

# ST. PETER CATHOLIC SCHOOL

*Inspiring students to love God, their Catholic faith, and learning*

## Parent/Student Handbook 2023-2024

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*DSP denotes – Diocesan School Policy*

*DSR denotes - Diocesan School Regulation*



## DIOCESE OF JEFFERSON CITY

OFFICE OF THE BISHOP

1 June 2020

Memorial of the Blessed Virgin Mary, Mother of the Church

Dear Presidents and Principals of our Catholic Schools,

The Church places the highest value on the Catholic education of her children, because it is linked to the very mission of the Church, especially her evangelization of all humanity: “Go therefore, and make disciples of all nations” (Matthew 28:19). Our apostolic origins, which bind us in communion with the Lord and his mission, underscore the urgency of Catholic education and remind the parents, teachers, and indeed the whole parish, of their great responsibility.

As we strive to work better together to continue this ministry of education, it is necessary to have policies to guide our efforts. For this reason, I asked the Superintendent and the Diocesan Advisory School Board to review, revise and propose new policies. This handbook is a result of this consultative process. I accept the policies, rules and regulations incorporated in this handbook for the guidance and governance of all Catholic schools in the Diocese of Jefferson City, effective 1 July 2020. Future policy revisions may be incorporated, which require the signature of the Diocesan Bishop.

According to the Canon Law of the Church, a school may only bear the title “Catholic school” only if so designated by the Diocesan Bishop. Further, the Diocesan Bishop and his delegated Catholic Schools Office staff have the right and the duty to supervise and regulate the Catholic schools of the diocese.

These policies are obligatory for all who work with and attend Catholic schools in the Diocese of Jefferson City. Because of the importance of this handbook, every president and principal of our Catholic schools is to have a working knowledge of its contents and is contractually obliged to abide by its policies.

In addition, this handbook will assist the practice of co-responsibility between pastors, school advisory councils, administrators, teachers and parents in the development of local school policies and regulations. Each policy and regulation developed at the local school level must be consistent with the policies of this handbook.

Invoking the maternal intercession of the Immaculate Heart of Mary, our diocesan Patroness, for the Catholic schools in our diocese, I am

Sincerely yours in Christ,

Most Reverend W. Shawn McKnight, S.T.D.  
Bishop of Jefferson City

**ST. PETER CATHOLIC SCHOOL**  
 314 W. HIGH STREET  
 Jefferson City, MO 65101  
 573-636-8922 Fax 573-636-8410

*Inspiring students to love God, their Catholic faith, and learning*

This Parent/Student Handbook contains information regarding the operation of St. Peter Catholic School. The school strives to provide an excellent Catholic Christian education. The school encourages questions, comments and suggestions regarding programs and procedures. School parents and staff must work together to provide the best education for all children of St. Peter Catholic School. The parish Catholic school advisory board represents the parish council Education Commission. The purpose of the Commission is to assist individuals and families to educate themselves and grow in Christian commitment needed to live full Christian lives.

*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)*

**Parent-Student-St. Peter School Covenant of Trust**

The Church identifies three authors of education: parents, the community, and the Church. Parents have the most serious obligation: providing the first knowledge of God, and leading their child to a knowledge of the wider community. The community has certain rights and obligations in the education of youth for the common good of society and so provides schools. The Church has a duty to educate so that they “promote for all people the complete perfection of the human person, the good of earthly society and the building of a world that is more human.” (Declaration of Christian Education, 3.)

At Baptism, parents accept the responsibility of training their child in the practice of the faith. Godparents promise to assist them, and the whole community also promises to assist with this responsibility. “Catholic

parents also have the duty and right of choosing those means and institutions through which they can provide more suitably for the Catholic education of their children...” (Canon 793.1)

Catholic schools are in partnership with the family in proclaiming and witnessing to the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children. This partnership works best when parents respect the beliefs of the Church and live lives in a manner that reflects these beliefs. If parents reject the beliefs of the Church or live lives in conflict with these teachings, catechizing young people becomes very difficult.

“Parents must cooperate closely with the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly....” (Canon 796.2)

Parents at St. Peter Catholic school, aware of the dignity of the holy parental call, and with a reverent awe for that responsibility which is theirs, commit themselves to be, in word and example, the first and best teachers of their children in the faith. Practically, this means they will:

- Understand that the authentic teachings of Jesus as taught by the Catholic Church will be part of their child’s education and formation;
- To the best of their ability respect the teachings of the Church and help their children respect the Church and its teachings;
- Regularly participate in the Sunday Eucharist with their family (if not Catholic, support their children’s participation in the Church of Baptism), include prayer in their daily life and form their children in the faith;
- Commit to speaking frequently with their children about God and to include prayer in their daily home life;
- Participate in and cooperate with the St. Peter School in programs that enable them as parents to take an active role in the religious education of their children, including sacramental preparation for Catholic children;
- Support the moral and social doctrine of the Catholic Church to ensure consistency between home and school;
- Teach their children by word and example to have a love and concern for the needs of others;
- Practice stewardship of time, talent, treasure, and meet their financial responsibilities in support of the school and parish.

St. Peter Catholic School enters into a relationship of trust with each school family. This handbook provides the school’s framework for this trust relationship, setting out policies and regulations for the orderly, safe, and effective spiritual and academic formation of children.

## **I. MISSION STATEMENT/PHILOSOPHY**

### **A. SCHOOL MISSION**

1. The mission of St. Peter School is to inspire students to love God, their Catholic faith, and learning.
2. This Parent/Student Handbook contains information regarding the operation of St. Peter School. St. Peter School, in partnership with parents and the parish community, strives to provide a quality education rich in Catholic identity. Recognizing that each individual has unique gifts from God, the school helps students develop their gifts to their fullest potential as stewards and co-creators in God's universe. St. Peter School's goals are to:
  - a) provide a healthy, positive and spiritual atmosphere in which Catholic Christian values, morals and leadership are fostered;
  - b) develop self-discipline, personal responsibility, and accountability; and
  - c) educate the whole child: spiritually, emotionally, intellectually, morally, and physically to help each child meet the challenges of life today with a vision toward the future.

### **B. PARENTS ARE PRIMARY EDUCATORS**

1. The primary responsibility for the education of children is in the hands of parents. Even though their responsibility is shared with the school, the parents' responsibility remains paramount.
2. Children tend to emulate the intellectual, emotional, spiritual and moral attitudes and examples parents/guardians provide in the home. In addition to example, some parents' responsibilities are to:
  - a) Build religious traditions and family prayer into the family lifestyle.
  - b) Attend Sunday Mass and contribute to parish support through envelopes or direct deposit.
  - c) Provide proper diet, balance of sleep, and exercise.
  - d) Provide proper facilities for home study, and encourage completion of homework assignments.
  - e) Insist that a child/children follow(s) the regulations and principles of good behavior/manners.
  - f) Encourage the development of the individual talents and interests of a child/children.
  - g) Keep the school informed as to the special needs of a child/children and carefully read all communications sent home from the school.
  - h) Attend Home & School meetings and take advantage of Parent/Student/Teacher conferences, requesting additional time as needed.
  - i) Read and support the regulations of the Parent/Student Handbook.

## II GENERAL ADMINISTRATION

### A. CONFIDENTIALITY

[\(DSP 5260\)](#)

### B. ADMISSIONS

[Non-Discrimination \(DSR 5105\)](#)

1. Parents are to make sure that the parish records are correct regarding all of the information regarding their children.

Information regarding Kindergarten enrollment is sent to families of age eligible students in September. This information includes the date for the new kindergarten parent meeting. In addition this information is included in the weekly school newsletter.

Parents are to attend the new kindergarten parent meeting so that they are fully informed of the St. Peter School program and policies.

Children will be administered a school Readiness Test. Parents will have the opportunity to discuss strengths and areas of growth with staff members who administer the test.

2. Necessary requirements for kindergarten registration are:
  - The child must be five years of age on or before July 31 of that year.  
Birth Certificate.
  - Baptismal Certificate.*(if applicable)*
  - Health Record with Immunizations completed.
  - Pastor's approval from either St. Peter Parish or St. Andrew Parish.*(if applicable)*
  - A \$125 non-refundable registration fee, which is applied toward the sustaining fee and supplies.

Any student NOT a member of St. Peter Parish or St. Andrew Parish is required to pay tuition.

When changing membership from a local parish to membership at St. Peter Parish or St. Andrew Parish, it is necessary to receive approval of the pastors involved, and to be able to obtain a letter stating that you are an active parishioner in order for the children to attend St. Peter School.

Students are placed on the enrollment request list only when the online application form and screening are complete. Once these steps are completed the Enrollment Packet will be sent to the applicants via FACTS for completion. Kindergarten students are enrolled only when all required forms are received, screening and parent consultation completed during the screening period (March-April) . "First received" may be "first enrolled" by the final due date. All parents or guardians must attend a kindergarten enrollment meeting.



### 3. Policy for 1st through grade 8:

#### TO BE AN “ACTIVE” CATHOLIC STEWARD MEANS:

- Registered in the parish
- To Pray: that is, attend Mass faithfully in the parish on weekends and Holy Days.
- To Participate: that is, to use one’s time and talents to strengthen the parish community and advance the Gospel.
- To Sacrificially Give: that is, pledge and remain current on a tithe of financial first fruits to support the life and ministries of the parish. The goal is 8% to the parish and 2% to other worthy charities.

Students are normally admitted in the following prioritized order:

- Level I    BAPTIZED Children of active parishioners of St. Peter Parish or St. Andrew Parish with an older sibling attending (or who has graduated from St. Peter School) whose parents are regularly contributing financially to the support of the parish.
- Level II    BAPTIZED Children of active parishioners of St. Peter Parish or St. Andrew Parish who are registered in that parish and whose parents are regularly contributing financially to the support of the parish and have no siblings attending.
- Level III    Children of non-Catholics or Catholic families, who are not members of St. Peter Parish or St. Andrew Parish, but have siblings already attending St. Peter School.
- Level IV    BAPTIZED Children of Catholic families who are not members of St. Peter or St. Andrew Parish, but are registered in other parishes and have no siblings attending (will pay the tuition).
- Level V    Children of new non-Catholic families are admitted if there are openings after May 1 (will pay the tuition).

#### [Non-Catholic Student Participation \(DSP6235\)](#)

\*Special consideration may be granted for students who must be supported by the Vogelweid Program.

### 4. Registration Procedure (Grades 1-8)

Registration for each upcoming school year is begun online using the school's Student Information System called FACTS. Enrollment for the next school year will open in April.

In person assistance for online registration will be available and dates will be announced prior to registration each summer.

The Monday before school starts is an Open House, not a registration day. There will be an office assistant on duty for those who need some last minute help.

\*Parents who enroll students to St. Peter School during any time of the school year are responsible for the full ‘Sustaining Fee, Technology Fee and Home & School Fee . The ‘Family Stipend’ is prorated.

