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With God’s help, all will learn and grow!

#  St. Peter Catholic School

Parent/Student Handbook



2023-2024

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The Diocese of Jefferson City Policy & Regulation Manual expresses official policy and regulations regarding all elementary schools of the Diocese. This St. Peter Catholic School handbook is in compliance with this manual.

**INTRODUCTION AND GUIDING PRINCIPLES**

**SCHOOL MISSION STATEMENT**

The mission of St. Peter School is to provide an education which will nurture the spiritual, emotional, physical and academic growth of each student, helping them to become productive Christian citizens. With God’s help, all will learn and grow in a Catholic spirit.

**SCHOOL PHILOSOPHY**

St. Peter School believes that each child is a unique individual with their own special dignity created in the image and likeness of God. Each has been given talents to develop and use. The atmosphere of our school will contribute to each child’s growth and development in such a way they will be able to contribute to the welfare of our American and global society. In an atmosphere permeated with gospel values, pupils will learn respect for themselves, others, and God. The school will make every endeavor to help each child to grow in his/her own uniqueness, strengths and weaknesses. We endeavor to foster this growth through our teaching ministry by proclaiming the Gospel message of hope, peace, and justice, taught and lived in a faith community that worships together and reaches out in service to others. St. Peter School will help each pupil to accept responsibility for their own individual life and actions as well as having a sense of responsibility for the well- being of others.

St. Peter School believes that parents are the primary role models and educators of their children. The school will assist parents in nurturing the God-given gifts of each student to ensure growth into a well-rounded individual. Recognizing each child’s unique abilities, the school strives to create a learning environment that promotes excellence through an emphasis on cooperation rather than competition. Learning opportunities will challenge students’ talents for greater growth and development. The school will train its students in an appreciation of the dignity and sacredness of all. St. Peter School encourages strong academic achievement and emphasizes the following attributes to help children reach their potential:

 **Ambition** for faith, prayer and service to others

 **Respect** for self and others

 **Discipline** through responsibility

 **Motivation** through ownership of the learning process and our environment

 **Adaptability** to the changing world and the needs of all learners

 **Curiosity** to seek knowledge

With Christ, these attributes form a commitment to our faith community that allows the school to fulfill its mission…the formation of Disciples of Jesus Christ.

**EDUCATIONAL AUTHORITY IN THE PARISH**

The pastor of each parish, canonically appointed to be the head of the Catholic community, has pastoral authority and concern in all facets of parish life. In educational matters, he works with the school administrator/principal, and consults the school advisory council.

The school advisory council is an advisory body established to assist the pastor, school administrator/principal, parish pastoral council, and parish finance council in fostering the educational mission, goals and objectives of the Catholic school. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/principal.

The role of the parish pastoral council is to advise the pastor on all areas of the mission and direction of the whole parish. The school advisory council advises the pastor to ensure the school is in harmony with the mission of the parish. The parish finance council advises in the temporal goods to ensure the mission is sustained.

 **(DSP 1305: Community and External Operation: Educational Authority in the Parish)**

No policy of St. Peter School will contradict Diocesan policies. The school reserves the right to change policies in this handbook, if necessary, during the year.

**NOTICE OF NONDISCRIMINATORY POLICY**

Every diocesan Catholic school shall respect the dignity of each individual and, therefore, shall not discriminate on the basis of race, nationality, sex or any other basis that is prohibited by law, in regard to enrollment. **(DSP 5101: Students: Non-Discrimination)**

**NON-CATHOLIC STUDENT PARTICIPATION**

Non-Catholic students enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law. **(DSP 6235: Instruction: Non-Catholic Student Participation)**

**CONFIDENTIALITY**

Rather than strict confidentiality in regard to student and school personnel communication (verbal and written), the diocesan Catholic schools operate under a “spirit of confidentiality.” Therefore, outside of the seal of confession between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

1. Information that concerns violation of the law;
2. Matters involving the health and safety of the student or any person;
3. Serious moral issues; and/or
4. Any other matter raising serious enough concern in the mind of the employee that they believe it is important to share the information with school administrator/principal.

The school administrator/principal, after consultation with the Catholic Schools Office, may choose to disclose the information to parents/guardians, legal authorities, medical personnel or other deemed necessary personnel. **(DSP 5260: Students: Confidentiality)**

***ADMISSIONS, ENROLLMENT & REGISTRATION***

**ADMISSIONS’ POLICIES AND PRIORITIES**

(Local School Policy)

In order to maintain a high quality of education St. Peter Catholic School enrollment will be evaluated in the spring of each school year for the following school year for class size purposes, number of teachers, etc.

Enrollment in each grade and classroom will be limited to the maximum number of students permitted by the Diocese of Jefferson City and/or the physical capacity of parish facilities as determined by the pastor and principal in consultation with the school board.

1). Children of parishioners

 a. Children from families with children already enrolled

 b. First child now reaching school age

 c. Other children registered on approved waiting list

2). Children from families new to the parish who were enrolled in a Catholic school at their previous address.

3). Catholic children from non-parish families with students already enrolled

4). Non-Catholic children from families with students already enrolled

5). Non-Catholic children from families without students already enrolled

* This policy normally goes into effect should a waiting list develop.
* The pastor’s signature of registration forms and a one-third deposit are needed in the school office to make registration official.

The pastor and principal reserve the right to make an exception to the policy based on individual and/or extraordinary circumstances.

General Requirements for Admission:

1. Kindergarten Admission
2. Children must be five years old by August 1st.
3. Children must demonstrate readiness for school in cognitive, affective and psychomotor maturity, normally demonstrated on a student readiness screening instrument.
4. For all new students the following documents are required:
5. completed admission application,
6. official certificate of birth,
7. baptismal certificate (for Catholic students not baptized at St. Peter Catholic Church),
8. health records with immunizations completed according to Missouri Department of Health requirements,
9. academic and discipline/behavioral records from the previous school, and
10. if applicable, a copy of that portion of a custody agreement that stipulates custody and any other information pertinent for the school.
11. Normally, an interview with the pastor or his designee is required prior to accepting enrollment.
12. A pre-registration for all students will take place in the spring.
13. Withdrawal from the school: The parent of any pupil leaving the school must notify the principal so that needed information may be obtained. Copies of academic records cannot be forwarded to another school without an authorization to release the records signed by the parent.

Registration Procedure

In order to promote good communication and fiscal responsibility by the school to the parish, registration is as follows:

* Registration for each school year begins in February.
* Registration for all kindergarten students begins in March.
* Registration for all pre-school students begins in February.

All parents of new students in St. Peter School are required, as part of the registration procedure, to have a personal meeting with the pastor of St. Peter Church to discuss registration and financial commitment. This meeting is scheduled between May 1st and August 1st at the convenience of the family and the pastor. Any request for reduction in financial commitment to the parish or reduction in registration fees is handled by the pastor of St. Peter Church at that meeting. It is encouraged that all families who may be eligible apply for the “Free or Reduced School Lunch Program.” This not only assists that family financially but provides further financial benefit to the school lunch program.

Registration materials include the financial commitment form for the parish or the tuition agreement form for non-parishioners, schedule of registration fees and other materials determined by the school office. Registration is not accepted until the financial commitment form is completed and returned to the school office and the meeting with the pastor or his representative(s) is completed.

**EMERGENCY INFORMATION**

The school will have on file emergency information that is complete and current for each student. Any change in emergency information is to be given to the school as soon as possible.

**PROOF OF GUARDIANSHIP**

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

When there is a custody agreement, the schools shall obtain the portion of that agreement that stipulates custody and any other information pertinent for the school.

Schools shall indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/guardian/student handbook along with a statement that indicates the parents/guardians shall notify the school immediately of any change in the agreement.

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

The school administrator/principal shall release the student according to the court documents and visitation documents the school has on file.

Any non-parent/guardian having custodial rights must supply the school with complete documentation evidencing such rights. **(DSP 5201: Students: Proof of Guardianship)**

**CLASS SIZE**

The St. Peter School Advisory Board has formulated the following ordinary policy, which has been approved by the pastor, regarding class size and student enrollment. All children of members of the parish are eligible for enrollment in any grade at any time. All of the children are to be baptized and parents are to be practicing their faith in this parish and committed to the financial support of the parish and school. Any exception is taken to the pastor.

Strategic planning, use of buildings, and building programs shall include future enrollment projections.

An optimal range for class size shall be:

* Preschool: 10-20 students
* Kindergarten-Third grade: 10-25 students, 20+ requiring an aide
* Fourth grade-Eighth grade: 10-25 students

Consideration shall be given to combined/split classes or multi-age arrangements as financial feasibility and student interaction direct.

Class size may be adjusted for any school year at the discretion of the principal.

**TRANSFERS**

When a student is to transfer from St. Peter School, sufficient notification is to be given to the principal. Records will be transferred to the enrolling school at that parent’s written request providing all outstanding fees have been paid.

Outstanding fees are to be paid before records will be sent to the high school upon the student’s graduation from St. Peter School as well. If a family is experiencing financial difficulty, arrangements can be made with the pastor or the principal.

***REGISTRATION FEES AND TUITION***

Local School Policy

**REGISTRATION FEES**

Registration fees are paid by both parishioners and non-parishioners. The fee schedule is set annually by the school in consultation with the school advisory board. Requests for fees to be waived due to unusual circumstances are to be made to the pastor.

The annual registration fee is due for each child enrolled in St. Peter Catholic School. Registration fee payments can be made according to one of the following:

1. Cash or check payment of the total registration fee prior to June 1st,
2. Cash or check payment for 50% of the registration fee by June 1st, at which time parents will fill out an electronic fund transfer form giving the school authorization to process transfer for the remaining registration balance of 25% in August and 25% in October; or
3. Electronic fund transfer full registration balance in five (5) equal payments from June through October. Prior to May 15th, parents will fill out electronic fund transfer from giving the school authorization to process five (5) equal transfers each month from June through October.

If St. Peter Catholic School is not able to obtain the registration fee through the electronic fund transfer due to insufficient funds, the child’s parent will be notified by school office and payment is expected prior to the beginning of the following week. If payment is not received within five (5) days of the notice, a late fee of 10% of the outstanding balance will be charged monthly until the balance is paid in full.

Failure to follow policy will result in a child not being registered for the upcoming school year, and the child will not be allowed to attend class until the balance is brought current or proper forms are submitted.

**REGISTRATION FEE REFUND**

Families who decide not to enroll their child/children in St. Peter School after they have paid the registration fees, but before the school year begins, will receive refunds as follows:

* Move out of parish or out of town: Full refund
* Academic, behavioral, other reasons agreed to by pastor and principal: Full refund
* No agreement with pastor and principal: 50% of registration is refunded

Refunds for children who withdraw after the start of the academic year will be determined on a pro-rated basis with one-third of all registration fees kept by the school for fixed expense.

**PARISHIONERS**

As you (re)enroll your child(ren) at St. Peter Catholic School, please be aware that all parishes of the Diocese of Jefferson City are embracing the stewardship way of life, whereby everyone in our diocese is called to live as active stewards in our parishes and communities.

Discipleship calls us to more than membership; it calls us to active stewardship. To support all the ministries of the parish, we need every family’s active stewardship in the parish

No more and no less is asked of Catholic school parents and students than of any other parishioner.

* Commitment to pray. That is, actively and regularly attend Mass on weekends and Holy days of Obligation.
* Commitment to participate. That is, offer their talents and a portion of their time to serve the parish community and be a part of its fellowship and opportunities for ongoing Christian formation.
* Commitment to sacrificially give. That is, generously and proportionately pledge a portion of the “first fruits” of material treasure to support the operation and ministry of the parish church. The goal for Christians is the Biblical tithe (10%) and all are called to strive toward that goal as they are able.

**TUITION FOR NON-PARISHIONERS**

Tuition for non-parishioners and non-Catholics is due for each child enrolled in St. Peter Catholic School. The rate is set annually by the school in consultation with the school advisory board.

Tuition payments can be made according to one of the following:

1. Cash or check payment of the total tuition prior to August 1st;
2. Electronic fund transfer full tuition in two (2) equal payments. Prior to August 1st, parents will fill out electronic fund transfer form giving the school authorization to process two (2) equal transfers in August and January; or
3. Electronic fund transfer full tuition in ten (10) equal payments from August through May. Prior to August 1st, parents will fill out electronic fund transfer form giving the school authorization to process ten (10) equal transfers each month from August through May.

If St. Peter Catholic School is not able to obtain the tuition through the electronic fund transfer due to insufficient funds, the child’s parent will be notified by the school office and payment is expected prior to the beginning of the following week. If payment is not received within five (5) days of notice, a late fee of 10% of the outstanding balance will be charged monthly until the balance is paid in full.

Failure to follow policy will result in a child not being registered for the upcoming school year, and the child will not be allowed to attend class until balance is brought current or proper forms are submitted.

Report cards will be held and registration for the following year will not be completed until all of these fees are paid.

