mid-summer issue of The Crusader Times and on the Principal's web page.

Regular Uniform Dress Code for Girls	
<u>Grades K to 4</u>	<u>Grades 5-8</u>
Green/Khaki plaid tunic with belt	Green/Khaki plaid kilt
White blouse (long or short sleeve)	White golf shirt (short sleeve with school logo)
Hunter green knee socks or tights	Hunter green knee socks or tights
Tan buck-style shoes (red rubber soles)	Tan buck-style shoes (red rubber soles)
Optional: white turtleneck with school initials	
Optional: hunter green cardigan sweater with school name	

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Summer Uniform Dress Code for Girls	
<u>Grades K to 4</u>	<u>Grades 5-8</u>
Khaki Short or Khaki Skort	Khaki Skort
White short sleeve peter pan collar blouse <i>or</i> White golf shirt (short sleeve with school logo)	White golf shirt (short sleeve with school logo)
Tan buck-style shoes or leather Sperry shoe	Tan buck-style shoes or leather Sperry shoe
White ankle sport socks	White ankle sport socks

Suggested items for Girls based on parent 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 track pants (Grades K-2 wear their gym uniform at least twice a week)
- 1-2 short sleeved gym shirt
- 1-2 gym shorts
- 1 gym track jacket 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.

Regular Uniform Dress Code for Boys	Summer Uniform Dress Code for Boys
<u>Grades K to 8</u>	<u>Grades K to 8</u>
Hunter green golf shirt (short or long sleeve) with school name	Hunter green golf shirt (short sleeve) with school name
Khaki pants	Khaki walking shorts
Brown leather belt	Brown leather belt
Tan buck-style shoes (with red rubber soles)	Tan buck-style shoes or leather Sperry shoe
hunter green socks	White or green ankle sport socks
Optional: white or green turtleneck with school initials	
Optional: hunter green sweater with school name	

Suggested items for Boys based on parent experience:

- 2-3 pants (Spray & Wash Stain Stick gets out the grass stains from recess.)
- 2-3 shirts

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- Belt (*Belt fastening practice is recommended for younger boys so they can do this on their own after bathroom breaks.*)
- 1-2 gym track pants (Grades K-2 wear their gym uniform at least twice a week)
- 1-2 short sleeved gym shirt
- 1-2 gym shorts
- 1 gym track jacket 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 should have the school logo imprinted on all pieces
- Gray T-shirt – short or long sleeve
- Green gym shorts
- Green Gym track pants (K may wear SSPP sweatpants)
- Track jacket (optional) (K may wear SSPP sweatshirt)
- Any sneaker and any sock

Tip: the track pants may be too long for some children. Most tailors can hem the pants for approx.. \$13.

Summer Uniforms are an alternative to the “All Year Uniform”. There is no set 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 temperature rises into the 90’s, students are often allowed to wear their gym uniforms. This information will be communicated by the Principal.

Shoes

Bucs are the only acceptable school shoes to be worn at Saints Peter and Paul School with the year round uniform. Sperry’s are only to be worn with the summer uniform.* Uniform shoes must have red or brown non-suff soles, and are available at Flocco’s Discount Shoes in Conshohocken and Flynn and O’Hara. Flocco’s also comes to school in August (date-TBA).

*6th, 7th and 8th grade students may be permitted to wear Sperry shoes September through June at the discretion of the principal.

Tips:

- Red-soled Skecher Bucs wear better than the Bass Bucs, but are not available in sizes larger than Youth 7.
- Famous Footwear offers sales of “buy one get one 1/2 off” and they carry both kinds of shoes.

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 \$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.

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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 the full uniform. 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 near the cafeteria. Please check frequently for missing items.

ATTENDANCE

Lateness and/or irregular attendance interferes with students' academic progress. Repeated absences are 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 policy that 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 prayers have begun at 8:15 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 the child's homeroom teacher. Repeated lateness will be addressed by the administration.

A student who has been absent more than (3) days must present a doctor's note upon return to school. 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 his/her school work by taking his/her time and doing his/her 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.
- 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.

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- 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 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 an immediate suspension.

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.

Technology Use Guidelines

- Educational Purpose/Appropriate Use: All technology use and internet access for faculty, staff and students is provided solely for educational purposes. Educational sites and teacher created assignments are to be used to enhance student learning. Students must not access entertainment sites, social media sites or gaming sites, except for educational purposes under teacher supervision. Expressed permission to use the internet and hardware/software in any area of the school must always be obtained.