5. Transfers

When a student is transferring from St. Peter School, the principal is to be told as soon as the decision is definite. Records are transferred to the enrolling school at that school’s request providing all outstanding debts have been paid. Local Catholic schools, including Helias, will not enroll a student whose parents owe fees to the prior school. The ‘Family Stipend’ is prorated. The ‘Sustaining Fee’, Home & School and Technology Fee remains with the school.

6. Request for Admission

When enrollment into St. Peter School is requested, an administrator will contact the family requesting enrollment and direct them to the FACTS enrollment page on the school website. This information is used by administrators to determine if the enrollment process should be continued or denied.

If it is determined, based upon best available information, to not proceed forward with enrollment, the family will be contacted by an administrator.

If it is determined to proceed forward with enrollment, the family is expected to: request/provide records from the previous or current school, birth certificate, baptismal certificate, immunization records, Virtus certificate and be able to provide information on type of enrollment (tuition/parishioner).

To be enrolled at St. Peter school as a parishioner, the student’s family must be regarded as an “Active Catholic Steward” as defined in number 3 above. If the Pastor doesn’t confirm active parishioner status, the student can only be enrolled as a tuition student. It is the family's responsibility to contact the pastor if Active Parishioner status is in question.

Once needed information is received, an administrator will contact the family and arrange an Intake Interview between the family and administration. This meeting is to determine, for both the family and the school, if enrollment would be a good fit for both parties.

After the interview the administrators will use the information to determine whether the student will be enrolled. Many factors are considered including but not limited to:

- Space availability
- Ability to meet academic needs
- Ability to meet behavioral needs
- Ability to meet physical needs
- Current dynamic and needs of grade level
- Additional information from previous enrollments

[High School Admission Priority \(DSP 5107\)](#)

## C. DAILY SCHEDULE

### 1. Grades K-8.

- |                      |              |                                      |
|----------------------|--------------|--------------------------------------|
| a) School Day Begins | 7:45         |                                      |
| b) Lunch:            | 10:30- 11:00 | Preschool                            |
|                      | 11:00- 11:30 | Kindergarten                         |
|                      | 11:05- 11:35 | 1st and 2nd Grade Lunch              |
|                      | 11:05- 11:35 | 3rd and 4th Grade Recess             |
|                      | 11:35- 12:00 | 3rd and 4th Grade Lunch              |
|                      | 11:35-12:00  | 1st and 2nd Grade Recess             |
|                      | 12:00-12:25  | 5th and 6th Lunch                    |
|                      | 12:10-12:25  | 7th and 8th Recess                   |
|                      | 12:25-12:45  | 5th and 6th Recess                   |
|                      | 12:25-12:45  | 7th and 8th Lunch                    |
| c) Dismissal         | 3:05         | <b>K, 1 &amp; 2 &amp; siblings</b>   |
|                      | 3:07         | 3-8 car riders and walkers,          |
|                      | 3:10         | 3-8 After-school Care and bus riders |
| d) Dismissal         | 1:15         | PK, 1st grade and siblings           |
| (Early out)          | 1:25         | 2nd-4th grades                       |
|                      | 1:30         | 5th-8th grade <b>(No ASC)</b>        |

## D. SCHOOL CALENDAR

St. Peter School follows the diocesan calendar. The school calendar is published in the school newsletter and posted on the school website in July.

## E. ATTENDANCE

### 1. Absence ([DSP 5210](#))

The student attendance guidelines are designed to ensure consistent student attendance in elementary school. The purpose of these guidelines is to provide consistency throughout SPIS when addressing student attendance concerns. Guidelines cannot be expected to outline every possible attendance scenario, which if occurred, would result in action by school administration. However, it is the purpose of these guidelines to list attendance criteria. Students' absences or tardies that meet or exceed these stated guidelines will result in action by the school administration.

**First Offense (up to 10 days absent):** Parents/legal guardians will be notified of attendance concerns in writing by the school.

Subsequent Offense (10-15 days absent): Second written notification of concern and/or Administration/Parent conference.

**Note:** If attendance concerns persist after interventions by the school administration, then the administration can decide to refer the case to The Division of Family Services and/or the student may be declared academically ineligible for continued enrollment. Re-enrollment may be considered at a later date with required conditions for attendance.

For grades K-8, an absence of more than two hours is recorded as one-half day absent. Students must attend for at least 2 hours to NOT be counted as a full day absent.

## 2. Tardiness ([DSP 5210](#))

### Tardy Policy

Families are allowed 4 tardies per quarter for any reason including inclement weather and traffic problems not reported to the school office or acknowledged by the school administration. Therefore, parents are encouraged to adjust their morning schedules so that children are in their seats before 7:45 every day. Upon the 5th tardy of each quarter a fee of \$10.00 is assessed to the family FACTS account and every subsequent tardy that quarter. All fees must be paid by the end of the school year to receive report cards, graduation diplomas, and before students may be enrolled for the following year.

On days where there are obvious traffic or weather issues, the administration will waive this policy.

- a) Students are considered tardy if they are not in the main entrance hallway by the 7:45 bell. A student is considered tardy if they are absent from school for less than two hours without an appointment slip from a doctor/dentist or other health care provider.
- b) Students who are not in the main entrance hallway by the 7:45 bell must report to the ESO Officers at the desk. Students fill out the proper paperwork and then wait in the entryway until Morning Prayer is completed. Students who are brought to school after the playground gates are closed (Approx. 7:50 a.m.) are to be escorted to school by an adult who reports in to the office managers.
- c) Students will receive a tardy slip at the time they arrive. The tardy slip must be signed and returned to the homeroom teacher the next school day.
- d) Tardy students are to pick up their homework assignments from earlier classes missed before they leave school.

## 3. Written Excuses ([DSP 5211](#))

All students are to attend school daily except for sickness or reasons communicated to school administration. For matters of administration, lunch preparation etc., parents/guardians must call the school office (573-636-8922) EACH morning a child will be absent from school by 8:00 a.m. Requests for homework assignments are to be made at this time. If parents know of an absence early, parents may call the number at any time as it can be reached 24 hours a day.

- a) Written excuses are required for all absences or tardiness. Parents/guardians may send a signed hand written note to the school office or can email [attendance@stpeterjc.org](mailto:attendance@stpeterjc.org). They are kept on file in the teacher's files until the end of the school year. An excuse must state the reason for the absence/tardiness, the date, and must be signed by a parent/guardian. Students are responsible to complete missed assignments. If a pupil is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the school administrators/principal may investigate or delegate someone to investigate the situation.

- b) A written request must be presented to the school office to be excused for medical or dental appointments. If possible, appointments are to be made outside of school hours. Students are credited for school during the hours away from school providing the period of absence is less than 1/4th of the school day (2 hours).
- c) Students who choose to participate in extracurricular programs or activities that are NOT initiated by St. Peter School are issued an absence, which will be noted and preclude perfect attendance.
- d) Students who participate in extracurricular programs or activities that school administration designates as 'service' will be noted as Ab/Ex/S (Excused/Service).
- e) Absence Requests for Family Reasons

[Requests for Family Reasons DSP 5220](#)

4. Early Check-out of Individual Students

[Release of Individual Students from School\(DSP 5370\)](#)

The school prefers that the parent/guardian send notes regarding early dismissal rather than phone messages.

- a) Students who need to leave school before the normal dismissal time must present a written excuse to the office for approval at the beginning of the school day.
- b) When the student comes to the office with a note from a parent/guardian:
  - The office issues a building pass to leave at the specified time.
  - The student shows the pass to the homeroom teacher, but keeps the pass.
  - When the responsible adult arrives at school, the student is called out of class.
  - The student shows the pass to the dismissing teacher and the teacher notes the time on the pass.
  - The student brings the pass to the office before leaving school. The parent **MUST** pick up the student at the office and sign out the student.
  - When the student returns to school, he/she must stop at the office. A staff member records the time returning on her/his building pass and gives the building pass to the student to enter the classroom.
- c) If the parent calls to have the student dismissed early:
  - The office issues a pass to leave at the specified time and calls the student from class to obtain that pass.
  - When the responsible adult arrives at school, the student is called out of class.
  - The student shows the pass to the dismissing teacher and the teacher notes the time on the pass.
  - The student brings the pass to the office before leaving school. The parent **MUST** pick the student up in the office, and sign the student out.
  - When the student returns to school, he/she must stop at the office. A staff member records the returning time on her/his building pass and gives the building pass to the student to enter a classroom.
- d) Students are not permitted to leave the school grounds without permission of administration.

e) No student is sent home except for illness or other serious reasons. In such cases, the parent or guardian is notified to come and pick up the student.

#### 5. Inclement Weather

a) When weather conditions make it necessary to close school, the cancellation or snow schedule will be announced by local media. Those who subscribe to our texting service will be notified via text of any cancellations or early dismissals.

b) Due to extreme weather, it may be necessary to dismiss school and After Care early. Radio and television will announce the closing time. An email will be sent to all parents and notification will be sent via text to all subscribed to the school texting service. Telephoning the school jams the telephone lines and is to be avoided. Tune to the local radio or TV stations, and check phones/computers frequently.

c) On early dismissal days due to inclement weather, the children are dismissed to the big flat for pick-up. The kindergarten students are held with a teacher at the main entrance. Students not picked up 20 minutes after dismissal will report to the school office.

d) On all early release days there is NO After School Care. If inclement weather is forecasted, parents are to stay tuned to the local radio stations during the day, as After School Care may need to be dismissed early if the weather hits after 3:05 pm.

#### 6. Home Schooling

When parents choose to home-school a student who is enrolled at St. Peter School, the parents must provide written documentation stating their intention to home-school.

### F. EMERGENCY INFORMATION

Students will have on file family emergency information that is complete and current. It is necessary that forms be kept up to date. **Any new information must be updated in the FACTS parent portal.**

### G. HEALTH

In cases of contagious disease, HIV, etc., the school follows Diocesan Policy 8000 and 8001.

#### 1. Health Records

Students must have an updated health record on file. All students' immunizations must be current according to State Health Department guidelines. When a student receives an immunization shot, the school office is to be notified in writing in order to keep his/her records updated. Parents are to call the school office or the Cole County Health Department for immunization requirements.

[Immunization Requirements \(DSR 5105\)](#)

#### 2. Health Services

Financial assistance is available for families who qualify for dental and eye care, shoes and immunizations. The school office is to be contacted for information.

### 3. Illnesses and Injuries

- a) If a student becomes ill or is injured during the day, the following procedures are employed:
  - (1) The student is sent to the office for anything the school is allowed to do for the situation and for proper referral to parent or professional, if necessary.
  - (2) If the illness/injury warrants parental attention, the school contacts parents/guardians.
  - (3) If parents/guardians cannot be contacted, a school staff member calls the individuals noted on the Emergency Form.
  