**SCHOOL FEES AND SUPPORT**

|  |  |  |  |
| --- | --- | --- | --- |
| DUE BY | Number | Of | Children |
|  | **One** | **Two** | **3**  |
| June 1, 2023 | **$345.00** | **$570.00** | **$710.00** |
| Aug. 17, 2023 | **$220.00** | **$335.00** | **$435.00** |
| Oct. 1, 2023 | **$185.00** | **$295.00** | **$405.00** |
| ***Total*** | **$750.00** | **$1200.00** | **$1,550.00** |

Registration, Book, and Sustaining Fees

for Catholic families

1st child: $750.00

2nd child: $450.00

3rd child: $350.00

|  |  |  |  |
| --- | --- | --- | --- |
| DUE BY | Number | Of | Children |
|  | **One** | **Two** | **3**  |
| June 1, 2023 | **$150.00** | **$250.00** | **$300.00** |
| Aug. 17, 2023 | **$75.00** | **$125.00** | **$150.00** |
| Oct. 1, 2023 | **$75.00** | **$125.00** | **$150.00** |
| ***Total*** | **$300.00** | **$500.00** | **$600.00** |

Registration, Book and Sustaining Fees

for tuition families

1st child: 300.00

2nd child: 200.00

3rd child: 100.00

TUITION – Grades Kindergarten – 8th Grade

for non-Catholic families and for non-parishioner Catholic families

1st Child: $3,300; 2nd Child: $1,800.00; 3rd Child: $1,800.00

**Tuition is payable in advance: yearly, each semester, quarterly, or monthly**

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Local School Policy

**EARLY CHILDHOOD/PRE-SCHOOL**

Admission: Children who are three years old by August 1 will be eligible to enroll in the early childhood program. Children are expected to be toilet trained prior to attending preschool.

Enrollment in each grade and classroom will be limited to the maximum number of students permitted by licensing agencies, adult-to-child ratios and/or the physical capacity of parish facilities as determined by the pastor and principal in consultation with the school board. Normally enrollment is limited to twenty children.

When the number of children/families seeking enrollment exceeds the capacity of the program, the following order of admission priority will normally be followed:

* Children returning to the program for the next year (e.g. three-year-olds returning as four-year-olds)
* Children of current St. Peter School families (e.g. siblings of current school families) and members of the parish.
* Children of current school families who are Catholic but not members of the parish.
* Children of current school families who are not Catholic.
* Children of parish families who do not have another child enrolled in the school (e.g. new families enrolling for the first time).
* Children of Catholic families who are not members of the parish and do not have another child enrolled in the school.
* Children of non-Catholic families who do not have another child enrolled in the school.

The school will maintain a list of families/parents interested in enrolling their children in the program. The list is for informational purposes and does not mean that a child will or will not be enrolled.

Enrollment will normally begin in March for the next school year for returning children and children of current school families and parish families.

Local School Policy

Tuition and Registration Fee Policy

An annual registration fee is due for each child enrolled in the early childhood program. There is a weekly tuition fee which must be prepaid for the child to remain enrolled in the early childhood program. The tuition fee may be paid through electronic fund transfers on a weekly basis.

If St. Peter Catholic School is not able to obtain tuition through the electronic fund transfer due to insufficient funds, the child’s parent will be notified by the school office and payment is expected prior to the beginning of the following week. If payment is not received in a timely manner, a monthly charge of 10% will be assessed on the past due balance until the balance is paid in full.

Failure to follow this policy will result in a child being suspended from the program and not be allowed to attend class until the balance is brought current.

Amounts due for registration and tuition are outlined in the Early Childhood Handbook.

Registration and Tuition Fee Schedule

Registration and tuition fees include morning and afternoon daily snacks and lunch each day. There is no reduction in tuition for days that lunch is not served at school (1/2 days, etc.), or if the student chooses to bring lunch or if a child is not present on a day school is in session.

* Registration fees are $50.00 and are due at the time of enrollment.
* There is no tuition the full week that school is closed for Christmas break.

**PRE-SCHOOL TUITION, from the hours of 7:30 am – 3:10 pm**

Registration fee: $50.00 per child – payable at time of registration

**Pre-School Tuition:** This tuition includes school, snacks, and lunch.

St. Peter parishioner child: $20/day

 Weekly tuition is $100.00 per child enrolled.

Non-parishioners/non-Catholic child: $22/day

 Weekly tuition is $110.00 per child enrolled.

*3 days per week:*

St. Peter parishioner child: $20/day

 Weekly tuition is $60.00 per child enrolled.

Non-parishioner/non-Catholic child: $22/day

 Weekly tuition is $66.00 per child enrolled.

*2 days per week:*

St. Peter parishioner child: $20/day

 Weekly tuition is $40.00 per child enrolled.

Non-parishioner/non-Catholic child: $22/day

 Weekly tuition is $44.00 per child enrolled.

Payment due each Monday in advance. Any student with tuition 1 week behind not permitted to return to class until account is brought current and one week paid in advance.

Local School Policy

**EXTENDED CARE**

The extended care program is open after school for children who attend St. Peter Catholic School. Fees for this program are to be pre-paid according to one of the following:

1. Cash or check payments will be accepted on a pre-payment basis only. Pre-payment, of at least $50 per child, is to be received by the school office prior to the first day of school. Parents will be responsible to monitor balance of account and submit payment as necessary to ensure account remains pre-paid. If account becomes delinquent by $25, the child will not be allowed in the extended care program until account is paid in full, and pre-payment of $50 per child is made. If account is delinquent two (2) times in the school year, parent will be required to authorize payment to school through electronic fund transfer as outlined below; or
2. Electronic fund transfer monthly an amount agreed upon by school and parent. Prior to August 1st, parents will fill out electronic fund transfer forms giving the school authorization to process a transfer each month for the amount agreed upon by school and parent. School and parent will monitor balance of account to ensure delinquent balance does not exceed $25. If delinquent balance exceeds $25, parent will make payment of the delinquent balance and authorize an increase to electronic fund transfer.

If St. Peter Catholic School is not able to obtain extended care fees through the electronic fund transfer due to insufficient funds, the child’s parent will be notified by school office, and payment is expected prior to the beginning of the following week. If payment is not received within five (5) days of notice, a late fee of 10% of the outstanding balance will be charged monthly until the balance is paid in full.

Failure to follow policy will result in a child not being allowed in the extended care program until balance is brought current or proper forms are submitted.

**After-Care Club: 3:10 PM – 5:30 PM (Includes Pre-K Students)**

Membership fee: $20.00 per family, yearly. Members may use regularly or drop-in as needed (advance notice appreciated) at the member price.

Member fees: $2.50 per hour (billed in 30 minute increments)

 Non-member fees: $5.00 per hour (billed in 30 minute increments)

Over-time fees: after 5:30 PM, for all users, $2.50 per 15 minutes

***CALENDAR AND SCHEDULES***

**DAILY SCHEDULE**

Supervision begins at 7:30 a.m. No children are to be dropped off before this time. The school day begins promptly at 7:50 a.m. Students arriving after that time are marked as tardy. Classes are dismissed at 3:10 p.m. All students must be picked up before 3:25 p.m. Any students waiting after then will be taken to the extended care program and normal program fees will apply.

**MASS SCHEDULE**

Students attend Mass on Tuesday and Thursday at 8:10 a.m. Thursday is an all-school Mass. On Tuesday students in grades K-2nd, 3rd-5th, and 6th-8th will alternate. Masses will also be held on all Holy Days. School children will plan and fill most liturgical roles according to a normal rotation.

**CANCELLATION OF SCHOOL**

Normally, if the Marshall Public School District cancels school prior to the beginning of the school day for inclement weather, St. Peter will cancel classes as well. However, the school reserves the right to continue with a normal school day if, in the judgment of the administration, conditions do not warrant cancellation.

For those days when school begins but weather conditions deteriorate, St. Peter will make the decision to close or stay open independently of Marshall School District.

Information as to the canceling of school may be obtained from local radio and/or television. Early dismissal of school during the day due to severe weather will also be announced through local media. These media outlets will be notified: KMMO 102.9 FM. Text caster will also be used when appropriate.

All after school activities, including extended care and athletic events, are cancelled if St. Peter Catholic School is closed. This applies even if other participating schools are open.

**TEACHER REQUESTS**

The practice of requesting a teacher can be hurtful to the teacher and detrimental to the appropriate academic placement of a child. Therefore, teacher requests are not normally accepted. However, if a parent insists on making a teacher request, the request must be made in writing, stating the reason for the request and returned to the school office before May 1st for the next year.

***CURRICULUM, INSTRUCTION, AND GRADING***

**HOMEWORK**

Purpose of Homework

There are several purposes for homework. At St. Peter School, homework is used to help students prepare for class, understand and review the work that has been covered in class, to see whether students understand the lesson, and to help students learn how to find and use more information on a subject. Homework can also serve as a communication link between school and home that shows what children are studying.

Schools in which homework is routinely assigned and graded tend to have higher achieving students.

Homework should be necessary and useful, appropriate to the ability and maturity level of students, well explained and motivational, and clearly understood by students and parents. Homework should be tied to the current subject matter, assigned in amounts and levels of difficulty which students can complete successfully, and should be checked quickly, with feedback to students.

St. Peter School is eager to provide the best possible educational opportunities for all our students. These include physical facilities, professional and supportive staff, learning materials and other resources.

Only about seven hours per day of a pupil’s time is under the control of the schools. Therefore, parents and the public share the responsibility for educating children in all aspects of life. Homework, along with sports, special programs, and other activities is an important link in a total educational program.

Definition of Homework

Homework is defined as tasks assigned to students by school teachers that are intended to be carried out during non-school hours if not completed during class time. Generally speaking, these assignments are routine in nature. For the purposes of this policy, homework does not include long-term projects, research papers, tests, etc.

Responsibility of the Student

It is the responsibility of the student to:

Expect homework each night. If nothing specific has been assigned, students should be reading, reviewing material or studying for future tests and projects. The amount of homework will increase as students get older.

Keep an up-to-date planner for homework and other assignments and their due dates. St. Peter School provides planners for its students.

Clarify with the teacher any instructions not understood.

Turn in homework on the due date.

Complete homework in proper form, clearly identified with name and class, legibly written or typed, and grammatically correct.

Arrange a proper study area, either at home or in school, and manage time to accomplish homework assignments.

Establish a regular weekly study schedule that is relatively free from distraction (television, telephone calls, etc.)

For preplanned absences (family vacations, school activities, sports, etc.) students should approach the teacher prior to the absences for assignments so work is completed upon their return.

Responsibility of the Parent

It is the responsibility of the parent to:

Make homework a daily activity.

Assume your student will have studying to do every night.

Set up a comfortable location for doing homework. This does not have to be a “special” room, but should have good lighting and be free of distractions. Allow your student(s) to study in the way each of them learns best.

Make sure your student has the necessary supplies.

Work with your student’s outside activity schedule and preferences when setting up a regular homework time.

Help your student get organized. One way is by regularly checking their planner.

Ensure your student knows each teacher’s homework policy.

Show interest in your student’s schoolwork and discuss what your student is learning.

Watch for signs of failure or frustration.

Discuss with your student and then, if necessary, contact the teacher to clear up any misunderstandings, troubleshoot problems, discuss time management and be informed about your student’s learning progress.

Check progress on homework through FACTS.

Coordinate homework efforts with the teacher in special cases.

Responsibility of the Teacher

It is the responsibility of the teacher to:

State clearly the purpose of the assignment.

Explain how the assignment is related to the topic under study.

Ensure that the child has the skills to complete the homework assignment by providing demonstration of skills during guided practice in the classroom.

Explain how the assignment might best be carried out.

Explain what the student needs to do to demonstrate the assignment has been completed.

Provide specific written explanation of long-range assignments so that the requirements and expectations are clearly understood by the students and their parents.

Review the assignment before giving it to the students and anticipate difficulties.

Define “late” for assignments and consequences for lateness, and clearly communicate both to students. Repeat periodically.

Have students write down assignments or hand out written assignments rather than relying only on communicating assignments orally.

Avoid routine assignments over holiday and vacation time.

Give special consideration to limiting weekend assignments (review, voluntary projects, or make-up work).

Provide feedback in a timely manner.

Use results of homework to plan future instructional activities.

Include homework as part of the student’s overall grade.

Responsibility of the Administrator

It is the responsibility of the administrator to:

Communicate the school’s homework policy to parents.

Monitor the implementation of the homework policy.

Coordinate the scheduling of homework among different subjects, if needed.

Serve as mediator, should the need arise.

Late Work Policy

Homework is defined as tasks assigned to students by school teachers that are intended to be carried out during non-school hours if not completed during class time.

Generally speaking, these assignments are routine in nature. For the purposes of this policy, homework does not include long-term projects, research papers, tests, etc.

 A . Homework turned in complete, according to expectations, and on time will be

 eligible for full credit.

 B. Homework turned in not according to communicated expectations will not be

 accepted.

 C. Homework is expected to be turned in on time. This helps the student be prepared for

 class and gives the teacher information about how to present the next lessons

 according to student understanding of homework concepts. We understand that

 sometimes there are unforeseen events that may cause late homework.