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- Copyright/Intellectual Property: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.
- Electronic and Mobile Devices: Use of any technology oriented device in Saints Peter and Paul School should have an educational focus. Users must adhere to classroom policies regarding all personal devices. Teachers will disclose classroom technology policies during the Back to School Nights.

HOMework

The value of homework depends upon the student's interest in continuing his/her learning experience. The student gains value 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, a quiet place conducive to study, and 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. All assignments are written in a notebook, distributed on a homework sheet, or listed on teacherweb each day. 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 3rd Grade. The Saints Peter and Paul School Honors Math program begins in 4th Grade. While the program is flexible enough to admit new students periodically, the program may not begin in 6th, 7th or 8th 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.

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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 the 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 addition, Saints Peter and Paul School employs two additional learning support specialists for students who need 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. 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.

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- Saints Peter and Paul School uses Option C as the online grading system. In the beginning of the school year, each child will receive a paper with information on how to access the online grades. You will be given a user ID and Password as well as information regarding the site.
- The students in grades PreK 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 is not limited to a numerical equivalent.

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.

The English Language Arts Program uses 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:

- Ensuring your child gets a full night of sleep and is well-rested during Terra Nova week.
- Making sure your child eats a nutritious breakfast each morning.
- Arriving to school on time to allow your child to begin the day in a calm and unrushed manner.
- Allowing your child to be absent only 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 and consistent communication with all parties must be maintained. Decisions will be made in May of each year. Every effort is made to reach a decision that will be in the best interest of the child.

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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.

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

Please note that the “teacherweb” system will be discontinued during the 2017-18 school year (date TBD) and a replacement system will be used by teachers and the principal. This will be communicated to parents prior to implementation.

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 the school newsletter, *The Crusader Times*. Families may request that additional email addresses be added to the distribution list by contacting the Advancement Office. Printed copies of *The Crusader Times* are available by request only.

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, typically in October and April. 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 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.

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 school 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 and referrals for further evaluation are sent home to parents/guardians.

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. All forms are due to the Nurses Office on/before the first day of the school year.

***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 / nut-free table is available in the cafeteria for students with these 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. All classrooms are peanut and tree-nut free.
- The school is a latex-free zone. No latex balloons or other products are permitted in the building.

Immunizations: All students are required to have completed age-appropriate immunizations on/before the first day of school.

- DTap/Tdap (Tetanus, diphtheria, pertussis): Four doses – one dose on or after the fourth birthday
- IPV (Polio): Four doses – one dose on or after the fourth birthday
- Hepatitis B: Three doses
- MMR (measles, mumps, rubella): Two doses

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- Varicella (chicken pox): Two doses
- MCV (Meningitis): Prior to entrance into seventh grade
- Tdap (tetanus, diphtheria, pertussis): Prior to entrance into seventh grade

**Any student without documented complete immunizations will be excluded from school after 5 days.

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 the 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 at/over 100 degrees, until fever free for 24 hours - without the aid of medication.
- Vomiting and/or diarrhea must be resolved for 24 hours prior to return to school.
- 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.

Gym/Recess Notes: When a student has an injury that requires activity restrictions, a copy of a doctor's note must be sent to the School Nurse on the first day that your child returns to school. This includes any student with a supportive device like a splint, cast or crutches. Usually these students have restrictions such as "no gym" or "no recess" for a period of time. Until specific doctor's instructions are received, any student with a supportive device will not be permitted to participate in gym or recess. When a student's restrictions are lifted by a physician, a medical clearance note from the physician must be given to the School Nurse.

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.

SAFE TOUCH LESSONS

The program begins with education and understanding. We teach safe touch lessons twice during the school year. Parents will be informed when the lessons will take place.

- Children are taught how boundaries are established in relationships, and then look to see where the risks of boundary violations may arise.
- Teaching safe touching requires teachers, parents, and other caring adults to help children learn appropriate relationship boundaries and how to protect themselves from violators. By teaching safe

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touching, we can empower children to respond in the best possible ways when those boundaries are violated.

VOLUNTEERS:

Volunteers are always needed and are welcome. It's a great way to meet other school parents and to support Saints Peter and Paul School.