- b) In order to maintain a healthy school environment, students **MUST** be excluded from school for:
  - (1) Fever of 100.4 degrees or over: **STUDENTS MUST REMAIN AWAY FROM SCHOOL 24 HOURS AFTER THE FEVER HAS ABATED** without the use of fever reducers (Tylenol, Advil etc.), unless the student has been seen by a doctor within 24 hours of being sent home; and the parent/student presents a dated doctor's note stating that the student is not contagious and the date the student may return.
  - (2) Vomiting & Diarrhea: Students are automatically sent home if experienced during school hours. **STUDENTS MUST REMAIN AWAY FROM SCHOOL FOR 24 HOURS AFTER EITHER HAS SUBSIDED.**
  - (3) Impetigo, Ringworm, Scabies, and Common childhood diseases: Students remain away from school **UNTIL EFFECTIVE TREATMENT HAS BEEN STARTED.**
  - (4) Red, inflamed eyes (pink eye): Students must remain away from school until diagnosed, and treated for 24 hours.
  - (5) Head Lice: Head lice must be considered a serious problem. The student with nits must leave school until proper medicated treatment has been initiated and the parent/guardian has removed all nits. The parent must bring the student to the office (must be present) along with the medicated shampoo label on the day of return. At return, a nurse or office staff person must inspect the child before the parent may leave. If nits are found, the child must leave school for additional nit removal. The nits will **NOT** be removed in the school building to prevent possible spreading. Upon returning to school, the child must be inspected again.

If head lice is identified, the parents/guardians of the students in that class will be notified to be on the alert and will receive information regarding prevention and treatment. Every effort will be made to keep the infected individual's identity confidential.

- (6) Strep Throat: Students must remain away from school following a positive throat culture until receiving antibiotics **FOR 24 HOURS.**
- (7) **BLOOD ON CLOTHES:** In adherence to the Diocesan Blood Borne Pathogen Policy, we do not let students with blood on their clothes return to class. If possible we provide them with a replacement item of clothing for the stained item. However, if clothes are not available in their size, we call the parents to bring clothes and keep the student in the office until he/she is able to change.
- (8) **COVID:** Any child that tests positive for COVID will need to be in quarantine for 5 days from the onset of symptoms and remain home. Students must also be fever free for 24 hours before they can return. Upon returning if Covid positive, students will mask on day 6 through 10. At this time we will not be contact tracing at school or requiring a close contact at school to quarantine.

When you have COVID-19, isolation is counted in days, as follows:

If you had no [symptoms](#)

- Day 0 is the day you were tested (not the day you received your positive test result)
- Day 1 is the first full day following the day you were tested
- If you develop symptoms within 10 days of when you were tested, the clock restarts at day 0 on the day of symptom onset

If you had [symptoms](#)

- Day 0 of isolation is the day of symptom onset, regardless of when you tested positive
- Day 1 is the first full day after the day your symptoms started

#### 4. Insurance

##### Student & Volunteer Insurance

Medical care and attention related to accidents, injuries, incidents on school grounds, and/or at school related activities are covered under the diocesan accident insurance plan. Accidents must be reported to school personnel, and the claim forms must be filed within 90 days. This plan is designed to provide benefits for covered medical expenses that your personal health plan does not cover (deductibles, co-pays, coinsurance, etc.) or if you do not have coverage, this policy will provide benefits for covered medical expenses related to the accident.

#### 5. Medication [Drug/Medication Administration \(DSP 5520\)](#)

- (a) Only authorized personnel may dispense medicines, including aspirin, Tylenol and medicated cough drops sent from home. Medicine is NOT to be sent to school unless it is absolutely necessary.
- (b) For students who need medication during school hours, the following procedures are employed:
  - (1) Medicine must be in the most current pharmacy container or over the counter container. The Name of the student, Name of medicine, Dosage, Schedule of administration, and Physician's Name must be included.
  - (2) Parents /guardians must fill out the Medication Administered form requesting the office personnel to administer the medication. (Forms are in the school office)
  - (3) Upon arriving at school medication must come immediately to school office personnel. Students may NOT administer medicine to themselves. Medicine may NOT be stored in book bags, lockers, purses, or in classrooms. Cough drops may be brought to school, but need to be accompanied by a parent permission note presented to the homeroom teacher. Students are NOT to share cough drops or other medications with fellow students.  
*\*Special allowance must be made to students who might be required to carry an inhaler or other type of medication because of the serious nature of the allergy, asthma, or other similar illness. In this case, a note from a physician is to be on file attesting to the seriousness and necessity.*
  - (4) Medicines that must be administered three times a day are to be taken at home before school, after school and at bedtime.



## H. SCHOOL SUPPORT

The financial stability of St. Peter School is absolutely necessary for us to maintain a quality education for all students.

School Fee information is updated yearly on the school website.

Parishioners of St. Peter and St. Andrew who have trouble meeting their financial responsibilities MUST contact their pastor.

### Outstanding Debts Policy

All financial commitments and/or debts must be paid by the first Friday in May of every school year. If financial commitments and/or debts are outstanding for any student at this time, student records and grade cards, and access to the Parent Portal will be withheld. Registration for the new school year may not be completed until fees are paid or arrangements regarding outstanding debts have been made with the St. Peter pastor.

## I. SENDING MONEY

All money sent to school must be in a sealed envelope and clearly marked with each student's name, homeroom and reason for the money. (E.g. Sally Brown 4H Field Trip)

## J. PHONE CALLS

1. Students and teachers will not be called to the phone during school hours. A message may be left, and a call will be returned when possible.
2. Parents are not to call teachers at their homes unless for very important reasons.
3. Students may not use the school telephone without permission and may use it only for very important reasons. After 7:50 a.m. students will not be allowed to call parents/guardians for missing items including, but not limited to, homework.
4. Students should not be contacting parents directly with a personal device without permission from the supervising adult.

## K. DRESS CODE (grades K-8)

St. Peter School believes very strongly in the strict enforcement of a student appearance code for several reasons:

- A uniform appearance gives students a feeling of equality, provides a visible sense of school unity and identity, and contributes to the professional atmosphere that should exist in a school.
- School is not a recreational or social activity, and the appearance/clothing of our students should normally reflect the seriousness of the educational process.
- What students wear and how they look speaks of the pride they take in themselves and St. Peter School.
- Respect of self and others is shown through personal appearance and neatness.
- Abiding by the appearance code creates self-discipline.

With this in mind, St. Peter School has a uniform dress code which lists specifically what may be worn to school. **Any item with the St. Peter logo, must be purchased through the school. It is not permissible to use the school logo on any items without school administration approval.**

Students are expected to be in “Uniform Dress” Monday – Thursday. On Faculty Meeting Days (2nd Tuesday of the Month) students are allowed to “dress down”. Fridays are designated as “Spirit Days”. For guidelines on “Dress Down” and “Spirit Days” see below.

The following items of clothing are provided by vendors selected by St. Peter School. All shirts, sweatshirts, and sweaters will have the St. Peter School logo embroidered on the left chest and are purchased through St. Peter School with payment at the time orders are placed. Microfleece half-zip pullovers and girls jumpers are available through Land’s End website ONLY accessible through the St. Peter website.

### 1. SHIRTS

One of the following must be worn:

- St. Peter logoed polo shirts in long or short sleeves in navy, white or light blue.
- Logoed long/short sleeved button down collar dress shirts in navy, white or light blue may be worn.
- All shirts are to be long enough to be fully tucked in at all times so that the belt may be seen and no skin is showing at any time.
- The following may be worn:
- T-shirts as undershirts (must be solid white), and solid colored camisoles(navy/white/light blue) worn under appropriate shirts.

### 2. SWEATERS, SWEATER VESTS, SWEATSHIRTS

- Only the following may be worn:
- St. Peter logoed pullover sweaters, V-neck sweaters, sweater vests, and sweatshirts that come down to or cover the beltline. Colors and styles are listed on the Uniform Order Form. If worn, must be with an approved collared shirt (see above), or with a navy or white turtleneck.
- St, Peter logoed Fleece Pullovers may be worn in the classroom but must be worn over an approved collared shirt.

*The St. Peter hooded sweatshirts may only be worn on ‘Spirit’ or ‘Dress down’ days.*

### 3. PANTS, CAPRIS, SHORTS, SKORTS, JUMPERS, SKIRTS

These must be:

- Solid, hemmed, navy blue, khaki, or stone only-including stitching, and zippered or buttoned areas. The material must appear pressed and not wrinkled (cargo pants are acceptable).
- Shorts, skorts, skirts, and jumpers are to be no shorter than 2 inches from the top of the knee. Shorts need to be worn under skirts and jumpers.
- Jumpers must be purchased from the Land’s End Uniform store, must have the St. Peter School logo, and can only be worn over an approved collared shirt (see above).

*Not to be worn at school: 100% cotton pants, cargo pants, pants with frayed material, and Sport shorts.*

#### 4. BELTS

Required for grades 4-8, optional for K-3:

- If pants have belt loops, a solid brown, black, navy, khaki, or attached matching belt with a buckle and no adornments.
- Belt loops that are removed should be fully removed so that no parts of a belt loop remain.

*Not to be worn at school are large/decorative belt buckles.*

#### 5. SOCKS/TIGHTS/LEGGINGS

- Socks must be solid white, navy, khaki, or black worn at all times and visible above the shoe.
- Tights and leggings must be white or navy blue only and must be worn under another piece of approved clothing, such as a skirt, skort, or jumper.

#### 6. SHOES

- Shoes must have a closed heel and toe and be suitable for outdoor play.
- Tennis shoes that will not leave black marks are required for PE days.
- Shoes must be laced, tied and or secured at all times.

#### 7. DRESS DOWN DAYS

The following may be worn:

- Clothing worn on dress down days is to be modest and have sleeves.
- All shirts must be of a length so that skin does not show and a size that is not too tight.
- Shorts, jeans, jean shorts, sweatpants, approved school pants, shorts or skorts.
- Shorts, skorts, skirts, and jumpers are to be no shorter than 2 inches from the top of the knee.

*Not to be worn at school:*

*Pajama pants, yoga pants, jeggings, leggings (unless under an approved skirt, skort, or jumper), lightweight running/soccer shorts, provocative clothing (form fitting tight pants or shirts), or clothing that maintains symbols or words that portray obscene, satanic, suggestive ideas, drugs, alcohol or inappropriate music. (including pants with words across the butt area)*

**The administration will determine whether clothing is modest and appropriate.**

#### 8. DRESS UP DAYS

Dress up days are days where the students may wear uniforms or dressier clothing. All clothing not permitted on regular school days is not permitted on dress up days.

#### 9. GENERAL

- All clothing is to be modest, of proper fit, neat, clean, and worn as designed at all times. (I.e. All shirts must be of a length so that skin on the trunk of the body does not show, of a size that is not too tight.)
- Provocative clothing is not acceptable.
- Extremes in personal appearance are not permitted.