Homework turned in a day late will have a 10% deduction of points earned. Each following day will be another 10% deduction as shown in the example in the following chart.

|  |  |  |
| --- | --- | --- |
|  | Minus 10% Each Day |  |
| Turned in on time - no errors | 100% | A+ |
| 1 Day Late | 90% | B |
| 2 Days Late | 80% | C |
| 3 Days Late | 70% | D- |
| 4 Days Late | 60% | F |

 D. The teacher may use discretion for unforeseen circumstances.

 E. Courses that vary from this policy must have prior administrative approval and notification

 of the alternative policy must be given to the student and parents in writing during the

 first few days of class.

Homework Pass

This pass is intended to give the student an extra day to turn in homework without penalty (one pass per quarter per class). There may be some assignments in which this pass may not be used. The teacher will notify students in advance when the pass is not available for use.

Quarter \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Class | Date Pass Used | Assignment | Teacher Initials |
| Communication Arts |  |  |  |
| Math  |  |  |  |
| Science |  |  |  |
| Social Studies |  |  |  |
| Religion |  |  |  |
| Other \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |

**RETEST POLICY**

Any student in grades 4TH -8TH earning a 77% or below on a chapter/unit test will be allowed to retake that test and receive the higher of the two scores up to 77% under the following guidelines:

1. To be eligible for retaking a test, the student must have all homework for that test turned in on time and completed.
2. There must be evidence of some type of relearning which is at the discretion of the teachers (private tutoring session with the teacher, taking the test and correcting the wrong answers, completing another set of problems similar to the material on the test, etc.) before retaking the test.
3. Test must be retaken on the student’s time and not the teachers’.
4. A sign-up sheet will be posted with the available times for retesting. It is the student’s responsibility to sign up for his/her choice of times and to attend. Signing up for a retest and failing to appear for the assigned time (without a valid excuse) will result in the original test score as the final grade.

**BOOKS**

All books for classroom use are furnished through the school. If books are damaged or lost, a fine will be charged with approval of principal.

**GRADING SYSTEM AND REPORT CARDS**

Report cards will be issued four times a year at the conclusion of each quarter: October, January, March and May. Mid-term Progress Reports are sent home half-way through each quarter. Parent-Teacher Conferences are usually held for the first quarter and third quarter periods. Parents are encouraged to contact their child’s teacher at the first sign of a concern or problem.

A developmental diocesan report card will be used for grades K-2nd. The grading system for grades 3rd-8th is as follows:

REVISED GRADING SCALE

A: 93-100 C: 73-76

A-: 90-92 C-: 70-72

B+: 87-89 D+: 67-69

B: 83-86 D: 63-66

B-: 80-82 D-: 60-62

C+: 77-79 F: 0-59

**HONOR ROLL**

For grades 3rd- 8th St. Peter school maintains a Pastor’s Honor Roll (includes only A's) , the Principal’s Honor Roll (includes A's and B's), and the St. Peter’s Honor Roll (no grade below a C-). The following subjects will be included in determining honor roll: religion, reading, math, spelling, English, science, social studies, music, physical education and art.

**PLAGIARISM POLICY**

St. Peter Catholic School views all plagiarism, as bearing false witness, and is not tolerated in any form.

**ACADEMICALLY AT-RISK**

Students who are academically at-risk will be identified and interventions initiated. Some of the indicators are: level of achievement significantly lower than potential, low grades resulting from lack of effort, repeated homework offenders, organizational problems, frequent unsigned planners, high rate of absences and/or tardiness. Once identified, steps will be taken to provide the interventions and supports necessary.

Step 1: The homeroom teacher will contact the parent/student. The issue will be identified and a plan/response for the particular student will be developed, a date for follow-up, typically at a two-week interval.

Step 2: Should the interventions from Step 1 not be successful or if academic performance deteriorates, the principal will become involved in the process with the homeroom teacher, the student, and the parents. Interventions at this point may include after-school study time, mandatory tutoring, etc.

Interventions for each student will be determined based on the student’s needs and will be different for each one.

**PROMOTION AND RETENTION**

All grade-level promotions for diocesan Catholic school students (regular and special) shall be decided by the school administrator/principal in light of the teacher’s recommendation and in consultation with the parent/guardian and with the student, if appropriate. Such decisions are based on a total evaluation of a student’s growth in all areas of development.

If a student’s progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the school administrator/principal. As soon as possible, the teacher and/or the school administrator/principal shall talk with the parent/guardian and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student’s teachers and parent/guardian, the final responsibility for a student’s promotion or retention rests with the school administrator/principal.

During conferences and in a follow-up letter, the parent/guardian and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, shall be communicated to the parent/guardian. If the parent/guardian does not agree with the school administrator/principal’s decision, the school administrator/ principal and the parent/guardian shall meet to discuss the rationale for the decision. It is ultimately the school administrator/principal’s decision whether or not to promote a student.

If a student with special educational needs is accepted in a school that does not offer a special education program, at the request of a parent/guardian who are aware that a special education program is not offered, the school administrator/principal and parent/guardian shall sign a written agreement concerning promotion and retention procedures for the student as well as the type of diploma to be awarded upon termination of attendance.

High school students who satisfactorily complete a program that includes a modified curriculum or significant accommodations for special needs shall receive a diploma that indicates the modified nature of the curriculum (i.e., modified diploma).

**(DSP 5410: Students: Promotion and Retention)**

**STUDENTS WITH SPECIAL NEEDS**

If a student with special needs — categorized such as Educable Mentally Handicapped (EMH), exceptional educational needs (EEN), or other similar classification, or having a serious physical disability — applies for admission in a diocesan Catholic school and/or is in need of special placement, and admission is going to be denied, or a current student is being asked to withdraw, or being referred to another school, the school administrator/principal shall immediately consult with the Catholic Schools Office so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgment as to whether or not, indeed, that is possible. Whenever possible, accommodations shall be made to meet the total needs of the student. A review committee can be convened by the Catholic Schools Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the Catholic Schools Office, the school administrator/principal, parent/guardian, counselor, pastor and other designated professionals. It shall be the purpose of the review committee to help the school make a decision. This review committee can also be convened or reconvened by the Catholic Schools Office, if deemed beneficial, when a parent/guardian disagrees with a local school decision.

The diocese defines an accommodation ass a change in teaching, materials, assignment length, etc. that allows a student’s learning needs to be met while leaving the standards being taught unchanged. Accommodations are provided to students after the student is tested to determine learning needs and a learning plan has been established through the teachers and school administrator/principal and agreed to by the parent/guardian. Accommodations require no noting on a report card, but shall be disclosed to any subsequent school the student attends.

Modifications result when a student’s learning needs are such that the actual content of a class must be changed (often in addition to other accommodations). When modifications are required, it must be noted on the student’s report card. Use of an alternate grading scale is considered a modification and shall be noted on the student’s report card.

**(DSP 5701: Students: Students with Special Needs)**

**TESTING**

Students in grades 2ND -8TH will take standardized achievement tests in the fall. Students who appear to have learning difficulties may be tested by the public school officials in cooperation with the principal and teachers. These tests are administered to assist the faculty in determining the direction of the curriculum and instructional methods.

**LIBRARY**

Students will have a regular weekly library time. If a student does not return his/her book on the scheduled date of return, no new book will be issued until the book is returned. If a library book is lost or damaged, the student /parent must pay for the cost of replacement.

**PHYSICAL EDUCATION**

All students in grades five through eight (5th-8th) are required to dress in appropriate shoes and clothing for physical education class. Dress should include: athletic shoes suitable for the gymnasium or for outdoor activities, socks, athletic shorts, and athletic shirt. Shirt may be either short or long-sleeved. Shorts must fall to at least the fingertips of the student with arms hanging at the side. Warm-up suits and sweat clothes may also be worn to gym class. Leggings may not be worn unless a shirt comes to mid-thigh. Clothing worn to physical education class should be different than clothing that is worn the rest of the day to school. Gym clothes should be taken home and washed weekly. Be sure that all clothing and belongings are clearly marked with the student’s name.

Students in grades kindergarten through fourth (K-4th ) are not required to change for class but are to wear appropriate shoes and clothing for activities. Hard-soled shoes, sandals and boots are not appropriate for play on the gym floor. Girls must wear slacks or shorts under their dresses. For safety reasons no jewelry, watches or other accessories may be worn by boys or girls during gym class. Students are responsible for the care of their valuables during class. Valuables are to be left in the desk in the classroom.

Participation in the physical education program is required of all students unless a student brings a written excuse stating the reason the student may not take part in gym class signed by a parent. If a student is temporarily disabled, send a note listing the dates to be excused.

In order to receive a satisfactory grade in physical education class, students are to wear appropriate clothing and participate in the activities. Disciplinary action will be taken against those who do not abide by these rules.

No gum or candy is allowed in the gym. No one will be allowed to leave the gym for a drink or to use the restroom unless he/she receives permission from the teacher. Poor sportsmanship in any form will not be tolerated. Each person will treat his/her classmates in the manner in which he/she would like to be treated.

**RECORDS**

Permanent records for each student are kept on file in the office. Each teacher is responsible for keeping records of student progress. Record of attendance is kept on file.

Parents have the right to inspect all school records dealing with their children. All statements placed in a record are to be factual and not of conjecture of opinion.

**REMEDIAL SERVICES**

Title 1 remedial services are offered at St. Peter School. Students at St. Peter are eligible for these services through the Marshall Public School District.

**FEDERAL PROGRAM MESSAGE**

St. Peter School participates in several State and Federal Programs including the Federal Lunch Program and Title I (remedial reading, math and language arts). Diagnostic testing of a student for education problems are available through the Marshall Public School or the public school district in which the student resides, upon request of St. Peter and/or the student’s parents.

**PARTICIPATION IN CO- CURRICULAR ACTIVITIES**

All students who participate in co-curricular school activities must be in regular FULL DAY attendance, arriving before 8:30 a.m., on the day the activity is scheduled. If a child is absent from school or leaves school sick, he/she may NOT practice or participate in activity scheduled for that day.

Students may be absent for a brief time on day of activity due to a previously scheduled professional appointment but must present the principal/teacher with the medical excuse from upon arrival at school.

Homeschooled children, of active members, in good standing of St. Peter Catholic Church may participate upon presentation of a statement indicating satisfactory progress, and participation of homeschool curriculum.

Participants in co-curricular activities must have a “C” (2.0) academic average at each grade evaluation/marking period, and NO FAILING GRADES, in order to be eligible to participate in activities. If a student is ineligible at the end of a grading period, eligibility may be re-evaluated in two weeks.

The following values are used in computing grade point:

A=4.0 B+=3.4 C+=2.4 D+=1.4

A-=3.7 B=3.0 C=2.0 D=1.0

 B-=2.7 C-=1.7 D-=0.4

 F=0.0

Participants in co-curricular activities must remain in good standing, and exhibit satisfactory behavior and participation in all aspects of his/her athletic, academic and spiritual life.

Coaches and sponsors will provide and keep current a roster of athletes/participants to the teacher and principal.

Less than satisfactory behavior or participation or progress will evoke a one-week suspension of practice and participation.

Any student suspended/or reevaluated for more than two weeks will not be allowed to participate/return for the activity.

All student athletes will be required to obtain a current school year athletic physical prior to participating in practice or games.

All students and parents are required to read the St. Peter Catholic School Co-Curricular Policies and sign the agreement form(s) before a student is allowed to participate in the athletic program.

**COOPERATIVE SPORTS/ACTIVITY SPONSORSHIP**

**Purpose:**

Sports offer students a unique opportunity to develop mind and body. While all sports teach life lessons, different sports teach different lessons. In contact sports like football, the students learn to control their aggression, how to deeply trust their teammates, how to overcome the fear of pain and the actual pain to keep striving for their goal, both for themselves and for their teammates. The students learn about individual preparation and taking responsibility for the outcome.

St. Peter Catholic School strives to provide as many diverse learning opportunities for its students as possible while recognizing that these opportunities may not be same from year to year.

**ATHLETICS**

All athletic programs offered through diocesan Catholic Schools shall reflect the values of, and be consistent with the mission and principles of the schools and the diocese. **(DSP 6610)**

All athletic programs offered through diocesan Catholic schools shall ensure the programs meet the following criteria:

* Sports are viewed as a ministry to students and families.
* Teams are seen as moral communities.
* Moral growth and character development are emphasized.
* Spiritual development is expected.

All coaches and assistant coaches (whether paid or volunteer) shall be expected to imitate Christ through their coaching.

School administrators/principals who participate in any athletic program shall be responsible for assuring that all coaches, physical education teachers and parents/guardians meet the behavior standards. Evaluation of coaches and physical education teachers by school administrators/principals shall assure that these coaches and teachers are integrating these goals into their ministry of coaching/teaching.

School administrators/principals may delegate responsibility for various aspects of the program to other personnel (e.g., assistant principals, athletic directors or secretaries), but shall retain overall responsibility for the implementation of the program in their schools.