There are many volunteer opportunities available to parents including in the library and art room, for the Home and School Spring fundraiser, school book fair, during Catholic Schools Week, for Scrip, Box Tops, and many more. Two of the most critical volunteer needs are:

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

In Saints Peter and Paul Parish and School community, volunteers who have **any contact** with children are required to submit all state and federal clearances (items 1-3 below) to begin volunteering. Volunteers are then required to complete the Safe Environment Training, Parts I and II (listed below) **within 90 days** of beginning their volunteer work.

Every person needs to have these clearances:

1. Pennsylvania State Police Clearance (valid for 5 years), which can be obtained online at <https://epatch.state.pa.us>

2. Pennsylvania Child Abuse History Clearance (valid for 5 years), which can be obtained online at www.compass.state.pa.us/cwis

3a. **If you have been living in PA for fewer than ten (10) continuous years, this is the clearance you must obtain:**

Federal Bureau of Investigation Fingerprint Clearance (valid for 5 years). Visit www.pa.cogentid.com and click on Department of Human Services to register for the Background Check. After this, you are given a receipt to take to a fingerprinting location so you can then get the actual fingerprints completed. Locations and further instructions for the fingerprinting process are listed on the website.

3b. **If you have been living in PA continuously for ten (10) years, this is the form you must sign:**

PA Residency **Disclosure Statement for volunteers** (valid for 5 years) to be filed at the place of service. **Please note: This is new as of July 2015.**

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In Saints Peter and Paul Parish and School community, volunteers who have **any contact** with children are required to submit all state and federal clearances (items 1-3 above) to begin volunteering. Volunteers are then required to complete the Safe Environment Training, Parts I and II (listed below) **within 90 days** of beginning their volunteer work.

4. Safe Environment Training Part I: Protecting God's Children (instructor-led): is offered regularly at sites throughout the Archdiocese. The training provides basic facts about child sexual abuse and adults' roles in prevention, and since 2011, a Technology Addendum is included in this training as well. To register, visit: virtusonline.org. If you have already done this session, you do not have to repeat this training. If you completed this classroom training prior to 2011, you will have to complete the Technology Addendum separately.

Please note: At the completion of this session, you will be issued a certificate confirming training in the Standards of Ministerial Behavior and the Technology Addendum. You must provide this certificate to the Safe Environment Coordinator.

5. Safe Environment Training Part II: The Mandatory Reporting of Suspected Child Abuse: is available online at the Archdiocesan Training Institute. This training provides an overview of Archdiocesan reporting procedures for suspected child abuse and Pennsylvania Child Welfare Laws. The training should take you approximately one hour to complete. **Please note: This is new as of 2015.**

6. Mandated Reporter Acknowledgement Form: Can be downloaded from the school or parish website. **Please note: There were updates made by the state to the Mandated Reporting requirements in 2015, therefore anyone who took the class prior to 2015 needs to review the changes and sign this form and send it to the Safe Environment Coordinator.**

If you have any questions please contact Barb McCarron, Safe Environment Coordinator, at school@sspeterandpaulrc.org or 610.696.1000.

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 present photo ID to obtain a Visitor Badge. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

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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. General meetings are held 5 times during the school year. Free babysitting is usually provided in the art room by 8th grade students. It is a great opportunity to mingle with other school parents and learn what is going on at the school.

2017/2018 Home and School Association Executive Board*:

- **Pastor:** Father Angelo Citino
- **School Principal:** Mrs. Margaret Egan
- **Teacher Representative:** Mrs. Mary Wirth
- **President:** Mrs. Sally Lemheney
- **Vice President:** Mrs. Sandra Mazzagatti
- **Treasurer:** Mr. Scott McKeon
- **Secretary:** Mrs. Jocelyn Wood

* 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.

2017-2018 Home and School Association General Meetings:

Tuesday, October 10th at 6:30pm. This first meeting will begin with a Welcome Back Reception for all families.

Tuesday, December 5th at 7pm

Thursday, January 25th at 7pm

Tuesday, March 13th at 7pm

Tuesday, May 22nd at 7pm

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 association's teacherweb. Also see the "volunteers" section for areas where the Home and School Association needs help. Major fundraisers are the Golf Outing in the fall and the Annual Auction 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.
- **The SSPP School Garden** is an opportunity for parents and students to learn about proper gardening techniques. All produce will be contributed to a local food bank.

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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.