- d. Hair is to be of modest length; (Boys' hair needs to be off the eyebrows; at least a portion of the ears must be visible; hair length in back may not overhang the collar) neat, clean and combed. Female hair accessories are to be simple and not distracting. The administration will determine whether hairstyle and coloring is appropriate (No pink, purple, orange, or overly colored hair. No extremes in hairstyle such as Mohawks, mullets, partially shaved head with remaining hair long, cut-in stripes or symbols, etc.)
- e. Visible body piercings are not permitted. Females may wear earrings, with no more than 2 earrings for each ear.
- f. Visible tattoos are not permitted.
- g. Accessories (excessive scarves, bandannas, sweatbands, etc) are not permitted.
- h. Jewelry is to be simple and appropriate for school.
- i. Females may wear nail polish, except for black. Males may not wear nail coloring or polish.
- j. Ink marks on hands and arms are unprofessional and indicate immature behavior. A student writing on himself/herself or others is not appropriate.
- k. Hats may not be worn in the building.
- l. Only uniform approved logoed sweatshirts, sweaters, and fleece pullovers may be worn in the classroom. Hoodies, warm-ups, jackets, and coats are not to be worn inside unless permission is given by the teacher and/or administration.
- m. All clothing, including clothing worn on dress down days, is to be neat and not torn.
- n. No long sleeved shirts are to be worn under short sleeved uniform shirts.
- o. From Fall Daylight Savings time to Spring Daylight Savings time students must wear long pants and not shorts (girls are not to wear skirts/skorts/jumpers unless full leg coverings are worn as well). Jackets should be brought to school every day.
- p. If a particular style of clothing is not listed in this policy, it is considered NOT acceptable until approved by administration.
- q. Concerning dress, the school reserves the right to make the final decisions about the suitability of the clothes.

#### 10. SPIRIT WEAR DAYS

On "Spirit Wear Days" students may wear any St. Peter School attire that contains the St. Peter Catholic logo or "Keys to the Kingdom" (previous logo) with dress code bottoms. They are not 'dress-down days', so shirts shall be tucked in. Helias logo clothing is not St. Peter 'spirit' wear. ALL items with the St. Peter Catholic logo or "Keys to the Kingdom" (previous logo) must be purchased through the school or created with administrative approval.

Parents are to take responsibility to see that their children comply with the school grooming and dress code. Parents are to be aware of this entire policy so that they do not have to go out of their way to bring proper attire to their children at school.

Parents are to supply children with attire appropriate to the weather, so parents are to make sure their child(ren) come(s) to school with a coat or sweater on cold days. Children will participate in recess and P.E. outside on cold days.

School items, jackets, sweaters, etc. are to be marked with the student's name. If a student wears clothing to school that is not appropriate, parents will be contacted to bring the proper attire to school, and the student will not attend classes until proper attire is on the way.

Students K-8

Each homeroom teacher monitors the dress of his/her students. Any teacher may warn and/or discipline any student for violations of the student dress code. Any questionable student dress is to be referred by the faculty to the administration for final determination. Students not complying with The St. Peter School Dress code/gum/candy policy will earn a dress code office referral (purple slip). Students who refuse to cooperate with the dress code waive the right to any dress down days for the remainder of the year upon their fourth violation of either rule/policy.

Purple slips are filled out by the issuing teacher, given directly to the student who is then sent immediately to the office. Office staff will photocopy the slip and return the original to the student. The copy of the slip will be given to the Assistant Principal who will notify the parents of the infraction via email.

The student is to get the original slip signed by the parent and returned to the issuing teacher, who then gives the signed copy to the Assistant Principal.

For students who earn 4 Purple Slips or more:

4th Purple Slip	loss of ALL dress down privileges, including field trips, special events, purchased, etc. (excludes those earned for not having Green slips)
5th Purple Slip	loss of Spirit Wear Days, both scheduled and given
6th Purple Slip	1 hour after school Detention
7th Purple Slip	Saturday Detention, time TBA

6-8 additional Policy

At the Junior High level students are responsible for their personal appearance at school. Therefore, if they choose to wear an item that violates the dress code there may be additional consequences. For junior high students there are several areas in which there is a higher frequency of violations: not having a belt, non-dress code socks (logos or color), and inappropriate dress-down apparel (too short or too tight).

So the consequences for those violations is as follows:

Socks	On the 2nd and following purple slips sent to the office to change socks fine (cost of the socks)
Belt	On the 2nd and following purple slips sent to the office for a belt and fined \$5 if belt returned
Dress down	If a student earns a purple slip on a dress down day it is automatic loss of dress down privileges
CSD	If a student earns multiple Purple Slips for the same violation in one quarter they earn an X under "Follows Rules of the School" in the Christian Social Development portion of the report card for the quarter it occurs in.

## L. VISITORS

All visitors/parents are to check in with an office staff person before entering any part of the building.

To insure the safety of all students:

The outside and inside doors will open at 7:00 a.m. to allow students to Morning Care. The outer entrance doors, inside double doors, and office door will lock at 7:45 a.m. for the rest of the day. To be granted access to the school, visitors are to be buzzed in at the front doors, using the intercom system to the right of the outer entrance doors.

Teachers are responsible for children at 7:35 a.m. and are not able to conference with parents after that time, so morning drop-in visits/conferences are not allowed.

Students are instructed to NEVER open any outer doors for ANYONE. Parents are NOT to pressure them to open an outer door. Everyone must enter through the main door only and check in at the office. Parents NEVER go directly to a classroom without checking in at the office and obtaining a visitor's pass.

## M. CHILD ABUSE INVESTIGATION POLICY ([DSR 5810](#))

## N. CHILD CUSTODY

[Proof of Guardianship \(DSP 5201\)](#)

**The parents/legal guardians must indicate said rights on the students' emergency form.**

## O. CONCERNS/GRIEVANCE

Parents and guardians are to follow these guidelines for expressing concern over a school matter.

1. If the concern involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, please contact the teacher first. Parents are to call school and leave a message for the teacher to return the call. Parents are to refrain from calling another student's parents about a problem at school until school personnel have the opportunity to address the situation. In addition, parents are not to bring up a private matter in front of students while the teacher is on duty during the regular school day.
2. If parents feel the problem may be serious, they should inform the principal, assistant principal or counselor. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, an administrator may not be available immediately; therefore, patience in setting appointments, etc. is requested. Since concern for children is uppermost in all staff member's minds, the school will make every effort to accommodate parents and their concerns.
3. All staff members of St. Peter School promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. That is, the school promises to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of every child, spiritually, psychologically, academically and physically.

[Grievances DSP1901](#) [Administrative Recourse DSP 1902](#)

### III COMMUNICATION

**Cooperation between home and school is essential. Cooperation begins with communication among and between school personnel and parents. The St. Peter School Newsletter is sent weekly, usually on Thursdays, and contains important information about current school happenings, upcoming events, and items that may require parental action. It is very important that this be read as soon as possible, as it may contain time sensitive information.**

**E-mail & voice mail – Voice mail and e-mail are great tools but not always timely, so if parents have timely information (communication), call office staff so they can pass on the message to the proper person. (E.g. for last minute details such as telling them that a child is to ride home with a different student, etc.) A full schedule with students at any particular time, esp. after lunch, may dictate that teachers may not be able to check their messages until after school.**

*[Parent Communication Agreement \(DSP 1810\)](#)*

#### A. MEETINGS

Home and School meetings are scheduled for parents and posted on the yearly calendar.

Sacramental meetings for parents of students preparing to receive sacraments are scheduled.

These meetings are mandatory.

School Advisory Board Meetings are held once a month.

7th and 8th Grade parent graduation meetings are posted on the annual calendar and are required.

#### B. SCHOOL INFORMATION

Weekly and monthly information from school may be provided through the following media:

1. Weekly newsletter email
2. Postings on Facebook and Twitter
3. Teacher blog pages
4. St. Peter Website
5. St. Peter App
6. Text-Alerts

#### C. CONFERENCES

*[Parent/Teacher/Student Conferences \(DSP 5405\)](#)*

1. Parent/Student/Teacher conferences are held at the end of the first quarter with optional conferences in the remaining quarters.
2. Parents may request a conference at any time. All requests must be scheduled in advance and arranged by teachers. Unannounced parents or other visits for immediate conferences are not appropriate. Teachers are instructed NOT to stop class or supervision of students for short unplanned meetings between 7:40 and 3:05, as they are responsible for students or normally have assignments to attend to during these hours.

## D. REPORT CARDS

Report cards are issued quarterly. The envelope must be signed and returned to school within three school days of being issued.

Diocesan Grading Scale:

A = 93 - 100	4.0	C+ = 77 - 79	2.4
A- = 90 - 92	3.7	C = 73 - 76	2.0
		C- = 70 - 72	1.7
B+ = 87 - 89	3.4		
B = 83 - 86	3.0	D+ = 67 - 69	1.4
B- = 80 - 82	2.7	D = 63 - 66	1.0
		D- = 60 - 62	0.4

### 1. The Intermediate Report Card - Grades (3-8)

- a. The Performance Key is used to indicate the level of achievement in a subject area for the quarter.
  - 1) An 'X' indicates that the student is having difficulty in the skill, objective, or behavior.
    - a) Work or performance may be incomplete or inconsistent at times.
    - b) The child may be relying on assistance from the teacher or classmates to perform tasks rather than working independently.
    - c) The child may seem to avoid learning situations in some areas.
    - d) The child may need extra help at home to accomplish assignments and tasks.
  - 2) If a given skill, objective or behavior is met – no mark will be placed in the space.
- b. In other areas or disciplines, the '\*' is placed in the appropriate quarter number. Parents are to be informed of the '\*' (modification) before the report cards are completed and sent home.

### 2. The Primary Report Card - Grades (K–2)

**Most Important:** *The progress report for grades K-2 is a skills-based, developmental method of communicating the child's progress over a specific period of time. It does not indicate that the child is an 'A' (4) or 'F' (1) student, or whether he/she is 'gifted' or a 'failure'.*

This progress report is a communicative tool representing a specific nine weeks of the student's growth and development at school and is noted accordingly.

- a. A "4" indicates that the student, with limited errors, understands key concepts, processes, and skills and applies them effectively.
- b. A "3" indicates that the student is progressing towards understanding key concepts, process and skills, but demonstrates inconsistent application of concepts independently.
- c. A "2" indicates the student is demonstrating progress towards understanding and application of key concepts, processes and skills with additional time and support.
- d. A "1" indicates that the student is not demonstrating progress towards understanding of key concepts, processes and skills even with additional time and support.
- e. A '\*' indicates that the objective/skill was not assessed during the quarter. The teacher may have begun to introduce the skill, objective, or behavior, but considers it in the developmental stage and it is not ready for assessment.



## **E. PROGRESS & MID-QUARTER REPORTS**

The purpose of progress and mid-quarters reports is to communicate the student's current grade and/or behavior prior to the final grade at the end of each quarter. It is also an opportunity for both parents and teachers to discuss possible concerns and/or changes that may be needed.