In view of the respect for and sanctity of the celebration of the Eucharist on Sundays, holy days of obligation, and the importance of the Easter Triduum, no practices, games, or events shall be held by any diocesan Catholic school-sponsored group, team or club in the school building or playing field, or buildings the school may borrow, rent or own before noon on any Sunday or holy day of obligation, nor at any time on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday. **(DSR 6610)**

**EDUCATIONAL OUTINGS**

Diocesan Catholic school field trips and outings shall be learning experiences, but they are also privileges. Each teacher or moderator shall, in advance, explain to the school administrator/principal the proposed field trip, including student preparation, plans for supervision and transportation and student follow-up activities. If approved, the teacher shall follow the local procedures for the distribution and return of the field trip forms with parent/guardian signatures.

A school may, but is not required to, sponsor an end of year eighth grade and/or a senior trip. If it does, the school must be ultimately responsible for the planning and implementation, including the assigning of chaperones and the establishment of rules. In addition, school personnel must accompany students on the trip. If the school does not sponsor the trip, then DSP 6306 shall be followed, in which case the school must isolate itself from the planning, distribution of any information, and fundraising. If any fundraising is done, the school name is not to be used. The school tax identification number is not to be used in any way for the trip, and any contracts shall not use the school name.

Other than high school sports, any proposed school-sponsored trip that would include an overnight stay, travel outside of the state, or both, must be approved through the Catholic Schools Office prior to permission slips being distributed to parents/guardians. **(DSP 6301)**

**EDUCATIONAL OUTINGS**

All diocesan Catholic school field trips and outings shall be pre-approved by the school administrator/principal. The written consent of parents/guardians must be obtained for every student participating in a field trip or outing. The consent shall include basic information about the trip, including destination, times, chaperones and mode of transportation.

No student shall participate in outings or field trips unless a signed parent/guardian permission slip for the specific event is on file with the school administrator/principal. A sample Field Trip Permission Slip is included in Appendix #6301. **(DSR 6301)**

**CHAPERONES AND DRIVERS FOR TRIPS**

Volunteer drivers must provide the school with copies of a valid driver’s license, their vehicle

registration, and proof of insurance coverage. The documents shall be kept on file by the school.

The school shall also maintain a record of each event and date when each volunteer driver

transports students. Diocesan Catholic schools shall take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events and other off-campus school activities.

 An adequate number of responsible adult chaperones shall accompany the students. Ordinarily, at least one adult will accompany every five students in the lower grades and every 10 students in the upper grades; some situations (e.g., travel with younger students) may require more supervision. Trips involving a great deal of travel shall be discouraged.

When appropriate, schools shall use bus transportation by an insured carrier for off-campus school-sponsored events. There are circumstances for which a school administrator/principal may determine that transportation in private passenger vehicles is appropriate (e.g., a small number of students involved in an activity, cost of commercial transportation, etc.). If a private passenger vehicle is used, the following criteria shall apply:

* Drivers must be a parent/guardian of a student; teachers and other personnel shall not drive students other than their own children on school trips of any kind.
* Drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting.
* Drivers must have a valid, non-probationary driver’s license and no physical disability that shall impair the ability to drive safely.
* Drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (See Appendix #6305: Agreement to Transport Students.).
* Drivers must complete the diocesan safe environment training. The vehicle must have a valid registration and meet state safety requirements.
* The vehicle must be insured for minimum liability limits of $100,000 per person/$300,000 per occurrence.

All drivers shall be given a copy of the above criteria.

Volunteer drivers must provide the school with copies of a valid driver’s license, vehicle registration and proof of insurance coverage. The documents shall be kept on file by the school. The school shall also maintain a record of each event and date when each volunteer driver transports students. **(DSP 6305)**

***DRESS CODE***

The purpose of the school dress policy is to assist in developing a school environment that is focused on learning and teaching. Students will be dressed to learn. The school dress policy will also assist in creating a strong sense of unity among students and enhancing the school identity in the community.

School uniforms are mandatory for all K-8 students while on school grounds during regular school hours and extended care except on school-approved days of exemption. School approved days of exemption may include, but are not limited to, dress down days, holidays, and spirit days. Uniforms may be required during off campus and non-regular school hours and activities such as performances and non-athletic competitions. Notification will be given in advance of such requirements. All items are to be marked with the family name.

**Exemptions**:

A student may be considered for full or partial exemption due to health reasons, such as large casts or braces or undue financial hardship.

**Compliance**:

No student will be considered non-compliant with the dress code policy in the following instances:

1. When an exemption has been obtained or is being considered after a written request has been made.

2. When a student wears a uniform of a nationally recognized youth organization, such as boy scouts or girl scouts, on regular meeting days.

3. During the first two weeks after transferring from another school.

4. During school approved days of exemption.

**Consequences of Violations**:

**First Offense**: Student’s teacher or school staff contacts the parents or guardians/notifies principal a violation has occurred.

**Second Offense**: Student’s teacher sends student to the office. Parents to bring the necessary item to school.

**Third Offense**: Parents to bring the necessary item to school at which time conference with the principal will take place.

**2nd, 3rd and 4th Offenses** (grades 4-8): Students will be assessed a monetary fine beginning at 50 cents and doubled each time until it reaches a maximum of $4.00 per violation.

**Consequences of additional violations** may include but are not limited to having parents bring the necessary clothing, removal of the student from the class, in school suspension, detention, and /or out of school suspension.

**The principal reserves the right to determine the appropriateness of any item of dress not listed in the school dress policy as no dress code can cover all eventualities or possibilities.**

**Uniforms**: **Boys:**

Pants or shorts – navy or khaki—NO CARGO SHORTS/PANTS OF ANY KIND

Shirts, collared, button down or polo style – white, navy, or red

Turtlenecks – white or navy

Sweaters, sweater vests, or crewneck sweatshirts – navy

**Girls**:

Pants or shorts – navy or khaki—NO CARGO SHORTS/PANTS OF ANY KIND

Skirts or scooters – navy or khaki—NO CORDUROYS

Skirts (grades K-8) – school approved plaid—NO CORUROYS

Jumpers (K-4) - school approved plaid--NO CORDUROYS Jumpers in tan or navy may be worn

Shirts, collared, button down or polo style – white, navy, or red

Turtlenecks – white or navy

Cardigan Sweaters (red or navy), sweater vests (navy) or crewneck sweatshirts (navy)

\*Socks--solid navy, khaki, black, gray or white color with only a single small logo, must be worn above the ankle.

Tights or leggings in white, navy, or black are allowed in place of socks.

\*Outerwear jackets or coats may not be worn in class. Teachers may grant exception.

\*Shirts are to be worn tucked in always.

\* Belts are to be worn with shorts and pants. Belts, flat or braided are to be black or brown with a plain buckle.

\*Logos, embroidery, printing, decorative stitching, or studs are not allowed on any visible attire, except shoes. Socks may have a logo not exceeding 3inches in length.

\*Shorts must be at least fingertip length and may only be worn April 1 through October 31 except in extreme weather situations to be determined by the principal.

\*Cargo shorts and/or pants are not acceptable as uniform wear.

\*Shorts must be worn under skirts and should not be visible.

\*T-shirts may be worn beneath shirts but must be white.

\*A turtleneck or shirt must be worn under sweaters, sweater vests, and sweatshirts.

\*Athletic shoes, casual or dress shoes are to be worn. All shoes are to have closed toe and closed heel.

\*Shoes or boots must not rise above the ankle.

\*All clothing is to fit properly and be neat and clean.

\*Clothing is not to have holes that attract attention or cause distraction.

\*Spirit wear may be worn on designated days only. These days will be determined by the principal and advanced notice will be given.

\*Watches and post earrings may be worn. No other visible jewelry.

\*Makeup, nail polish, nail overlays or acrylics, visible body piercing, fake tattoos, glitter lotions, or colored hair pieces are not to be worn. Barrettes, bands and other hair accessories should be solid color or school plaid, small and one piece without adornments such as, but not limited to: sequins, feathers, flowers, and so forth. Medical alert bracelets are allowable.

\*Hats, wrist bands, dew rags, bandanas, picks, or sunglasses are not to be worn in the buildings during class.

No colored hair (red, blue, etc.)

\*On dress down days, shorts and skirts must be at least fingertip length. No bare midriff or shoulders. No low-cut bottoms. No spandex pants or leggings unless covered to at least fingertip length by another article of clothing.

\*School athletic uniforms are not to be worn in public as sports attire or at out of school events.

\*Spirit Wear: All spirit wear including outerwear, sweatshirts, and t-shirts must have the St. Peter logo or be the approved back to school spirit wear. No spirit wear is allowed in the chapel.

\*Physical Education Uniforms: All students in grades five through eight (5th-8th) are required to dress in appropriate shoes and clothing for physical education class. Dress should include: athletic shoes suitable for the gymnasium or for outdoor activities, socks, athletic shorts, and athletic shirt. Shirt may be either short or long-sleeved. Shorts must fall to at least the fingertips of the student with arms hanging at the side. Warm-up suits and sweat clothes may also be worn to gym class. Leggings may not be worn unless a shirt comes to mid-thigh. Clothing worn to physical education class should be different than clothing that is worn the rest of the day to school. Gym clothes should be taken home and washed weekly. Be sure that all clothing and belongings are clearly marked with the student’s name.

Students in grades kindergarten through fourth (K-4th ) are not required to change for class but are to wear appropriate shoes and clothing for activities. Hard-soled shoes, sandals and boots are not appropriate for play on the gym floor. Girls must wear slacks or shorts under their dresses.

All uniform items may be selected from the school’s selected items by French Toast or any other retail store. Uniform items may be purchased from the company listed below, if you choose. Please note: French Toast has assigned St. Peter School a school code that is to be used when ordering.

French Toast (source code QS5DSIN): non-plaid tops, bottoms, sweaters (vests), and some optional items such as socks and belts. A catalog of all items selected for our school is enclosed. Items may be purchased directly from French Toast by mail, phone, or internet using the order form and instructions at the back of the French Toast listing. French Toast does offer discounts periodically through its website. Contact French Toast for a list of retailers that carry some school selected items is included. These retailers typically carry a limited number of styles and will not have the school approved items listed. Be sure to bring the school listing to these retailers when purchasing directly.

**8TH GRADE GRADUATION ATTIRE**

Purpose:

8th grade graduation is an important moment in the lives of St. Peter students, their families and the school. It marks a significant milestone and is worthy of special recognition and celebration. As a parish school, graduation is celebrated in the church with Mass as part of the larger church community. Appearance and dress for the event always needs to be in keeping with Christian values and reflective of the significance of the event and its location.

Guidelines:

* Robes selected by the school will be worn by graduating students.
* Attire under the robe is to be modest and reflect a positive example of good taste as well as avoiding extremes in appearance.
* Jeans, shorts, t-shirts, and/or tennis shoes are not to be worn for graduation Mass or for the reception following.
* For the young men, shirts are to have a collar.
* For the young ladies, slacks, blouses, skirts, pantsuits, dresses are to be in keeping with modest dress that would be appropriate for the setting.

The principal and/or pastor shall be the final arbiters of these guidelines.

**LOST AND FOUND ARTICLES**

Items that are lost should be reported to the school office as soon as possible. Things that are found on the school grounds are to be sent to the office for the “Lost and Found” box. Attempts will be made to locate the owners of items found.

***CONDUCT AND DISCIPLINE***

**CATHOLIC FAITH AND MORAL STANDARD**

As a condition of initial and continued enrollment as a student in diocesan Catholic schools, a student’s conduct (both in and outside of school) must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, reputation and welfare of other students or personnel and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion. **(DSP 5305: Catholic Faith and Moral Standard)**

**PROHIBITION OF CORPORAL PUNISHMENT**

Corporal punishment is not used under any circumstances in any diocesan Catholic school. The school administrator/principal is responsible to report immediately to the Catholic Schools Office any violation of this prohibition. Any extreme or unusual form of punishment or any touching of a student in a manner that is considered punitive shall be avoided. **(DSR 5310: Students: Prohibition of Corporal Punishment)**

**ELECTRONIC DEVICES**

(Local School Policy)

Electronic devices capable of receiving communication via phone plan, data plan, Bluetooth or Wi-Fi are not allowed at school. The only exception to this rule would be if a parent wants their child to have such a device at school for use after school hours.

Devices will not be permitted to be in the possession of the students from 7:30 a.m. - 3:25 p.m. While we will do our best to ensure that all devices are stored safely, the school is not responsible for damage or theft of devices.

The parent will be required to sign a permission slip form that contains the following information:

\*Electronic devices are not to be out in the gymnasium before school hours.

\*Electronic devices, when used at school sponsored activities are to be used as intended, for communication of a necessary basis.

\*Electronic devices will be turned off and checked in with the student’s teacher in the morning and picked up from the same teacher at the end of the day. Anyone needing to give or receive a message during the day can make or take it on the school phone.

Any violation of these standards will result in confiscation of the electronic device/s for the remainder of the day, with the student losing his/her ability to bring electronic communication devices to school.