Purchase SCRIP through Saints Peter and Paul School

- SCRIP is now available for purchase online. To register visit **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 online orders must be paid using the Presto-Pay system.**

FAMILY TUITION CREDIT BREAKDOWN

SCRIP tuition credits are applied quarterly to tuition accounts. If the tuition account is paid in full SCRIP credits will be credited to the Lunch account. If there is a credit remaining on account it will reflect in next year's tuition statement as a prior year credit.

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 and available to all registered students. Morning CARES is offered 7:00am-7:45am. PreK Morning Cares is offered until 8:30am. Afternoon CARES is offered from dismissal until 6pm.
- Mrs. Joan Lowthert is the Director of CARES. Mrs. Nancy Thompson is the Morning CARES Coordinator.

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- 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 (afternoon CARES only).
- Afternoon CARES fee is \$9.50 per child/per hour or \$14.50 per hour for 2 or more children in the same family. Morning CARES fee for Kindergarten through 8th grade is a flat rate of \$8 for 1 child or \$12 for two or more children. Morning CARES for PreKindergarten is a flat fee of \$5.00 per child or \$7.00 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.

CYO

Catholic Youth Organization is a parish sponsored group. CYO sign-ups are announced in the church bulletin and on the CYO website: <https://sites.google.com/site/ssppcyo/>

- **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 is offered in January and/or February
- **Football** (Partnered with St. Agnes Parish)
 - Boys 5th-8th Grade
- **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 begins in March and ends in May. 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 around August 15th. 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 around August 15th. This activity is offered to the following children:
 - Girls JV 5-6th grade

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- Girls Varsity 7-8th grade
- **Field Hockey** - This program is a fall sport beginning around 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 K-8th grade

There are many local organizations that offer athletic programs for younger children. Saints Peter and Paul School families often sign the kids up to play on the same teams in the area leagues such as West Chester United, Great Valley, Malvern League, YMCA or Fast Flicks.

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 3rd – 8th Grade may participate in Band. There is a yearly band fee which includes in-school lessons and fees for instrument rental through Taylor’s Music in West Chester. Each year the Band performs a Christmas Concert and a Spring Concert.

Choir - Beginning in 3rd grade, students may participate in the Parish Youth Choir. This Choir performs at the 9:30am Sunday Mass at Saints Peter and Paul Church. Practice is held every Wednesday evening from 6:30 to 8:00pm in the Church.

Reading Olympics - Grades 4-8 Reading Olympics is a celebration of reading organized by the Chester County Intermediate Unit. The goal is to increase the quality and quantity of books students read for enjoyment. Students are required to read a minimum of 10 books from the list, but they are encouraged to read many more. The program culminates in a competition at one of the area high schools. Books from the list are available in the School Library. Visit <http://readingolympics.cciu.org/> to learn more about Reading Olympics in Chester County.

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

- Grades 6-8 write, produce and film the live morning show that is live streamed to all classrooms each day via the Smart Boards.
- Younger grades participate by leading The Pledge of Allegiance as well as presenting special class projects.

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.

Sewing Service Club

Middle School students learned how to cut, pin, press fabric, and operate a sewing machine to make items that will be donated to children who are undergoing cancer treatment in Philadelphia area hospitals.

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The Hall Mall

The Saints Peter and Paul School Hall Mall is a Middle School student run school store. Hall Mall Staff meet every Wednesday morning at 7:30am to work on Hall Mall business. The store is open on Tuesday and Thursday mornings during snack for all school students to purchase items such as pencils, erasers, and other items selected by the Hall Mall Staff.

Yearbook Committee - Students in 8th grade put together the annual school yearbook. All students can purchase a yearbook in the spring.

Girl and Boy Scouts:

- Cub/Boy Scouts does not have a group specific to Saints Peter and Paul School. Our Cub Scouts are chartered through East Goshen Elementary School. However, individual dens can be organized with all Saints Peter and Paul School boys. This starts in 1st grade. For Cub 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 Daisy Troops start in Kindergarten.

Other extracurricular activities: Student Council, Book Club, Girls on the Run, Literary Magazine, Archdiocese Spelling Bee, Intramural Sports, Science Explorers, Irish Dancing by McDade School of Dance, Soccer Shots, Spanish Club and Peer Mentoring by Faculty.

Special Events:

7th & 8th Grade Cluster 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.

Move Up to Middle School Night

This event occurs during the spring of fifth grade and is an opportunity for students and their parents to learn about the SSPP Middle School Program. Students are introduced to the faculty and programs that are part of the middle school experience.

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 7th grade students can visit area high schools.