Parents always have access to their son/daughters grades through the use of our on-line information program, therefore contact from the teacher other than Progress/Mid-quarter reports may not occur.

Teachers inform parents of any concerns regarding students. Likewise, parents are to communicate information to teachers, which will help the teachers best serve their child/children. Teachers and parents come together in conferences to develop plans of action to help students when appropriate or necessary.

Mid-quarter reports are issued for grades 3-8. If on this report or on the report card a child in grades 5-8 receives an "F" or has a "D" average, the warning/suspension policy from extra-curricular activities will be incurred. Note that the warning and suspension sanctions go into effect or are removed on the day mid-quarter grades go home and not the day the records begin to be collected. (See Extra-Curricular Warning/Suspension)

## **F. HONOR ROLL & RECOGNITION/ACKNOWLEDGEMENT**

For Grades 3 - 8

Honor Rolls are calculated in FACTS using the grade equivalencies in section D.

Quarterly:

1. 'A' Honor Roll

Must maintain 3.7 – 4.0 GPA with no D's or F's

2. B' Honor Roll

Must maintain 2.7 – 3.6 GPA with no D's or F's

3. Conduct Honor Roll

No marks (x) in the "Christian Social Development" section of the report card, indicating "Needs Improvement."

Students may earn a mark (x) for "needs improvement" in the CSD area by being marked in two or more subject areas for any of the work habit indicators listed on the report card, or may receive a "Needs Improvement" mark in CSD for consistently displaying inappropriate behaviors in areas not listed on the report card such as lunch, transition times, recess, homeroom, etc.

4. Honor Roll Awards

'A' Honor Roll – Only students who maintain a cumulative 3.7 – 4.0 with no D's or F's for all 4 quarters.

'B' Honor Roll – Only students who maintain a cumulative 2.7 – 3.6 with no D's or F's for all 4 quarters.

'Conduct Honor Roll' – Only students on the 'Conduct' honor roll all four quarters are recognized.

## IV INSTRUCTIONAL PROGRAM

### A. RELIGION

Religious concepts and values are shared with the children daily. Students prepare and attend liturgical services. Formal religion classes incorporate the teachings of the Church, Church history and traditions, and Scripture. Students are prepared for their First Eucharist, Reconciliation, and Confirmation. The human sexuality program emphasizes a healthy relationship with each other and God. Service to others is stressed throughout the year.

[Non-Catholic Student Participation \(DSP 6235\)](#)

### B. TESTING

Students in grades 3-8 participate in the Iowa Test of Basic Skills, in addition to the CogAT in grades 3, 5, and 7 which are administered in the fall. Students in grades 5 and 8 are administered the National A.C.R.E. test of religious knowledge.

### C. PROMOTIONS AND RETENTIONS

[Promotion and Retention \(DSP 5410\)](#)

Grades K – 7

St. Peter School expects students to gain the knowledge of the coursework of one school year to be able to proceed and achieve in the next and future school years. Students who are not guided by a ‘Service Plan’ and do not meet readiness guidelines for the following year’s coursework will repeat that grade. St. Peter Catholic School does not normally retain students after 3rd grade, therefore, students who fail in grades 4-8 would not be eligible to reenroll for the next grade level.

Students who fail any two of the six major subjects for the year are not promoted to the next grade. The six major subjects are religion, reading (3-5) or literature (6-8), English, math, science, and social studies. To pass a subject for the year students must receive a final grade of at least D- (0.7). This is computed using a point system of applying a point to each step of the grading scale. Students, who fail three quarters of a subject, must earn at least a B- in a fourth quarter to secure a D- for that year.

Grade 8

St. Peter School students gain the knowledge of their 8th grade coursework to be able to proceed and achieve in their first year of high school. Students who are not guided by a ‘Service Plan’, and fail subjects, are not prepared for a high school curriculum.

Students who fail any two subjects of the six major subjects for the year will not receive a signed Diocese of Jefferson City – St. Peter School certificate at the promotion ceremony. The six major subjects are religion, literature, English, math, science, and social studies.

### D. HOMEWORK

Homework is work or practice that is due the next day. Study is something that is done on a continual basis, over and above nightly homework (reading chapter sections, working on math facts, practicing spelling words, etc.). Projects/assignments are longer term and the responsibility of the student to do regularly, rather than the last minute. PARENTS ARE RESPONSIBLE to see that homework assignments are completed nightly and are encouraged to establish a regular and supervised time for homework. **In the case of illness, it is the parent or**

student's responsibility to request those assignments and to complete them within at least two days of returning to school (or longer at the discretion of the teacher). Parents are to call the school office by 8:30 a.m. to request homework for the day.

#### E. MISSING ASSIGNMENTS GRADES 1-8

1. All assignments are to be turned in on the day and time they are due. In case of emergency, or in unforeseen circumstances, a note from a parent explaining such is necessary. Teachers will share their homework policies with parents and students. Policies will vary among teachers and grades due to the workload for each grade or subject.
2. Below is our "Oops" Policy. "Oops" are excused assignments and serve as a warning prior to being issued a Homework Referral Slip (Green Slip).

1st Grade

3 oops for the year, then to green slips

6th Grade

1 oops per year, per subject

2nd Grade

3 oops for the year, then to green slips

7th Grade

1 oops per year, per subject

3rd Grade

2 oops for the year, then to green slips

8th Grade

1 oops per year, per subject

4th Grade

2 oops 1st quarter, 2-4 quarter to green slips

ART

1 oops per quarter

5th Grade

2 oops 1st quarter, 2-4 quarter to green slips

VLC

follows grade level policy of student

4. Students who have incomplete or missing work will earn a Homework Referral Slip (green slip).
  - a. Students are notified of Green slip and given the slip by the homeroom teacher as they leave for lunch.
  - b. The student will eat lunch then be dismissed to the supervising teacher's room to complete the homework.
  - c. The Assistant Principal will record the infraction on FACTS, email the parent(s), and indicate the number (1st, 2nd, 3rd) the infraction is on the slip.
  - d. The supervising teacher will return the slip directly to the student to take home to the parent and return to the teacher signed by the parent.

After the third green slip in any quarter a parent/student/teacher conference is requested to establish a plan for homework completion.

A student who continues to have incomplete work may be assigned to 'After-School Focus Time' (detention) in order to work toward meeting required expectations of completing assignments on time. If the student continues not to meet the required expectations, an 'In-school Recovery Day' will be required at the parent's expense and billed through FACTS.

The above mentioned procedure will be executed as follows:

4th Green slip 30 minute After-school Detention

5th Green slip 60 minute After-school Detention

6th Green slip In-school Recovery Day (with Parent-paid sub) This decision is at the discretion of the administration.

7th Green Slip On the 7th Green Slip the student will earn a Zero on this and all successive assignments.

## **F. TEXTBOOKS**

As property of the school, textbooks are on loan to the students who are responsible for their use. Books must be covered at all times. Textbooks are very expensive, so students are to take care of them. Lost, defaced, or unusually worn books must be replaced at the parent's expense. It is a student/parent responsibility to inform school personnel of a problem with a book or a problem involving another student or students that affects school property at the time of the problem, and not after the fact at the end of the year.

## **G. LIBRARY**

All students enrolled in Kindergarten through 8th grade visit the library once each week. Grades 1 through 8 are allowed to check out two books per week, Kindergarten is allowed one. All students are to have only two books (1 for kindergarten) checked out at one time. Students participating in the Band often miss their library period. They are encouraged and welcome to visit and check out books after school until 3:20, or at their homeroom teacher's discretion.

If a student fails to return their book/s repeatedly, an email will be sent to their parents/guardian, as a courtesy. If a book is lost or damaged in any way, an invoice for replacement will be sent home with the student.

If books are not returned by the end of each quarter, report cards can and may be held in the school office until any outstanding books are returned or fees paid.

The library itself is meant to be a place to study, read, and relax. It is considered a study hall for grades 5 through 8, therefore voice level may be more strictly enforced for those wishing to do so. Students are not required to study, but are highly encouraged to do so. Due to the logistics of the library itself, a lower level of voice must be maintained. There are multiple classrooms surrounding the space.

Students use the library at scheduled times or when given permission by authorized personnel. Books and videos are checked out for a seven-day period.

## **H. PHYSICAL EDUCATION**

All students are required to participate in physical education classes unless a written excuse is submitted to the teacher. When a medical excuse is given, there must be a written release from the doctor before a student can return to the P.E. class. Only tennis shoes are to be worn on P.E. class days, as there is no time for changing into alternate shoes before and after class. Tennis shoes are to be laced and tied snugly (NO CLOG TENNIS SHOES).

## **I. BAND**

St. Peter School participates in a band program coordinated with St. Joseph, JC. The students in grades 5-8 attend lessons two to three times a week during the school day, and join with all the

members of the Band for after school rehearsals, concerts, and parades. Grades 5-8 students may miss other classes to attend band lessons/sessions. It is the responsibility of the student to make up for all work missed during those classes. A grade is issued for Band.

Once a student is enrolled in band for the year, students may only disenroll at the semester break (after the 2nd quarter), with written parental permission and notification to the administration.

## **J. SPECIAL EDUCATION CLASSES**

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

1. St Peter School offers special education programming in the least restrictive environment for students who meet admission requirements.
2. A morning tutorial program may be available through the Vogelweid Learning Center to students in grades 1 through 3 who do not receive special services, but are having difficulty mastering basic skills for their grade level. Teachers refer students for the program, or parents may request help through the classroom teacher. Students meet from 7:30 to 7:45 on Tuesday through Thursday for language arts and math.
3. Accommodation sheets may be developed for students who meet criteria. Accommodations are changes in procedures or materials that allow students to demonstrate what they know and can do. Typically these students have completed a full academic evaluation through a public school district, but do not qualify for special education services or have received an educational/medical diagnosis through an independent agency/physician. Accommodation sheets are developed and managed through the Vogelweid Learning Center.