Examples of Electronic Devices with Communication Capabilities: IPods, Tablets, Cell Phones, Smart Watches (this list is not all inclusive).

**DSP 6425 STUDENT INTERNET, EMAIL AND OTHER TECHNOLOGY USE**

All diocesan Catholic schools allowing students to have access to the internet, email and other technology shall have a written policy regarding usage in the parent/guardian/student handbooks. This content of this policy shall include, at a minimum, the following statements:

* Internet, email and other technology access and use in school is a privilege, not a right.
* Use of technology access shall to be consistent with Catholic teaching, doctrine, morality and values.
* Students shall not use the internet, email or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with Catholic doctrine and practices.
* Students shall not use the internet, email or other technology for the purpose of violating copyright law, including, but is not limited to, copyrighted software, text, graphics or music. Such action shall be considered theft and is in violation of Catholic and legal standards.
* Students shall not use the internet, email or other technology for the purpose of plagiarism.
* Students shall not attempt to gain access to resources belonging to others, including, but is not limited to, passwords, email, personal files, and restricted or secure internet sites. This shall be considered theft and is in violation of Catholic and legal standards.
* Students shall not use the internet, email or other technology to transmit information about the school or the school-governed facilities, other than their own email address, including, but is not limited to, school personnel names and addresses.
* The school reserves the right to review any materials (email, files, other correspondence) sent or received via the internet, email or other technology for appropriateness in light of legal, ethical and Catholic standards.
* Any violation of this policy is also considered a violation of the school discipline code and is subject to school disciplinary action.
* The privilege of the internet, email or other technology use can be suspended or revoked at any time. In addition to the above, the school, after consultation with the Catholic Schools Office, can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses technology to defame, bully or assault the character or being of the school, diocese, any of its personnel and/or students. This includes any such negative postings (verbal or pictorial) on such websites as Facebook, YouTube, Snapchat, Twitter, Instagram, and other social networking sites. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.

**WEAPONS AND DANGEROUS INSTRUMENTS**

The possession, conveyance, use, or storage of weapons or look-alikes on diocesan Catholic school property, at school-sponsored events, or in or around a school vehicle is prohibited. This ban applies to students, personnel and visitors, except for those acting in a law enforcement capacity. This prohibition expressly includes those persons licensed to carry concealed firearms. Schools shall formulate specific local policies regarding reporting weapons and dangerous instruments to law enforcement. **(DSP 5315: Students: Weapons and Dangerous Instruments)**

**HARASSMENT**

All diocesan Catholic schools shall maintain a learning environment that is free from harassment. No student in any school shall be subjected to any type of harassment/bullying. **(DSP 5820: STUDENTS: Harassment)**

**BULLYING/THREATENING BEHAVIOR**

Purpose

Bullying and threatening behavior are antithetical to a safe and effective classroom and disrupt a teacher’s ability to educate. The purpose of this policy is to reinforce the ability of teachers to educate, foster the formation of Catholic values in students, and live out Jesus’ teaching to love others as one’s self.

Definition

Bullying and/or threatening behavior is defined as: Any intentionally hostile or offensive verbal, written, graphic, demonstrative, relational, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, oppressing, or adversely controlling the student, and that is disruptive of the educational process. This may include, but is not limited to, verbal, graphic, or written activities such as name-calling, excluding, taunting, blackmailing, inciting to fight, terrorizing, or physical activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, touching, tripping, and damaging clothing.

Consequences

Instances of this behavior are to be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Bullying and Technology

The school and/or diocese can take disciplinary action against any student who, either within or outside school hours and/or on or off-school grounds, uses technology to defame, bully, or assault the character or being of the school, diocese, any of its employees and/or students. This includes any such negative postings, verbal or pictorial, on such websites as *MySpace, Facebook, YouTube*, etc. (Please see **DSP 6425** in the handbook for complete policy)

Procedure

The school will develop, implement, and maintain appropriate procedures to allow for student reporting of behavior meeting the definition of bullying or threatening behavior. Staff will be educated on procedures for handling these reports.

**PROCEDURE FOR REPORTING DANGER TO SELF/OTHERS OR BULLYING**

If a student

* Knows of an abusive situation (physical or verbal),
* Hears threatening statements of violence made,
* Sees or is a part of an intimidating or bullying situation,
* Hears rumors of guns, drugs or any other type of violence, he/she immediately:
1. Tells the homeroom teacher, or any teacher present when a situation occurs. If he or she is not comfortable doing this he/she may…
2. Request to see the principal or any other teacher.
3. If he/she is not comfortable doing this, he/she may write a letter or fill out a reporting form. Reporting forms can be found in any teacher’s room or the office. Give the letter or form to any adult staff member or the principal.

Upon receiving the information, the administration will investigate the situation to the best of its ability. Serious situation, and any harassment or bullying or sexual touching or cyber-bullying, must first receive the consultation of the superintendent of Catholic schools. The school policy will be followed when deciding upon disciplinary action. If not enough information can be obtained to take action, the situation will be closely monitored by the administration and teachers.

**SCHOOL DISCIPLINE**

Philosophy

It is the schools’ belief that, as a Catholic school, it is our responsibility to assist parents in the development of their children as responsible, Christian members of society. To accomplish this, there must be a mutual respect and trust among parents, teachers, and students. Our school discipline policy will be consistent with Catholic Christian teaching, lead to the development of self-discipline, provide a safe and orderly environment for all members of the school community, and be based on the responsibilities of all students.

Discipline is the rules and regulations established by those in authority to promote order. Consequences or disciplinary action is needed when others cannot act appropriately. Discipline in schools must be maintained in order to achieve maximum learning benefits for all students at all times.

Self-discipline is the acquisition and development of skills to create within children the ability to wait, think, restrain impulsivity, and delay an immediate gratification of need. It is intrinsic and based on skills that can be learned in developmentally appropriate ways. Self-discipline must be taught in order to fulfill the school’s mission of Christian formation.

Discipline and self-discipline both are designed to teach acceptable standards, build character traits, inform conscience, set limits and build self-esteem.

St. Peter School will promote the development of self-discipline skills in each student and maintain discipline school-wide to promote good order and a positive learning environment for all. When a problem occurs, all students shall be treated with fairness, respect, and dignity, always keeping in mind that Christ is ever present in our school.

Goals

1. To assist students in incorporating Catholic Christian values into their daily life.
2. To develop a sense of community responsibility.
3. To assist students in developing the responsibility and skills necessary for self-discipline.
4. To join with parents in a cooperative partnership in implementing the school discipline plan.

Basic School Rules

Rules are for all areas of the school, classroom, hallways, cafeteria, field trips, playground, extra-curricular activities, etc. Teachers may have their own classroom procedures and discipline plans that concur with the school discipline plan. Students are to:

* Respect self, others, and things.
* Contribute to the learning environment.
* Follow school and classroom procedures.

Implementation

* Every year, teachers will discuss with their classes the discipline policy and develop guidelines for the classroom regarding what the basic rules “Look Like” and “Sound Like” within their classroom.
* Teachers will create an atmosphere in their classrooms where each student feels valued as an important member of the group.
* Teachers will provide instruction regarding requirements and limits within the school setting.
* Procedures will be utilized which hold students accountable for any transgressions of the basic rules. These procedures include: identification of the problem behavior; effect of that behavior on self and community; development of a plan to prevent the behavior from happening again; and making amends for the effects of the behavior.
* Procedures may include: Conferencing with a teacher; isolation at a “safe spot” in a classroom to allow the student time to complete a plan; being sent to a “buddy room” to complete a plan or until the teacher has sufficient time to process the behavior with the student; conferencing with another teacher or the principal; and teacher/student/parent conferences. Student plans must be accepted by the teacher as effective measures to deal with the situation. Parents will receive, and may be asked to sign, copies of behavior plans.
* Behavior plans may include: Conferences with parents, teachers, and/or principal; restriction of activities; preferential seating arrangements; organizational strategies; apologies; school/community service; peer assistance; and other actions/activities which are related to the behavior concern and lead toward reconciliation.
* At all times, all individuals will be treated with respect and dignity. Yelling, use of physical contact (except in cases where safety is a concern), disrespectful language, and belittling are not part of the disciplinary plan.
* Appropriate consequences relevant to the infraction will ensue. Below is a list of possible consequences that will be utilized depending on the situation. It will be up to the discretion of the pastor, principal, or teacher as to what consequences should be imposed according to the severity of the offense.
1. miss recess
2. miss out on a reward
3. do some school service (i.e. clean desks, tables, etc.)
4. call to the parents
5. after school detention
6. in school suspension (ISS)
7. out of school suspension (OSS)
8. dismissal or expulsion
* This is just a sample list, and not to be taken as the only possible consequences. The school will implement consequences to meet the needs of the students and their individual circumstances.

Discipline Plan

Each classroom will have its own discipline plan designed by the teacher and discussed with the students. Normally the classroom discipline plan will move from the least restrictive actions such as a chance to self-correct to more seriously restrictive actions such as removal from the room. A component of the classroom discipline plan will be contact and/or conference with parents.

School Discipline Cycle

Occasionally removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:

* Is in physical or psychological danger or puts another in danger. (Danger)
* Is irrational or unreasonable. (Disruption)
* Pushes beyond the limits of respect in speech or actions. (Disrespect)
* Is not responding to repeated correction from an adult.

The teacher who removes the child will work quickly to help the student regain control and to redirect the inappropriate behavior. If the efforts are not successful, or if, the behavior issue is serious, the student will be referred to the principal.

Step One: The student will be sent to the principal. The principal will speak with the referring staff member and visit with the student to determine the appropriate consequence for the situation.

Step Two: If a student is sent to the principal a second time, the principal, in consultation with the teacher, will determine if more serious consequences than those imposed under step one are appropriate. Factors in this determination include the amount of time elapsed since the first referral and if the referral is for the same issue or another issue, among other factors. The student will again meet with the principal. The student will inform a parent of the incident/problem by phone or note. A conference with the teacher, parent, student, and principal will be scheduled. A behavior plan may be developed for the student that lists actions that will be taken by the student, parent, and school. Other appropriate consequences will be implemented.

Step Three: If a student is sent to the principal a third time, the principal will again determine if more serious consequences are warranted. The student will participate in a conference with the principal, the teacher(s), and the student’s parents. The student may be subject to in or out of school suspension, be asked to make restitution, and/or perform community service. A behavior plan will be developed to assist the student in the development of positive behavior alternatives. The student will be placed on a special behavioral agreement with conditions for the remainder of the school year and further incidents of this nature may result in dismissal or expulsion. The student may be asked to participate in counseling as a condition to remaining in school. This step can be repeated as long as the student is able to demonstrate that progress is being made and is willing to contribute to a positive learning environment.

Step Four: When little or no change is evident, and school personnel have exhausted all available means to affect change, the student may be subject to dismissal or expulsion.

In an infraction is deemed serious enough, any or all of the steps may be skipped.

**DETENTION GUIDELINES**

**Purpose**

Detentions are assigned to a student as a consequence for situations that require disciplinary action by the principal. Detentions are one option on a continuum of actions mild to more severe. The level and length of detention depends on the given situation.

**Types of Detention**

Lunch Detention: Served during the lunch and recess period. Students serving a lunch detention are to get their lunch from the cafeteria and report to the office. They will eat lunch where assigned and remain there until the recess period is ended.

After School Detention: Served from 3:20 – 4:00 p.m. after school.

**Guidelines**

* Detention time after school will normally be spent in appropriate service work for the school such as cleaning, organizing, etc. under supervision.
* If there is no service work to be done or supervision of the work is not available, students must be occupied with school work, silent reading book, or other suitable activity. Use of electronic devices is prohibited.
* Students serving after school detention will report to the office no later than 3:20 p.m.
* Detentions must be served by the designated date or additional disciplinary action may be imposed.
* Appropriate behavior is required during detention time or the student may be dismissed. The student will have to make up the entire detention period, not just the time missed, or additional detentions may be assigned or additional disciplinary action may be taken.

**SERIOUS BEHAVIOR VIOLATIONS**

Students engaged in any of the following types of behavior as listed below, or other such serious offenses, at any time while on school property, at school-sponsored activities, or in vehicles being transported to or from school-sponsored activities, shall be seen as soon as possible by the principal or the principal’s designee:

* fighting
* stealing
* cheating
* vandalism
* use of abusive or disruptive language
* use of tobacco
* engaging in harassment
* possession of pornographic material, including but not limited to: music, CD’s, tapes, photos
* being under the influence of drugs or alcohol
* threatening or causing real or potential harm to any member of the school community: students, teachers or staff.
* Students engaged in these types of activities will participate in a conference with the principal and the student’s parents. They may be subject to in or out of school suspension for a period of up to 10 school days, be asked to make restitution, and/or perform community service, or be dismissed or expelled. A behavior plan will be developed to assist the student in the development of positive behavior alternatives. Students will be placed on a special behavioral agreement with conditions for the remainder of the school year and further incidents of this nature may result in expulsion from St. Peter Catholic School. Appropriate juvenile authorities may be asked, with approval of the diocese, to be involved when necessary. Students may be asked to participate in counseling as a condition to remaining in school.