Re-Enrollment

- Each year, Saints Peter and Paul School families are invited to re-enroll for the following academic year. Families are required to complete the re-enrollment process and pay a re-enrollment fee of \$50 per returning student by the established deadline. The re-enrollment timeline is communicated in The Crusader Times and on the school website.
- Saints Peter and Paul School will not hold a seat for a returning student without the re-enrollment fee. Availability is not guaranteed after the re-enrollment deadline.

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- Pending availability, re-enrollment forms and 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 family enrollment begins the Monday following the re-enrollment deadline. Siblings new to the school are able to enroll during the re-enrollment period, but are considered new students. New siblings are required to provide the New Student Enrollment Form and fee of \$100.

All enrollment fees are non-refundable and do not apply to tuition.

2017-2018 TUITION Rates:

	Parishioner Tuition	Out of Parish Tuition
PreK (3-day)	\$4,350 per child	
PreK (5-day)	\$5,625 per child	
Kindergarten	\$4,080 per child	\$6,080
Grades 1-8	\$3,870 per child	\$6,070
Grades 1-8	\$6,570 for 2 children	\$12,130
Grades 1-8	\$9,400 for 3 children	\$18,195
Grades 1-8	\$10,030 for 4 children	\$24,260

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

*Out of parish tuition rates are applied when the family is not a registered/participating member of Saints Peter and Paul Parish.

FEES:

Each student is assessed a technology, stationery, art and homeroom fee. These fees will be invoiced on the July tuition statement.

Technology Fee:	PreKindergarten	\$30
	K-2	\$65
	Grades 3-8	\$95
Stationery Fee:	PreK-8	\$25
Art Fee:	PreK-8	\$10
Homeroom Fee:	PreK-8	\$20

The Homeroom fee of \$20 per child is used to support classroom activities, teacher birthday gifts, the classroom basket for the spring fundraiser, and the teacher appreciation luncheon

Tuition Payments

Saints Peter and Paul School uses Smart Tuition for the processing and collection of tuition and fees. New families will receive an email from Smart Tuition to setup a tuition account. The first tuition payment is due in July prior to the start of the school year. Smart Tuition offers several payment plans. All school tuition must be paid in full by April 30th of each school year.

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Delinquency of Payment

Re-enrollment in Saints Peter and Paul School is contingent upon all financial obligations being paid by April 30th of each school year. This financial obligation includes tuition, cafeteria account, late fees assessed by Smart Tuition, and any other fees related to the expense of the student. By participating in the Re-enrollment Process, families agree that if tuition payment is delinquent, Saints Peter and Paul School may not allow a student to start school or be admitted to any class, examination, or activity, and the school may refuse to issue documentation, including but not limited to transcripts, reports, health records and diplomas.

Financial Aid

Saints Peter and Paul School is committed to making our school experience available to every student who desires to attend. The school has available financial resources through EITC and The Saints Peter and Paul School Scholarship Fund for families in need of tuition assistance. Also, the SCRIP program is available online with no limit to the amount of money a family can earn toward tuition credit. Information is available on the school website or you may contact the Business Office with any questions.

Parish Support

The actual cost of a 2017-2018 Saints Peter and Paul School education is \$6070 per child. Parish families receive a discounted tuition rate because Saints Peter and Paul Church provides a subsidy to the school to help make Catholic education affordable for families. School families are expected to attend Mass on Sundays, be active members of the school and parish communities (volunteer), and to contribute financially to the parish. Historically, \$20 per week to the Sunday collection has been requested. We ask that you contribute according to your means. All families are strongly encouraged to use the automatic on-line giving system called WeShare for this purpose. Information can be found on the parish website.

Cancellation of Enrollment Contract

Recognizing that the school must make commitments for expenditures based on the enrollment contract, families must provide written notice of cancellation.

1. On or before July 1, no additional payment will be required
2. After July 1, but on or before the opening day of school, payments will not be reimbursed, but families will not be responsible for the remaining balance of the tuition.
3. After the opening day of school, all amounts due under the terms of the signed enrollment contract shall be payable.

Saints Peter and Paul School Tuition Office

An on campus tuition office is available to help with any questions you may have regarding your Smart Tuition account. Contact Loretta Pawlowski in the School Business Office to assist in any tuition related questions. Her email address is lpawlowski@sspeterandpaulrc.org.

Release of Records

Grades, reports, transcripts or other documents will not be released unless tuition account and/or other amounts due and payable to the school are paid in full.