## **K. SCHOOL COUNSELOR**

A Counselor is on staff to serve as a resource person for specific needs and concerns of students, parents, teachers and administration. The counselor meets regularly with K-8 grade level classes to discuss social interaction and behavioral needs. (Interpersonal relationships, bullying, social skills, hygiene)

## **L. FIELD TRIPS**

### *Educational Outings and Field Trips (DSR 6301)*

1. Parents sign permission slips for individual trips taken beyond walking distance. Parents sign a general 'WALKING' Field Trip Form at the beginning of the year, so that the students may enjoy timely experiences within a 2 mile radius walking distance of the St. Peter Campus.
2. *Chaperones and Drivers for Field Trips, Athletic Events and Other Off- Campus School Activities (DSP 6305)*
3. *Non-school Sponsored Trips (and Activities) (DSP 6306)*

## **M. INTERNET USE**

### *Student Internet, Email and Other Technology Use DSP 6425*

STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT

Users should realize that the use of the Technology is a privilege, not a right, and should understand that inappropriate behavior may lead to penalties including temporary termination of use or complete denial of access. Users should understand that the primary purpose of technology at St. Peter School is educational and will agree to the following:

- Users understand that the use of technology is always consistent with Catholic teaching, doctrine, morality and values.
- Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Christian mission.
- Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music. Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism. Such action will be considered theft and is in violation of Christian and legal standards.
- Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Christian and legal standards.
- Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own email address. This includes, but is not limited to school personnel names and addresses.
- The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Christian standards.
- Users must agree to obey all Internet rules at St. Peter School in my classes, whether the rules are written or oral.
- Users will not make or attempt to make unauthorized changes to the system settings or attempt to gain unauthorized access to any other system.
- Users will treat all electronic equipment with proper care and attention so that they cause no harm to the equipment.
- Users will not access email through the school network/web site without administrator permission.
- Users will not store any personal data, in any form, on school required portable data devices.
- Users will not contact any school personnel through private communication lines such as non-school email, social network messaging, texting, or private phone calls.
- Users will not access any social networking sites using St. Peter School Internet access or through personal devices while under school supervision.
- Users will not use inappropriate language or use disrespectful words or pictures when using any form of technology (electronic equipment, Internet, network, e-mail, texting, blogging, etc.) at school or away from school to bully or to give the impression/feeling of being bullied to another person.
- Students in grades 3-8 will be using Google Apps for Education. They will receive an email account that gives them the ability to collaborate with other students on assignments and with the teachers. Students and parents need to be aware that this email account is owned by the school and is to be used for school purposes only. The account will be monitored by faculty and is not private.
- The user understands any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.

The user understands the privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.

## V BEHAVIOR

### *Catholic Faith and Moral Standard (DSP 5305)*

The school/parish is co-tenant of lockers, desks, etc. and reserves the right to search them at any time without notice.

#### A. BEHAVIOR CODE

1. The aim of Saint Peter School is to help students develop into Christian Leaders who are responsible for themselves, exhibit proper behavior in specific situations, and work to the best of their abilities. Parents are the initiators of these positive behaviors. Daily, the staff reinforces the positive behaviors they expect students to develop. St. Peter School works to serve the best interests of all students and persons who are members of the school community. All who are members of this school community deserve to experience a friendly and secure Christian environment.
  - a) A Christian student treats others as he/she wishes to be treated by others. This includes:
    - (1) Acting respectfully toward all other persons regardless of differences,
    - (2) Being orderly in the classroom, hallways, lavatories, playground, buses, bus stops, lunchroom, church, and on the way to and from school, communicating electronically
    - (3) Playing fairly and refraining from fighting at all times,
    - (4) Refraining from vulgar or profane language, and
    - (5) Treating all school property (buildings, furniture, and books) and other's property respectfully, not defacing or littering.
  - b) A Christian student is honest and truthful by:
    - (1) Not copying others work or assignments, or allowing others to copy work or assignments, including but not limited to plagiarism and cheating,
    - (2) Assuming responsibility for one's own actions, and
    - (3) Telling the truth when asked.
  - c) A Christian student demonstrates responsibility for:
    - (1) Doing work assigned on time and to the best of his/her ability,
    - (2) Having all necessary materials with him/her in class and at school, and
    - (3) Respecting all adults assigned to duties, e.g. patrol, bus drivers, cafeteria helpers and playground supervisors.
    - (4) Appropriate appearance and rules that apply to appearance- (purple slips)
  - d) A Christian student acts safely by refraining from:
    - (1) Bringing anything that might be considered a weapon to school, or look alikes
    - (2) Using and/or distributing any illegal drugs or misusing legal drugs, look alikes (including alcohol)
    - (3) Leaving school or a classroom without notification and/or following proper procedure.
    - (4) Taking the property of students or adults without their expressed permission (theft).

- (5) Interaction deemed as inappropriate of a physical or sexual nature, including but not limited to fighting, sexually based conversation and/or gestures, public displays of affection.
- (6) Using derogatory language, including but not limited to comments regarding differences in race, gender, ethnicity, and/or sexual orientation.

If a student demonstrates any of the behaviors in section (d) above, or consistently commits any of the behaviors outlined in sections (a-c), an X in the CSD portion of the report card is earned, and out of school, or in-school suspension (including the cost of a substitute) is warranted. In addition a student may be excluded from extra-curricular or co-curricular activities such as but not limited to athletics, play, field trips, assemblies, etc.

2. The B.I.S.T. Model of discipline calls for “Grace” (unconditional support) on the part of the adults. The school wants students to stay out of trouble and to be OK and safe. “Accountability”, on the part of the student, calls for responsibility from the student in acknowledging their behavior, being sorry for the disruption, realizing it is his/her problem, accepting consequences and the need for help in order to change.

When a student disrupts a class, he/she will be redirected to proper behavior. If the student cannot gain self-control, she/he is choosing to go to the “Safe Area.” A disruptive student who is not safe in the classroom “Safe Area” is choosing to go to a “Focus Room” to complete a “Think Sheet” regarding his/her behavior, and he/she is to reflect upon a plan for changing that behavior. The “Think Sheet” is filled out properly by the student, then she/he conferences (processes) with the sending teacher to determine whether he/she is ready to return to the classroom/playground. The student is NOT allowed back into that classroom/playground until the process is completed successfully. Following a “Focus Room” visit, the teacher will contact parents of the incident. This notification is made to keep communications open between home and school. If a student is disruptive in the “Focus Room”, he/she is then sent to an administrator and the administrator contacts parents.

When a student is disruptive during transitional times (these are times outside of the classroom, e.g. recess, hallways, and cafeteria), there are clearly defined procedures that are followed. Students are redirected to proper behavior. If the student cannot gain self-control, she/he is choosing to go to the “Safe Area”. Disruptive students who are not safe in the transitional “Safe Area” are sent to an “Administrator Focus” to complete a “Think Sheet” regarding his/her behavior, and she/he is to reflect upon a plan for changing behavior. The student will then conference (processes) with the sending teacher/supervisor to determine whether she/he is ready to return to the classroom/playground. Following an “Administrator Focus” visit, the administrator will contact parents to inform them of the incident.

The third time a student moves along the B.I.S.T continuum teachers/supervisors will sit down and create a “Plan for Success” which may include consequences including but not limited to suspension from extra-curricular activities and/or regular placement in a “Safe Area” or “Focus Room”. Parents will be sent a copy of the plan. When a student successfully completes his/her plan, he/she is removed from the plan. If a student continues inappropriate behaviors while on the plan and he/she receives a “Focus”, parents are contacted to come in for a conference with the student, teachers/supervisors and



administrators. If inappropriate behaviors continue after the conference, the “Recovery Process” begins.

The goal of the “Recovery Process” is to help the student recognize that her/his behavior is a problem in his/her life and that she/he must take steps that will help him/her have a better day in his/her classroom and/or during transition times. The “Recovery Process” has no time restrictions and will last until the student demonstrates the skills necessary to rejoin the activity/classroom. A student who is out of the classroom during this process will be given her/his work to do and will be held to the same expectations for completing the work as if he/she was in the classroom.

The classroom or supervising teacher, in consultation with Administration and C.A.R.E. will determine if a student has demonstrated the skills necessary to return to regular school activities.

*Prohibition of Corporal Punishment (DSR 5310)*

3. Candy, Gum and Food

- a) Students are not to chew gum, eat candy, or be eating outside of the cafeteria except when teachers or administrators note a special occasion. During “snack time” students must follow the classroom guidelines. Failure to do so is a violation of this policy and can result in consequences listed below.
- b) If a student uses or consumes one of these items during normal school hours without permission, he/she is asked to throw it away and is sent to the office. A parent or guardian is contacted regarding the \$5.00 gum fine and a form letter is sent home. The fine and signed form is turned into the school office the next day.

Students who refuse to cooperate with the gum/candy rules or dress code policy waive the privilege to any, and all, dress down days for the remainder of THE YEAR upon his/her fourth violation of either (combined) policy/rule.

4. Physical Fighting/Aggression

Fighting/aggression is not tolerated. When physical fighting/aggression occurs, students are sent to the office. At the time of the first offense, administration will review the incident and consequences will be determined based upon the circumstances. If a second or third offense occurs, depending on the degree of offense, the student may experience in or out of school suspension, dismissal, or expulsion.

5. Harassment

St. Peter School does not condone any form of harassment. All students and adults are to treat everyone with dignity and respect. If harassment occurs, the following procedure will be used:

- (1) Name calling and aggressive behavior – The classroom/supervising teacher or an administrator will address the issue.
- (2) Verbal abuse, written defamation (including using technology away from school) of a more serious nature, physical abuse, repeat offenders or retaliating against a fellow student for reporting an offense – The parent/s will be contacted by an administrator and the student assigned to “In School Suspension” or referral to juvenile authorities.

- (3) Demeaning verbal or written sexual innuendoes, sexual touching or graphic pictures of a sexual nature or retaliating against a fellow student for reporting an offense – After investigation by an administrator or counselor, parents will be called in to conference and the following consequences are possible: documented professional counseling, long term ‘In School Suspension’, out of school suspension, dismissal, expulsion, and/or referral to juvenile authorities.

*Harassment (DSP 5820)*

*Sexual Abuse of Minors (See DSR 5825 and Appendix 5825). (DSP 5825)*

6. Drugs, Alcohol, Tobacco, Pornography,  
St. Peter School maintains smoke and tobacco free buildings. No tobacco products are to be used in these buildings.

*Weapons and Dangerous Instruments (DSP 5315)*

The possession, conveyance, use, or storage of weapons or look-alikes (or other harmful or illegal items) on school property, at school-sponsored events, or in or around a school vehicle is prohibited. Being under the influence of illegal drugs, making use of, or having illegal drugs in a student’s locker or in their possession (illegal drugs, alcohol, tobacco, pornographic materials, etc.) is prohibited. Students who violate this policy will normally be placed on in-school suspension immediately.

This suspension normally will last until parents/guardians, principal and/or pastor and other appropriate staff members confer to review the facts of the case. The pastor and principal will determine the outcome after consultation with the superintendent of Catholic schools.

The outcome could result in a recommendation for counseling, suspension, dismissal, or expulsion from school. In addition, law enforcement officials may be contacted after consultation with the superintendent of Catholic schools.

*Alcohol Use at School Related Events*

*No alcohol may be present or consumed at events where children and youth are the primary focus. For example: field trips, school carnivals, school picnics, school sponsored athletic events, etc. (DSP 5545)*

No tobacco products are to be used in the presence of students at school-sponsored-functions.

7. Electronic devices (Including but not limited to cell phones, televisions, smart watches, walkie-talkies, laser pointers, MP3 players, IPODS, etc.) are NOT to be used during school hours (7:00 a.m. – 3:05), or in After-School-Care, without teacher permission, as the staff cannot monitor student use of these devices, nor can the school or staff be responsible for lost items. Electronic devices are to be left at home, in backpacks, or in lockers for after-school or emergency use only (Cell phones are to be in “silent” mode, so parents can leave messages for students). The first time any student uses or has a device ring, it will be confiscated and may be picked up by the student in the main office at the end of the day. The second time a student uses or has a device ring, the device will be confiscated and a parent or guardian will

be contacted to pick up the device at the office. The third time a student uses or has a device sound off, the school administration will not allow the child to bring the device to school.