Students found in possession of any of the following are similar items on their person, in their backpacks, purses, or lockers, at any time while on school property, at school-sponsored activities, or in vehicles while being transported to school-sponsored activities, may be subject to immediate dismissal or expulsion and may be referred to the appropriate legal authority with approval of the diocese.

* Dangerous weapons including: guns, knives, explosives, clubs, or any instrument or device used to inflict physical injury, harm, or intimidate another person.
* Non-prescription drugs, drug paraphernalia, alcohol, tobacco products, including any substance or item which a student represents to be one of the above. (All prescribed medications and over the counter drugs must be kept and dispensed the office per medication policy.)

Lockers, desks, and storage spaces used by students are considered school property; as such these may be checked or searched at any time, should the school staff feel this is necessary to maintain a safe and orderly environment. Students may be required to empty pockets, purses, and backpacks if there is probable cause.

The principal retains the right to modify these procedures, and take disciplinary action as appropriate, on a case-by-case basis after consultation with the pastor and/or diocesan school office.

**DISMISSAL AND EXPULSION**

The expulsion of a diocesan Catholic school student is a very serious matter and shall be invoked only in extreme cases. Care shall be taken that fundamental fairness is offered the student in the process of expulsion.

Expulsion is defined as permanent termination of a student from the school with no opportunity for reinstatement.

In cases of serious misconduct which could lead to expulsion, the parent/guardians shall be advised immediately and in writing. They are urged to take advantage of assistance from school, parish or social service agencies which can help the student with their difficulties. Careful documentation shall be kept of all disciplinary proceedings.

In extreme cases of incorrigible behavior, or when conduct threatens the physical or moral welfare of anyone in the school community, the school administrator/principal, normally in consultation with the pastor, can immediately suspend a student until a final decision is made. (See DSP 5355.)

After the school has exhausted all avenues of assistance for the student, a recommendation may be made to the pastor regarding expulsion. All expulsions must be reviewed with the Catholic Schools Office for compliance with the law and diocesan policies and regulations. A statement of expulsion shall be made in writing, including the reasons for the expulsion and a complete listing of dates and efforts made to help the student to avert expulsion. **(DSP 5360: Students: Dismissal and Expulsion)**

Expulsion

If an expulsion of a diocesan Catholic school student is pending, the Catholic Schools Office shall be notified immediately. The Catholic Schools Office shall review the case, consult legal counsel if necessary, and make recommendations to the school administrator/principal and/or pastor. **(DSR 5360: Students: Dismissal and Expulsion)**

***ATTENDANCE, ABSENCES AND TARDINESS***

**ATTENDANCE**

Regular daily attendance is very important and essential if a student is to succeed in his/her class work. Regular attendance is expected of every student. If your child is absent, please call the school office before 8:30 a.m. with the reason for the absence. If a student is seen by a medical professional, please get a note from the professional for the absence. Parents are strongly encouraged to schedule doctor and dentist appointments after school hours.

All students are responsible for their own make-up work. Normally, a student will have one day to make up work for each day missed. If a student is absent for five (5) days or more, the student and parents are asked to confer with his or her teacher to determine the deadline for make-up work.

Students who arrive at school after 8:00 a.m. will be counted as tardy for attendance. Excessive tardiness will be questioned by the principal.

**DIOCESAN POLICY ON ABSENCE AND TARDINESS**

**(DSP 5210: Absence and Tardiness)**

Absenteeism of a diocesan Catholic school student shall be determined at the local level by the pastor and administrator/principal. Suggested limits may include five days per quarter, 10 days per semester and/or 20 days overall. Excessive tardiness of a diocesan Catholic school student shall be determined at the local level by the pastor and administrator/principal. A policy addressing excessive absences and tardiness shall be included in the school’s parent/guardian/student handbook.

**ABSENCE (Local)**

Attendance is critical to the continual learning process and every effort should be made to make sure that your child is on time and in attendance. Absences that exceed four (4) of each per quarter will be considered excessive and could result in a student receiving no credit, repeating a class, a semester or the entire year.

Any absence that exceeds ten (10) consecutive days is to be accompanied by a doctor’s excuse in order for the missed work to be accepted. Work, tests, quizzes, assignments, etc. that are assigned on the days of the absence (s) that exceeds 10 days, will not be accepted unless a doctor’s excuse is provided. Absences exceeding 10 days will be reviewed by the principal.

**TARDINESS (Local)**

Tardiness is to be avoided at all costs as it places a burden on instructor and class presentation. Parents will be notified of a student’s fourth tardy and the student will be sent to the principal for each additional tardy. Students will be allowed four tardies each quarter without consequence. Students are to report to the office for admission slips to class when tardy. Any unexcused tardy will eliminate a student from the perfect attendance award at the end of the year. Students are tardy after 8:00 a.m.

**WRITTEN EXCUSES**

When a diocesan Catholic school student has been absent, the school requires a written excuse from the parent/ guardian. All notes concerning absences are kept on file until the end of the school year. If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal shall investigate or delegate someone to investigate the situation. Schools are encouraged to establish a policy requiring “Return to School” documentation from a medical professional after a period of illness (e.g., if a student misses more than three days due to illness, documentation is required for return to school).

In addition, schools are encouraged to establish or continue procedures whereby a parent is expected to call the school if a student will be absent. This phone call, however, does not replace the written excuse as a matter of record. **(DSP 5211: Students: Written Excuses)**

**TELEPHONED EXCUSES**

Telephoned excuses do not meet the legal requirements for having a child excused from school or sent home with other persons. Only in a real emergency will changes be made with telephone requests, and then the orders must be followed-up with a written note.

**REQUESTS FOR ABSENCE FOR FAMILY REASONS**

Parent/guardians of diocesan Catholic school students may occasionally wish to take their child out of school for several days because of family plans. The school administrator/principal and teacher(s) shall discuss the child’s progress and make recommendations to the parent/guardian. The school administrator/principal keeps a record of the recommendations made to the parent/guardian. The final decision, however, is the responsibility of the parent/guardian. Conditions, procedures, and time limits for making-up schoolwork shall be specified in writing. **(DSP 5220: Students: Requests for Family Reasons)**

**PERFECT ATTENDANCE**

Perfect Attendance

Students who have been present each day school is in session for the entire day and no tardies will be recognized as having achieved Perfect Attendance.

Excellent Attendance

Students who have been absent for no more than one-half day or one tardy will be recognized as having achieved Excellent Attendance.

The principal will make a determination should situations not addressed in the guidelines above arise.

**RELEASE OF INDIVIDUAL STUDENTS FROM SCHOOL**

Extraordinary care is taken in regard to early dismissal of individual students in diocesan Catholic schools. Parents/ guardians presume their child is under the care of the school during school hours. Consequently, an elementary student is never released early without explicit knowledge of the parent/guardian. Under no circumstances shall a student be released to anyone other than the parent/guardian listed on the student’s registration form or another person explicitly authorized in writing by the parent/guardian.

In the case where only one parent/guardian has custody of the child, the school must be apprised of any existing court order that would affect release of the student from school. The school personnel must follow the most recent written agreement/order regarding custody.

A student shall never be sent home for assignments, books or disciplinary reasons without parent/guardian communication, nor shall any student be sent on errands outside the school/parish grounds for anyone. **(DSP 5370: STUDENTS: Release of Individual Students from School)**

***TRANSPORTATION***

**DROP-OFF, PICK-UP AND PARKING PROCEDURES**

Please observe these procedures when delivering students to school and when picking them up. The main concern with these procedures is student safety. Unfortunately, convenience will be sacrificed in some cases.

**DROP OFF PROCEDURE FOR K-8th GRADES**

**When**: 7:30AM to 7:45AM

**Where**: The point of drop-off will be at the north side of the school at the gym doors.

(Procedure):

\*The goal is to get the children safely and efficiently into the gym before 7:50AM so that the students and teachers will all be able to join in the morning prayers, songs, and announcements. The teachers will be preoccupied during this period of time and on through school. There will be no exceptions. For tardy students, see rules below:

All other doors for entrance will be locked and/or unavailable for these students to enter. Parents drive their vehicles to enter from the S. Ellsworth side onto W. Washington Street. *W. Washington runs West to East and is a one way street beside the school.* Parents will pull up to the school at the designated area near the gym doors. There will be a teacher outside to indicate where to pull up and to ensure that the children are getting to the school doors safely. Please watch for the teachers when pulling up and follow the directions they are giving you. Let your children out of the vehicle – this is going to have to be efficient so make sure you have homework signed and reviewed and any other business tended to prior to getting in line for drop off.

\*At times there will be a police patrol car standing by to help manage traffic. When you drop of your child, slowly pull away from the school and exit that portion of W. Washington on that north side of the school to make way for the other parents who are dropping their children off.

The doors will be locked at 7:46 AM since that is the time that morning prayers, announcements, and other activities start and the teachers and other staff will be preoccupied with those activities and will not be able to see your child safely into the school or monitor for intruders entering the building and thus will compromise the security of the school.

If a parent needs to go inside the building/tardy students:

* The parent must call and make arrangements with the office as to when school staff is available to let the parent and/or children inside.
* Parking will be on S. Ellsworth Avenue.
* Parent will be “buzzed in” to the office area of the school.
* Do not park on W. Washington Street in front on the north side of the school before 7:50AM– this will hinder the fluidity of the cars moving in the drop off lane.
* If a parent wants to meet with Mrs. McCoy, a teacher, or another staff member, the parent must contact the school and make an appointment with the person with whom they are requesting to meet.

**PICK UP PROCEDURE FOR PRESCHOOL - 8TH GRADES**

When: 3:10PM to 3:25PM.

Where: The points of pick-up will be at the north side of the school at the gym doors and at the playground side by the gym doors in the playground.

(Procedure):

\*Children will be waiting securely in the gym with the teachers and other designated helpers or volunteers until parents’ arrival.

North side/W. Washington Street: Parents picking up children at the north side door will follow the same procedure as the parents dropping off. Parents will pull in from the S. Ellsworth Avenue side of the school and enter on W. Washington Street and drive to where the teachers are indicating. The teachers will walk the children to the vehicle and ensure that they are able to safely get in the vehicle. Parents are expected to secure their child safely in their car. Do not sort through bags at this time or do anything that will cause a delay in the fluidity of the line of parents picking up their children.

\*At times there will be a police patrol car standing by to help manage traffic. When you drop of your child, slowly pull away from the school and exit that portion of W. Washington on that north side of the school to make way for the other parents who are dropping their children off.

Playground/Jackson Street: Parents picking up children at the playground or Jackson Street side of the school will follow the same basic procedure as the W. Washington/north side of the school at drop off/pick up. Parents will pull in to the playground in a line from Jackson Street coming from English/east direction. Do not park in the playground. Pull up to the gym doors as indicated by the teachers outside waiting to assist your child to your vehicle. The teachers will walk the children to the vehicle and ensure that they are able to safely get in the vehicle. Do not sort through bags at this time or do anything that will cause a delay in the fluidity of the line of parents picking up their children.

If a parent needs to go inside the building:

1. The parent must call and make arrangements with the office as to when school staff is available to let the parent inside.
2. Parking will be on S. Ellsworth Avenue.
3. Parent will be “buzzed in” to the office area of the school.
4. **Do not park on W. Washington Street in front on the north side of the school or on Jackson Street where it will block the flow of traffic between 3:10PM -3:25PM because this will hinder the fluidity of the cars moving in the drop off lane.**
5. If a parent wants to meet with Mrs. McCoy, a teacher, or another staff member, the parent must contact the school and make an appointment with the person with whom they are requesting to meet.

\*Parents may park in the playground parking lot to pick up children after 3:30PM.

\*Children who are not picked up during pick up procedure will go directly to aftercare in their designated areas.

**DROP OFF PROCEDURE FOR PRESCHOOL STUDENTS**

When: 7:30AM to 7:45AM

Where: The point of drop-off will be at the playground.

(Procedure):

Parents must enter the playground from the east side/side near English street. Parents will park in the playground and walk their children to the school door. If the preschooler has an older brother or sister who can safely walk the child to his/her classroom, the older sibling may do so. When the child is safely to the outside door, the parent must go directly to their vehicle and leave the playground on the West side/side nearest S. Ellsworth Avenue.

The gate to the playground will be locked at 7:46 AM for security purposes.

PICK UP PROCEDURE

\*Preschoolers will follow the same procedures as the older kids for dismissal. Their teachers will walk them out, and parents are required to secure their child in their car. We ask that parents do not leave the location of their car. Once child is secured, follow the line of vehicles out of the parking lot. There will be no parking in the playground parking lot until after 3:30PM. There will be no exceptions.

Preschool rules related to meeting with parents, tardy students, parents need to come into school for other reasons will abide by the rules listed above.

**BICYCLES**

The school is not responsible for bicycles brought to the school. Bicycles must be parked in the bike rack located on the south side of the building. Students are strongly encouraged to lock their bikes.