8. Devices such as Kindles, Nooks, Sony Touch, Kobo, and iPod Touch, (excludes the iPhone) can be used. Each of these has different capabilities so the guidelines for their use are general to cover all of them.

#### Guidelines

- a. Any use of electronic equipment except for educational purposes is strictly prohibited at school, (i.e., accessing pictures, games, music, or any form of the internet)
- b. Readers are not to be used as audio devices during school hours. This includes audio recordings of books being read in class.
- c. The school or any of the teachers do not require the use of these devices; therefore students bring them to school at their own risk. The school is not responsible should the device get lost, stolen, or damaged.
- d. Devices should contain school appropriate and school related material only. If the device is capable of storing pictures, the pictures must be removed before bringing the device to school.
- e. Electronic devices are to be used by the owner only and are not to be borrowed by or loaned to other individuals.

If the student misuses these types of electronic devices at any time, the device will be confiscated and a parent must come in and pick it up from the Assistant Principal. If any inappropriate material is discovered on the device while confiscated, further consequences may result.

9. Spray deodorant and aerosol spray cans of any type are NOT to be brought to school. Stick deodorant is allowed.
10. Normally toys and personal games are not brought to school. Students who attend after school care may bring such items, but the items must be stored in backpacks until after school care. At that time they may only be used according to after school care policy (no electronic games, MP3 Players, no cell phones, etc.)

#### 11. Search and Seizure

School or Parish Property: The school/parish is the owner of lockers, desks, etc., and reserves the right to search them at any time without notice.

### **B. EXTRA-CURRICULAR WARNING/SUSPENSION POLICY**

Academics are important. Students are encouraged to do his/her best. Extra-curricular activities are important in order to help develop the best talents of every student. However, the school holds the right to limit participation in extracurricular activities sponsored by the school if a child is having difficulties academically and/or behaviorally. The school encourages parents and guardians to limit other outside activities for students in order for them to be adequately prepared mentally, psychologically and physically for the daily rigors of school.

1. If a student receives an "F" in any subject or 3 or more D's on a mid-quarter report or quarterly report, he/she is subject to a period of 'Warning' or 'Suspension' from any school sponsored extracurricular activity. Dated Warning/Suspension notices are mailed to the

parent or guardian of the student and a copy will be given to the student to take home. Students are allowed one 'Warning' period per year. On 'Warning', a student may participate in all activities. If a student chooses to be placed on 'Warning' for poor academics at any point in the year, clears up the problem, and then has a problem again, he/she will automatically be choosing 'Suspension' until the end of the next grading period or mid-quarter.

2. Parents or guardians of a student receiving a Warning or Suspension notice are required to contact the teacher of the class or classes in which the "F's" or "D's" have been earned. Parents or guardians and appropriate staff members are to develop a PLAN OF ACTION, which states opportunities for the student to raise his/her grade between the issuance of the notice and the next evaluation date (This does not include extra credit assignments).
3. If following 'Warning' the student fails to raise the grade one letter grade or bring the average up to "C" within the specified period, the student moves from 'Warning' to 'Suspension'.
4. Once 'Suspension' has been chosen, the student will be evaluated at the end of the next quarter or mid-quarter. If, at the time of reevaluation, improvement is not demonstrated, the 'Suspension' continues until the next evaluation. If the student improves, he/she will be off suspension. If the student has problems later in the year, he/she moves automatically to 'Suspension' since the one warning was used earlier in the year.
5. The above policy may be adapted with the approval of the principal, parents, guardians and other appropriate staff members, for students with special learning needs.
6. The administration reserves the right to make a final decision regarding 'Warning/Suspension'.
7. The third time a student moves along the B.I.S.T continuum teachers/supervisors will sit down and create a "Plan for Success" which may include consequences including but not limited to suspension from extra-curricular activities and/or regular placement in a "Safe Area" or "Focus Room

### **C. DETENTION POLICY**

Students may be detained after school for misconduct or homework issues. Contact with parents will be completed before a detention is served.

### **D. CONDUCT REFERRALS**

A student may be sent to an administrator when supervising adults experience negative (disruptive) or questionable (safety) behavior that supersedes the BIST process because it needs to be addressed immediately. The Administrator then works with the student to resolve the issue at hand and follow-up with contact to the supervising adults. Parents are contacted if the negative or questionable behavior is considered serious or has occurred previously.

### **E. SUSPENSION**

Suspension may be used for serious or habitual negative behaviors. Behaviors include but are not limited to: actions of a sexual nature, taking from another without permission, entering a teacher's desk without permission, destruction of property, fighting, harassment, and possession of alcohol, drugs, tobacco, or pornographic materials. Suspension may be in school or out-of-school. Parents are notified when suspension is assigned. Students who are suspended must make up for missed work. Dismissal or expulsion may follow suspension if negative behaviors persist.

### **F. DISMISSAL & EXPULSION ([DSP 5360](#)) ([DSR 5360](#))**

## VI SPECIFIC REGULATIONS

### A. MORNING DROP-OFF

All drivers who will be dropping off or picking up students are to be informed of this policy.

In the morning:

Students are dropped off on the Big Flat, driving in on the alley below the lower playground and out on Main. If parents drop off in front of the Selinger Center, they are to do so in a single file line and allow children only to exit toward the Selinger Center. Students are never to exit on the Capitol side, and parents are not to double-park in the middle of the street for any reason.

Parents are to pull up to the front of the church to avoid congestion on W. Main and Broadway. If you are going to make a right out of the parking lot onto Main St., please only use the drop off line to speed up departing from the lot. Do not park.

Drop-off drivers are to use the RIGHT single lane to drop-off students at the base of the stairs or along the Preschool Building. Children should ONLY exit from the right side of the vehicle to avoid crossing in front of or behind other vehicles. Students should be ready to exit the vehicle when it stops once the vehicle is along the Preschool building or past it toward the crosswalk/stop area. Please say goodbyes and gather needed school items before the student needs to exit to speed up the process. Students in grades 1-8 should be dropped off, rather than parking and congesting the parking lot.

Park Drivers are to only park in the rows designated on the map. **VEHICLES SHOULD NEVER PARK OR DROP OFF IN THE PARKING SPACES NEAREST THE DROP LANE.**

These drivers MUST escort children to the “designated crosswalk”, regardless of the students’ age, therefore we recommend, ONLY preschool and kindergarten students use this method of drop-off. Please cross the drop-off lane at the crosswalk, and wait to be crossed by the adult supervisor. Again, students in grades 1-8 should be dropped off, rather than parking and congesting the parking lot. Children traveling through moving vehicles and parents in a hurry to get to work create a dangerous situation.

All vehicles are to depart from the lot no later than 7:45 a.m. so the gates can be closed.

Finally, for the safety of all our children, parents are encouraged to report those not following the rules to the school office or Assistant Principal.

NOT to be practiced by adults:

Dropping-off anywhere in the parking area, not using the single drop-off line, and only parking just long enough for students to exit and walk themselves to the stairs through moving vehicles. These drivers create a de facto second drop-off line- this includes the area between parking spaces used to exit the lot. Again, Students in grades 1-8 should be dropped off, rather than parking and congesting the parking lot.

Driving too fast or distracted driving. Please don’t be on the cell phone when entering the parking lot.

Using front row parking spaces. Please don’t pull down the front row without knowing there is a parking space available- it blocks the area and obstructs the view of other drivers when vehicles stop in the front row parking space

## **B. BEFORE SCHOOL CARE**

All students who arrive at the school campus between 7:00 and 7:25 a.m. report to the cafeteria through the main entry doors. Teachers are there to supervise. An annual fee per family covers the entire year, and is to be paid to the school from parents/guardians using this service at any time throughout the year. Roll will be taken at various times of the year.

Students are to remain seated at tables and may do class work, read, or maintain quiet conversations.

Breakfast foods may be brought in to Morning Care, but soda and coffee are not acceptable for students to consume. **Students are not to stop to wait for the bell on the main stairwell.**

Students never leave the cafeteria before 7:25 a.m. If they are needed or have an appointment with a teacher, the teacher will come to get them.

Students entering the building after 7:35 a.m. go directly to their classrooms.

## **C. DAILY DISMISSAL**

3:05: K&1 exit out main doors escorted by grade level teacher

3:07: 2nd – 5th Car riders and walkers exit the main entrance, 6th-8th Car riders and walkers use the exit to the alley between church and school.

3:10 2–8 After School Care, use the west stairwell to go to the cafeteria and bus riders leave through their designated exit and use the main alley to Broadway then to the High Street Bus stop.

All students are to leave the classrooms in an orderly manner and go directly to their bus, car or home. Students must leave the school grounds immediately after school or attend After-School Care. Students going to the bus area or crossing Broadway or High Street are to exit through their designated exit and use the main alley to Broadway then to the High Street crosswalk or bus stop.

All students, K-8, who are not picked up by 3:25 are escorted to the office by after school supervisors. Parents or responsible persons are to secure their child/children from the office area. Students who are not picked up by 3:30 are sent to After-Care. Parents will have two grace late pick-ups for the year. On the third late pick up and for all subsequent late pick-ups, there will be a fee charged through FACTS. There is no fee charged if parents call the school office stating there is an unusual problem.

Students who are repeatedly picked up after 3:25 must be registered in an after-care program. The main doors by the office are locked at 3:20. Students and responsible persons are NOT to go to the classrooms looking for books, homework, etc. after 3:20. Students and responsible persons are not to enter classrooms at any time without permission from the office.

At the request of the responsible adult, assignments for students who are ill will be located in the school entrance lobby and at dismissal time will be placed in the homework container on the front porch for pick-up after 3:30 p.m. Homework can be sent to After School Care at the request of the parent to be picked up by 5:30 p.m.

When school dismisses:

NO students should be picked up in the Selinger Center parking lot, Rectory parking lot, or along High Street.

Students picked up on Broadway must be picked up on the Church side of Broadway. Students will not be allowed to cross Broadway outside the crosswalk unless accompanied by the adult picking him/her up.

Vehicles are to enter the school grounds using the lower alley by the High Street playground west on (down) High Street ONLY. Coming down the viaduct (east) and crossing High Street is HIGHLY discouraged, as it backs up traffic, upsets the police department, and can be dangerous. If parents come down High Street and find the lane to the parking lot full, go around the block one more time (along the viaduct and a right on Missouri Blvd. to West Main and around), and parents will most probably be able to enter the second time.