***STUDENT HEALTH AND SAFETY***

**HEALTH SERVICE PROGRAM**

The Missouri Immunization Law states that every child attending school must have been immunized against certain diseases with boosters being received at certain age levels. Immunization records of each student are reviewed annually to identify those in need of immunization. Parents will be required to show proof of immunization if needed.

Eye, ear, and other tests are made available to our students at certain points during the year through the cooperation of various local agencies.

**IMMUNIZATION**

It is unlawful for any student to attend school for longer than one month if he/she has not been immunized as required under the rules and regulations of the Missouri Division of Health and can provide satisfactory evidence of such immunization. If within the month, the school receives satisfactory evidence that the immunization process has begun, he/she may continue to attend school as long as the immunization process is being accomplished in the prescribed manner. It is unlawful for any parent or guardian to refuse or neglect to have his/her child immunized, unless the child is properly exempted.

All students in kindergarten and first grade will be required to have documentation of having received two (2) doses of measles vaccine on or after the first birthday. All students entering kindergarten, 1st, 2nd, and 7th grades are required to have three (3) doses of Hepatitis B vaccine.

**IMMUNIZATION REQUIREMENTS**

The Catholic Church supports immunizations for the health of children and the common good of public health.

Effective July 1, 2019, all diocesan Catholic school students must be appropriately immunized or be in the process of being immunized. The number of doses required for each vaccine shall be in accordance with the regulations established by the Missouri Department of Health and Senior Services (DHSS). Each school administrator/principal is responsible for completing and maintaining the DHSS annual summary report, which is a record of the current immunization status of every student enrolled in the school. This summary report is required to be completed and submitted annually to DHSS.

Students shall not be enrolled in school unless they are in compliance with the immunization requirements or qualify for either a medical exemption as confirmed by a statement from a duly licensed physician, or a religious exemption as confirmed by a statement from the family’s faith leader that is furnished by the parent/guardian of the student. Religious exemptions for Catholic families shall not be accepted. (See Appendix #5105 and health.mo.gov.) (**DSR 5105: Immunization Requirements**)

**DRUG/MEDICATION ADMINISTRATION**

Any drug which may lawfully be sold over-the-counter without a prescription may be administered in a diocesan Catholic school in compliance with the written instructions and consent of the student’s parent/guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the student’s parent or guardian. All drugs, whether over-the-counter or prescribed, must be kept in the school office/ nurse’s office, and NOT in the possession of a student.

Each school must have a written policy in regarding to oral drug administration. The policy shall include procedures for obtaining and filing (in the school or other appropriate facility) the written instructions and consent required. There must be procedures for periodic review of the instructions, storing of the drugs, record keeping and appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, schools are required to keep drugs in a locked cabinet.)

Students or personnel using cannabidiol (CBD) products or medical marijuana shall be doing so under physician’s care. Documentation from a licensed physician of such use shall be on file at the school. This documentation shall be taken into consideration when performing any school-related drug testing. Any dosage of these types of treatments during school hours must be delivered by a parent/guardian. **(DSP 5520)**

**Local School Policy**:

1. All medication, whether prescription or over-the-counter, must be in its original container labeled with the student’s name.
2. Written instructions with consent must be received from the parent/guardian for dispensation of over-the-counter medicine.
3. For prescription medication, written instructions from the prescribing physician must accompany the consent from the parent/guardian.
4. All medication will be kept in a locked cabinet in the school office along with the written instructions and consent from the parent/guardian.
5. Prescription medications will also be accompanied by the prescribing physician’s instructions.
6. All medications shall be given by the school secretary and a written record kept on a chart with the student’s name, the date, the kind of medicine given and the amount given.
7. OTC and prescription medication is not to be in the student’s possession at school.
8. Parents are to contact the principal if there is a special need.

At the end of each school year, any unused medication will be disposed of and the instructions filed. Written instructions/consent must be updated at least annually.

 **ALCOHOL USE AT SCHOOL RELATED EVENTS**

No alcohol shall be present or consumed at any diocesan Catholic school events where students and youth are the primary focus (e.g., field trips, school carnivals, school picnics, school-sponsored athletic events). **(DSP: 5545 Alcohol Use At School Related Events)**

**WELLNESS PLAN**

The primary goals of the St. Peter Catholic School’s wellness program are to promote student health, reduce student overweight/obesity/underweight, facilitate student learning of lifelong healthy habits and increase student achievement. The following procedures will guide the implementation of the school’s wellness program.

* St. Peter Catholic School will engage students, parents, teachers, food service professionals, health professionals and other interested community members in developing, implementing, monitoring and reviewing the school-wide nutrition and physical activity procedures.
* All students in grades K-8th will have opportunities, support and encouragement to be physically active on a regular basis.
* Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
* Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic and cultural diversity of the student body in meal planning; and will provide clean, safe and pleasant settings and adequate time for students to eat.
* To the maximum extent practicable, St. Peter Catholic School will participate in available federal school meal programs.
* St. Peter Catholic School will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with community services.

A new Wellness Plan was adopted on December 2022. The entire policy can be viewed on the school website.

**CHRONIC INFECTIOUS CONDITIONS**

Each individual situation involving a chronic infectious condition (such as: AIDS, Hepatitis B, et.) shall be carefully considered on a case-by-case basis, and, in such cases, St. Peter Catholic School follows Diocesan School Policy 8000.

**HEAD LICE POLICY**

St. Peter Catholic School has a no nit policy for all children attending. Students will be checked periodically for head lice, and within classes with identified infestations, spot checks will be completed. If a child is found to have head lice, the parent or guardian will be contacted by the school and the child will be sent home for treatment and nit removal. Upon returning to the school, students will be examined by school personnel. Any students with remaining nits will be sent home for further treatment and combing.

**ILLNESS**

If a child becomes ill during the school day:

* The office will contact the parents first. If no parent can be reached, the people named on the emergency contact information will be contacted.
* The “responsible person” will be expected to take the child home or make arrangements for prompt transportation and care if the child is deemed too ill to return to the classroom or has a temperature of 100F or higher. Children with a fever are to be kept home until they are fever free for 24 hours without the aid of fever reducing medicine
* The school office will let the teacher know if the child is going home.
* A child dismissed for illness on any given day may not return to school or school activities until the following day.
* In the case of serious injury and the parent cannot be reached, the child will be taken to the hospital at the discretion of the principal according to information on the Emergency Card.
* Illness without fever-Even though no fever is present some ailments such as severe headaches, upset stomachs, etc. preclude the child’s ability to learn. Parents should consider the degree of discomfort and the impact on their child’s ability to focus on learning when sending them to school.

***The student must be free of vomiting and fever for 24 hours before being allowed to return to school or school-sponsored events.***

**OUTDOOR/INDOOR RECESS**

Students will be encouraged to play outdoors, when weather permits. All children are to participate in outdoor recess because adequate supervision of students is not possible if even one or two students are inside. If your child is not well enough to take part in outdoor recess, they are probably not well enough to attend school.

Parents are to make sure their children are appropriately prepared for outdoor play in cold weather. The students are encouraged to wear coats, hats and gloves.

During inclement weather students will remain in the classroom. Generally, this will be during rain or extreme cold. Inside recess will be supervised by the teachers. Table games and quiet play will be utilized when the gym is not available.

**PLAYGROUND AND OUTDOOR AREAS**

Fighting is unacceptable. Settle differences as Christians with teacher or principal as mediator if necessary. No rock or snowball throwing. No weapons, look-a-like weapons, knives or sharp objects, squirt guns or cap pistols are allowed. No personal electronic items (digital music devices, headsets, hand held video games, etc.) are to be used during recess periods.

Students are to leave the grounds by 3:25 p.m. unless they are supervised by aftercare.

**CHILD ABUSE**

St. Peter Catholic School requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect or observes the child being subjected to conditions or circumstances which would result in abuse or neglect will immediately report or cause a report to be made to the principal or his designee who will consult with the superintendent of school and then decide who is responsible for making a report via the Child Abuse Hotline to the Missouri Division of Children Services as required by law. Any person who in good faith participates in making such reports or in any judicial proceeding resulting there from will be immune from civil or criminal liability. It shall not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused.

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## SAFE ENVIRONMENT REQUIREMENTS

Diocesan Catholic schools shall follow all regulations regarding the diocesan safe environment program, including regulations regarding training and screening of volunteers. (See DSR 5825 and Appendix #5825.) **(DSP 5825: Safe Environment Requirements)**

All diocesan Catholic school volunteers whose duties include contact with minors shall comply with the following prior to volunteering:

* Complete a Protecting God’s Children (VIRTUS) workshop in-person or online;
* Agree to a national background screening that evaluates any history related to criminal charges, and agree to automatic rescreening every three months; and
* Read, consent to and sign the Code of Pastoral Conduct.

Effective July 1, 2021, all parents/guardians of K-8 students shall complete these requirements. In some instances, parents/guardians may be exempt from some requirements. These instances must be approved through the Catholic Schools Office and the Office of Child and Youth Protection.

School administrators/principals and pastors are responsible for ensuring all parents/guardians and volunteers are properly screened according to applicable standards of the safe environment program.

If the Office of Child and Youth Protection is alerted to an issue with a parent/guardian or volunteer’s background check or screening, they shall notify the superintendent. The superintendent shall notify the pastor and school administrator/principal regarding the situation.

Working with the pastor and the school administrator/principal, the superintendent shall notify the parent/guardian or volunteer in writing regarding the level of accessibility they will be allowed in regard to the school and school events.

The school administrator/principal shall also notify the student’s teacher and any necessary personnel as to parent/ guardian and/or volunteer’s level of accessibility**. (DSR 5825: Safe Environment Requirements)**

**FIRE AND TORNADO DRILL**

Fire and tornado drills are conducted throughout the year. In the event of a Civil Defense tornado warning, students will be taken to safe areas and will remain in school under supervision until the warning is over. It is considered a serious offense to take a drill lightly and not proceed to proper areas in a silent, respectful manner.

**ASBESTOS**

This announcement is the annual notification to inform all concerned that St. Peter Catholic School has an Asbestos Management Plan in the school office and available for review by appointment. The school has a periodic surveillance performed every June and December and the Diocese performs a re-inspection of our facilities every three years. All the asbestos that creates an immediate health hazard has either been removed or contained to provide a safe environment for our students, staff and guests. Please contact the school office if you have any questions.

**EPA MESSAGE**

The school has periodic surveillance performed every June and December and the diocese performs a re-inspection of our facilities every three (3) years. All the asbestos that creates an immediate health hazard has been either removed or contained to provide a safe environment for the students and staff members.

***LUNCH AND CAFETERIA***

**FEES**

Hot meals are served daily for $2.55. Sack lunches are also provided at the cost of $2.55. Brought lunches are permitted but state regulations forbid the bringing and drinking of sodas with cold lunch. Milk is available for 35 cents per carton. Menus are published in the local newspaper and in the principal’s newsletters. Table manners are required of everyone and moderate tones are used when talking.

**FREE/REDUCED LUNCH ELIGIBILITY**

Free or reduce price lunches are available for those meeting state requirements. The school will send home forms to each school family at the beginning of the year. If eligible, please complete an application available from the school, as the school benefits when more families participate in the program. All applications and awards are kept in strictest confidence by the principal.

Local School Policy

**LUNCH FEE PAYMENT POLICY**

A lunch program serving hot meals and milk is available to children who attend St. Peter Catholic School. Lunch fees for hot meals and milk are to be pre-paid according to one of the following:

* Cash or check payments will be accepted on a pre-payment basis only. Pre-payment, of at least $25 per child is to be received by the school office prior to the first day of school. Parents will be responsible to monitor balance of account and submit payment as necessary to ensure account remains pre-paid.
* Electronic fund transfer monthly the amount of $25 per child. Prior to August 1st, parents will fill out electronic fund transfer form giving the school authorization to process a transfer each month.

If St. Peter Catholic School is not able to obtain lunch fees through either option, the child’s parent will be notified by school office, and payment is required prior to the beginning of the following week. If payment is not received within five (5) days of the notice, a late fee of 10% of the outstanding balance will be charged monthly until the balance is paid in full.

**OUTSIDE FOOD IN CAFETERIA**

Students are permitted to bring sack lunches for their regular lunch. However, other outside food is not permitted. This applies to parents bringing in outside meals for their children. Parents are encouraged to eat lunch with their children as frequently as they would like, but they will need to purchase the lunch provided by the school or bring a sack lunch similar to what a student would bring.

Cafeteria Responsibilities

* Students will walk while entering and leaving the cafeteria.
* Students will use arm’s length voices when talking in the cafeteria.
* Students will raise their hands before leaving their seat.
* Students will leave the area at least as clean as they found it.
* Everyone will be treated with dignity and respect.

Consequences for Infractions

* Step 1: Verbal warning/reprimand.
* Step 2: Student will be assigned to a place by themselves.
* Step 3: Student will be removed from the cafeteria to another supervised area like the office.
* “Natural Consequences” will be used (ex: students will clean up after themselves).
* Office referral will be used for physically dangerous or unsafe behavior or for overt insubordination.
* Excessive noise from a class will be reported to the teacher.

***COMMUNICATION AND APPOINTMENTS***

**COMMUNICATION**

Communication between home and school includes, but is not limited to: weekly newsletters, agendas (planners), Friday folders, parent/teacher conferences and inserts in the parish bulletins. Parents are to call with their questions, concerns and suggestions whenever such arise.

It is important that teachers inform parents of any concern they have about a student’s progress. Teachers do not have to wait until grade cards to share their concerns. Copies of all written communication are to be maintained.

**PARENT COMMUNICATION AGREEMENT**

Enrollment in a diocesan Catholic school is a privilege, not a right. Especially in the schools, a condition of a child’s enrollment is the parents/guardians support of the school, and close cooperation of the parents/guardians with the school. Should disagreements, problems, or criticisms arise, all informal efforts between the parents/guardians and school shall be used to resolve the concern.

If informal efforts are unsuccessful, the diocese and the school have a fundamentally fair, formal process to resolve differences, Administrative Recourse. (See DSR 1901.) (Schools shall indicate the page number on which this is found in their parent/guardian/student handbook.) A brief summary of Administrative Recourse is: set up a face-to-face meeting with the teacher; if unsatisfied, meet face-to-face with the school administrator/principal; and if unsatisfied, meet face-to-face with the pastor.

Parents/guardians are requested and expected to communicate any concerns they have directly to school administration and not to express them through social media or broadly distributed email. If parents/guardians use any form of electronic media to defame or denigrate the school or any of its personnel, or use electronic media to post inappropriate negative statements about the school or its personnel, all as determined by the school in its discretion, this could be cause for the school to immediately end the enrollment of the student of the parent/guardian who has done so.

By enrolling children in a diocesan Catholic school, parents/guardians are agreeing to abide and support the school and its policies and regulations. **(DSP 1810: Community and External Operations: Parent Communication Agreement)**

**PROBLEM SOLVING**

Parents are required to make an appointment to speak with the teacher first, then the principal if the concerns continues, and finally the pastor. The importance of formal discussion rather than informal is stressed when speaking with an instructor or the principal about your child’s difficulties. Formal appointments are expected. Do not just drop in to discuss a problem or concern; call so that all can prepare for good solid discussion.

**APPOINTMENTS WITH TEACHERS OR PRINCIPAL**

Parents wishing to speak to the principal or a teacher regarding any matter that requires extensive discussion are to make an appointment. It is unfair to go to a teacher before or after school without first making an appointment, as this is their time to prepare their lessons and to spend time with their students.

Parents are not to enter any classroom during school hours to speak with the teacher, their child, or give their child something. It is disruptive to the learning environment. Of course, exceptions will be made for emergencies.

Classroom visits are encouraged for the purpose of observation if scheduled in advance.

**PARENT/TEACHER/STUDENT CONFERENCES**

It is required that each diocesan Catholic school plan to have conferences at grade-reporting time at least once a year for students in grades PreK–8. These conferences provide the opportunity to discuss and explore various aspects of the student’s growth and development. Revised **(DSP 5405: Students: Parent/Teacher/Student Conferences)**

**LOCAL:** Parents are given an opportunity for a formal conference with their child’s teacher at the end of the first and third quarters. If a parent desires a conference other than at these times, the parent is to contact the teacher to arrange the conference. Faculty members cannot be interrupted during the school day for conferences or phone calls and are not to be contacted at their residence.

**TELEPHONE USE BY STUDENTS**

Telephone use by students will be granted in case of necessity to notify parents of urgent matters only. Generally, forgotten assignments or other work are not urgent matters. Have students make any “after school” social arrangements before coming to school.

No teacher or child will be called from class for a telephone call except in cases of extreme emergency. Important messages will be given to a child during the school day by the office.

**SCHOOL COUNCIL**

The St. Peter Catholic School Council is a consultative council, advisory to the pastor who administers the parish and the principal who is the educational leader of the school. council relates to the parish council in matters concerning the subsidy of the parish. The president of the school council or his/her delegate shall serve as representative to the parish council meetings. The council communicates regularly with parents of the students, ordinarily through its executive officer. Communication with the parish community is ordinarily through either the pastor or principal. The council always communicates with faculty through the principal. The council ordinarily shall meet monthly on the second Thursday of the month, with a minimum of five (5) meetings per year. Special meetings may be called by the pastor, school principal or council president with approval of the pastor as needed. Four (4) voting members of the council shall constitute a quorum for all meetings.

Regular meetings ordinarily will be open to any parishioners, parents or guardians of students, faculty and staff of St. Peter Catholic School. To treat confidential matters, a session may be declared an Executive (closed) Session by the council president. Executive Sessions are limited to council members (voting and non-voting) only.

**ADDRESSING THE SCHOOL COUNCIL**

The school council will hold open meetings and will meet every month. Any parish member can request to voice an opinion at any council meeting by making a request to the pastor, principal, or school council president one week prior to the meeting. The party making the request will then be placed on the agenda, or directed where to go with his or her concern.

**HOME AND SCHOOL ASSOCIATION**

All diocesan Catholic home and school associations shall follow the guidelines established by the diocese. (See DSP 9401.)  **(DSP 1430)**

**VISITORS**

All visitors, parents, etc. are required to report to the office as they enter school. Parents are to leave forgotten lunches, messages, etc. in the office to avoid interrupting class.

Do not go to the classrooms unannounced. Students are not to bring relatives and/or friends to school to visit for any part of the day. Only former students of the school may request to spend some time with past classmates.

**LINES OF COMMUNICATION, GRIEVANCE AND ADMINISTRATIVE RECOURSE PROCEDURES**

To be followed if problems with school arise.

Lines of Communications

1. Parents are to make an appointment with the teacher or teachers at once. Parents are to call the office and leave a message for the teacher to call for an appointment time.
2. If the problem requires further consideration, the parent is to make an appointment with the principal. The principal will call a meeting with parent and the teacher in order to discuss the problems further and try to solve them.
3. If the parent still feels that the problem requires resolution, the pastor is to be contacted for an appointment to meet with him and the principal.
4. The final decision in resolving a problem will be made by the pastor.
5. No one may come to the pastor with a complaint regarding school matters unless they have FIRST met with the teacher and principal.

NOTE: Lines of communication are strictly enforced. The above steps are to be followed in the order they are presented.

Grievance

Any serious grievance regarding a diocesan Catholic school or its personnel that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through Administrative Recourse. In its role as an advisory council, rather than a governing board, the parish school advisory council is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the council for advice on a serious issue. Administrative Recourse shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. Administrative Recourse is specifically limited to grievances as defined within the Administrative Recourse regulation. Revised July 1, 20 **(DSP 1901: COMMUNITY AND EXTERNAL OPERATIONS: Grievance)**

Administrative Recourse **(DSR 1901: COMMUNITY AND EXTERNAL OPERATIONS: Administrative Recourse)**

A grievance is a formal complaint about any serious issue regarding a diocesan Catholic school or its personnel that needs a formal process of reconciliation in order for it to be resolved.

The primary purpose of Administrative Recourse shall be to secure, at the lowest possible administrative level, equitable solutions to problems which may from time-to-time arise affecting the welfare or working conditions of persons associated with the school.

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**BASIC PRINCIPLES**

1.Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.

2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level of the formal procedures shall be considered a maximum and every effort shall be made to expedite the process. The failure of a grievant to act within the prescribed timeframes shall act as a bar to any further appeal and the school administrator/principal’s failure to give a decision within the timeframes shall permit the grievant to proceed to the next level. (See procedure below.) By mutual written agreement, however, the timeframes may be extended.

3. The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.

4. There shall be no retaliation against any party or participant in Administrative Recourse. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.

5. Records of formal proceedings at every level shall be kept and made available to all parties involved.

**PROCEDURE**

1. Informal Attempts at Resolution Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a grievant shall not pursue a grievance through the formal procedures outlined in this policy unless the grievant has first engaged in informal attempts with the normal chain of authority (teacher, school administrator/ principal, pastor) to reconcile the difference beginning with the person whom the grievance is against. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.

2. Formal Procedures In the event that informal attempts at resolving the dispute have been unsuccessful, the formal procedures outlined below shall be observed. For complaints to be resolved through these procedures, the following shall apply: if the complaint relates to a school administrator/principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; if the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE.

• LEVEL ONE — SCHOOL ADMINISTRATOR/PRINCIPAL The grievant shall reduce the complaint to writing and submit it to the school administrator/principal within 15 days following the occurrence of the event. In the complaint, the grievant must specifically request resolution through Administrative Recourse. The school administrator/principal will hold a meeting within seven days following receipt of the written statement of grievance. The school administrator/ principal, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven days following the meeting, the school administrator/principal shall provide the grievant with a written decision.

• LEVEL TWO — PASTOR If the grievant is dissatisfied with the school administrator/principal’s

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written decision, the grievant may appeal the decision in writing within five days to the pastor. If the formal procedure begins with LEVEL TWO, the grievant shall put their complaint in writing and submit it to the pastor within 15 days following the occurrence of the event. The pastor will

hold a meeting within seven days following receipt of the written statement of grievance or the appeal, as applicable. The pastor, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

• LEVEL THREE — CATHOLIC SCHOOL OFFICE If the grievant is dissatisfied with the pastor’s written decision, the grievant may appeal the decision in writing within five days to the Catholic Schools Office. If the formal procedure begins with LEVEL THREE, the grievant shall put their complaint to writing and submit it to the Catholic Schools Office within 15 days following the occurrence of the event. The Catholic Schools Office or a designated representative of the superintendent will hold a meeting within 10 days following receipt of the appeal. The Catholic Schools Office will render a decision in writing stating findings of fact and conclusions within 10 days of the meeting and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator/principal.

• LEVEL FOUR — OFFICE OF THE BISHOP If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five days to the bishop. The bishop or his designee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than 15 days after receipt of the written appeal. The grievant is entitled to attend the meeting. Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by the bishop as well as the interested parties. The bishop will render and communicate his recommendation to the Catholic Schools Office and the grievant of his ruling. The decision of the bishop shall be final and binding.

Penalty Status Administrative Recourse (**DSP 1902: COMMUNITY AND EXTERNAL OPERATIONS: Penalty Status During Administrative Recourse)**

## The penalty for a violation of a diocesan Catholic school or diocesan policy or regulation shall be enforced during Administrative Recourse. However, a request can be made to the pastor to speed up the procedure. Either the grievant or the person whom the grievance is against can make this request. The request, in consultation with the Catholic Schools Office, can be granted or denied.

## SCHOOL PARTIES

Planned parties for holidays and other special occasions will be at the discretion of the teacher and approval of the principal. Parents will be asked to help with the parties.

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## LOCKERS

Lockers are provided for middle school students. There are to be no pictures of any type posted in or on student lockers. Lockers are to be kept neat and orderly.

**SCHOOL VIDEO SURVEILLANCE**

In an effort to work towards increasing school safety, St. Peter Catholic School has installed video camera surveillance on parish property, including school buildings and outside areas. Areas where there is an expectation for privacy will not be subject to video surveillance.\*

Violations of school policy or rules may be captured through video surveillance and those recordings may be used by the school to enforce disciplinary action and, in the event of criminal activity, may be disclosed to law enforcement.

\*Areas appropriate for video surveillance include: parking lots, hallways, auditoriums, entrances/exits and athletic fields. Areas not appropriate for video surveillance include: bathrooms, locker rooms and offices. Classrooms will not be monitored by video surveillance.

**VIRTUS TRAINING**

The Diocese of Jefferson City has announced that ALL parents by the school year 2021-2022 must have received training through this program. It is available on-line.

STUDENTS: Safe Environment Requirements for Volunteers Whose Duties Include Contact with Minors

All volunteers whose duties include contact with minors must do the following prior to volunteering:

* complete a *Protecting God’s Children (VIRTUS)* workshop in person or online;
* complete a check through the *National Sex Offender Registry (performed by the Safe*

*Environment Office)*

* read and sign the *Code of Pastoral Conduct.*

*Effective July 1, 2021, all K-8 Catholic School parents will be required to complete these requirements. In some instances, parents may be exempt from some requirements. These instances must be approved through the Catholic Schools Office and the Office of Child and Youth Protection.*

Administrators/principals and pastors are responsible for ensuring all parents, guardians and volunteers are properly screened according to applicable standards of the Safe Environment Policy.

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If the Safe Environment Office is alerted to an issue with a parent or volunteer’s background check or

screening, the Safe Environment Office will notify the Superintendent of Schools. The Superintendent will notify the school pastor and administrator/principal regarding the situation.

Working with the pastor and the administrator/principal, the Superintendent will notify the parent/volunteer in writing regarding the level of accessibility they will be allowed in regard to the school and school events. The administrator/principal will notify the student(s)’ teacher(s) and any necessary staff as to parent/volunteer’s level of accessibility, as well.  **DSR 5825**

\*\*Parents may contact the school office if they have any questions regarding these policies or need more information about our school.

School Telephone Number: 660-886-6390

School Fax Number: 660-886-6606

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