When picking up children, parents will not be permitted in the parking lot before 2:50. If parents enter the lot between 2:50 - 3:10, they MUST park and not start the drive-by pick-up line. The drive-by pick-up line will start after the last school dismissal bell at 3:07. Parking on the West Main lot, parents are to fill in the parking spots toward the capitol first starting with the first row filling in one behind the other working away from the capitol to improve traffic flow. If parents arrive after 3:07, they can stay in the right lane and utilize the pick up line and the supervisors will direct parents for the safety of children being dismissed and walking to cars on the West Main lot (big flat).

**All vehicles entering the lot for pick-up should have a school-issued hang tags visible in the front window of the vehicle for the safety of the students and to make the pick-up process more efficient.** Hang tags will be distributed at the yearly Open House before the start of the school year. Two hang tags will be given, if more are needed, they can be purchased through the school office.

Parents are to NOT enter the West Main street playground from West Main Street, as it is only used to EXIT.

Students are instructed to exit the building, WALK down the stairs to the West Main lot and look for their pick up vehicle or wait along the designated area.

There is NO PARKING or NO STOPPING TO DROP OFF OR PICK UP students at the base of the alley or along the fence, as the school needs to keep that area clear for traffic flow.

#### **D. AFTER SCHOOL CARE**

1. This program is offered to parents/guardians who desire this service for students after the normal school day for grades K through 8. The program begins at dismissal and continues until 5:30 p.m. On 11:00 a.m. dismissal days and snow days there is NO After-Care. After-Care will NOT be provided on regularly scheduled 1:30 p.m. dismissal days.
2. Students move to ASC at dismissal and report to a designated area for a snack, supervised play, and recreation.
3. The After School Care Director and aides supervise this program. Students are allowed to play on the outside play areas, in the cafeteria and other designated areas.

4. Parents enter the main building for pick up at the alley door #16 located across from the Preschool (old Vogelweid) building and move to the next door and push the button to be buzzed in by a supervisor. Parents will sign out and pick up their child at that time. Parents are NOT to block any other cars, park in the alley entrance, or base of the alley area.
5. Fees:  
After-school-care fees are updated yearly on the St. Peter School website.

#### **E. DURING SCHOOL HOURS**

1. Students are to refrain from talking in the halls.
2. Students are required to have designated supplies.
3. Books are to be carried to and from school in a book bag.
4. Parties are not allowed in the classrooms without permission of the principal.
5. Parents are not to come to recesses to play with the children due to liability issues.

#### **F. FINES**

1. Chewing gum or candy \$5.00
2. Damaged or lost books Cost of books
3. Defacing desks or property Cost / repairs
4. Tardy \$10 per tardy on the 5th tardy in a quarter
5. All Fines and Fees (sustaining, After-Care, athletic, lunch, and library fees, etc.) must be paid to the school office by the last Friday before school dismisses. Grade cards and diplomas will be held until all fees and or fines are paid in full and families will not be able to register their student for the next school year, or enroll them in extra-curricular events until all current school year fines/ fees are paid in full. Students will not be allowed to enroll in local Catholic schools, including Helias, until all fees and fines have been paid to the sending school.

#### **G. VIDEO SURVEILLANCE**

In an effort to work towards increasing school safety, St. Peter Parish 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.



## VII MISCELLANEOUS

### A. LUNCH

1. Hot lunch is served daily and the cost includes milk. Milk may be purchased separately. Parents will be billed accordingly.
2. Lunch fees are to be pre-paid through the FACTS system. Parents are responsible for adding additional funds needed to cover overages.
3. Families who qualify at any time during the school year are eligible for reduced price or free lunches. Application forms are available from the school office. The school encourages families who qualify to complete an application, as there is a major benefit received by the school in terms of federal funds.
4. For students who bring their lunches to school, sodas and candy are not allowed. Parents may NOT bring in carry out from restaurants for students.

### B. CLASSROOM SUPPLIES

Supply lists are posted in the newsletter and on the web page as soon as they become available.

### C. BIRTHDAYS

1. Treats  
 Birthday treats shall be one treat to share with the classmates and possibly office personnel at 2:45 or 20 minutes before the end of the school day. Only one treat, as the school does not have birthday parties. Treats are to be packaged individually or sent in individual serving sizes. PARENTS ARE TO BE AWARE OF FOOD ALLERGIES, LIKE TO PEANUT PRODUCTS. There is no need to bring treats for the entire faculty or staff, as the school desires for the children to spend quality time with their friends, and not just be walking around the building delivering treats.
2. Invitations  
 Invitations to private Birthday parties can only be distributed at school if they are inclusive of all students in the class. (or gender, if it is an all-boy or all-girl party.)

### D. CLASSROOM SNACKS

Students are allowed to bring or purchase (4th-8th) snacks for their daily snack break. It's crucial these snacks be health-conscious. Healthy snacks boost energy, while sugary treats and other junk food can lead to a quick crash and overeating at the next meal.

Snacks should be in a small snack size container or zip lock bag size. Please send in a dry snack such as crackers, granola bar, dried fruit, etc. Apple slices, grapes, carrots and bananas are good choices.

## VIII STUDENT ACTIVITIES

### A. LITURGY/SACRAMENTS

1. Liturgy is an integral part of the St. Peter Catholic School program. All Students normally attend Mass once a week at 8:00 a.m.: **grades 4-5 on Tuesdays, grades 6-8 on Wednesdays, and grades 1-3 on Thursdays**. Parents are encouraged to avoid scheduling doctor's appointments, etc. for the children during weekly Mass time. Everyone is welcome to attend school Masses, but please sit in the rear of the church.
2. The Sacrament of Reconciliation is available to students during the school day for Advent and Lent.
3. Second grade teachers and parents work together to prepare students for the first reception of the Sacrament of Reconciliation and First Eucharist.
4. Students are prepared for the sacrament of Confirmation in 7th grade Religion class.

### B. ATHLETIC PROGRAM

[\(DSR 6610\)](#)

The St. Peter School Athletic Committee monitors the Athletic program. The Committee's mission is to ensure that all athletes are able to participate in a positive, safe sports program. The intent of the program is to place the emotional and physical well being of athletes ahead of the desire to win, while developing skills, knowledge of the sport, and the ability to compete at the next level. Parents will work the gate, concession stand, or the scoring table on games that are held at St. Peter.

1. The programs available to students at St. Peter are:
  - a) VOLLEYBALL - Volleyball is offered to females in grades 5-8. The Parochial Athletic League sponsors the league. All females are eligible to play. The season normally starts the first week of school and runs through October. Students must supply their own knee pads and court shoes.
  - b) BASKETBALL - Basketball is offered to all males and females in grades 5-8. In grades 5 & 6, students are selected and placed on teams with the goal of developing teams of equal ability. Male and female 7th & 8th grade students try out for their appropriate teams. Teams will be developed based on player's performance in the yearly tryout (refer to the Athletic Committee Policy Guidelines). The season normally starts the first week of December and ends the first weekend of March. The school will supply jersey and shorts.
  - c) LITTLE OLYMPICS - Little Olympics is a one-day track meet offered by the YMCA. Fourth and fifth grade students may participate. Practices begin mid-March and run through the first week of May. The Little Olympics meet is held on a Saturday in May. Students may participate in two events. Practices are held at school during P.E. time. Students must supply shoes (no spikes) and shorts. Students must purchase shirts, but school supplies all equipment needed.
  - d) TRACK - Students in grades 5-8 may participate in the track season. Practices normally begin mid-March and the 3 to 4 meets are held in April and May. The coach arranges the place and time of practices. Meets are held on available tracks in the Jefferson City area. Students may participate in 3 events. Parents of track athletes will support the program by working the events at the track meets. The school supplies shirts, shorts, and all other equipment. Participants supply their own shoes.
  - e) CHEERLEADING - Cheerleading is open to all students in grades 7 and 8.

- f) **CROSS COUNTRY** – Students in grades 4-8 to compete in long distance running competitions. The season begins on the 2nd week of school and typically continues into October.
- g) **ARCHERY**- Students in grades 4-8 may participate in Archery. 5th -8th grade students begin practice in August and 4th grade students in November immediately following the instructional portion taught in PE. Participants wanting to qualify for the state tournament must attend at least 2 qualifying tournaments during the season. Qualifying tournaments typically are held January – March.

### **C. BELLARMINE SPEECH LEAGUE**

The Bellarmine Speech League provides students the opportunity to experience training in oral communication. Participants are chosen from grades 5-8 at the discretion of the school sponsors, based on the number of students who choose to participate. Students may participate in the categories of humorous, serious and duet acting. A team consists of two students from each category, eight students competing. The meets are held on Saturday mornings at local schools.

### **D. SCHOOL MUSICAL**

Students in grades 5-8 can participate in an annual musical. Auditions are open to all students. Rehearsals are normally held after school.

### **E. DRUG FREE CLUBS**

**JUST SAY NO** – ‘Just Say No’ is a program designed to encourage students to unite in a commitment to resist peer pressure to use alcohol, tobacco and illegal drugs. The program involves educational activities, recreational activities and service projects. All students in grades 4 & 5 participate.

**DARE** is an eleven week course experienced by seventh grade students regarding drug awareness and drug use prevention. The classes are one hour each week and are directed by a Jefferson City Dare Officer with classroom teacher input as needed. Students learn ways to say no to drugs, handle peer pressure, and gain an overall awareness of subtle societal pressures that may influence them to experiment with drugs and alcohol (Like: magazine ads, commercials, use of star sponsors, etc.).

### **F. EDUCATIONAL SECURITY OFFICERS (ESO)**

Students man this position and have the following responsibilities:

- monitor access to the building from 7:50 a.m. to 8:00 a.m. for all students,
- record tardy arrivals for the office
- record lunches for late arrivals

### **H. STEM/ROBOTICS**

This extracurricular activity will allow students to explore science, math and computer programming. They will apply these concepts to robots by assembling and programming them to complete certain functions. The extracurricular activity will be open to eighth grade students during the fall semester and seventh grade students during the spring semester.

### **I. SCIENCE FAIR**

A Science Fair is held every other year (odd years) to correspond with the Diocesan Science Fair. Participation and requirements vary according to grade levels and are shared with students and parents at the appropriate time.

**J. SKETCH DAY**

1. The annual Diocesan Sketch Day is held in April or May. Students in grades 6, 7, & 8 are eligible with a maximum of 8 students per school selected to participate.
2. Skills required to participate: Above average artistic talent, a positive attitude during art classes, consistent homework completion, the ability to work rapidly and to be a positive role model representing the student body.
3. Students are required to bring his/her own media (pastels, pen and ink, mixed media). Sketch boards and name labels are provided.

**K. STUDENT LEADERSHIP**

The purpose of the Student Leadership is to develop Christian Leadership, provide opportunities for responsibility and involvement in school functions, promote school spirit, and to represent the student body at meetings and other school activities.

Students in grades 6-8 are given an opportunity to run for Student Leadership and then elected through a grade level election.

**L. SPELLING BEE TEAM**

1. An annual Spelling Bee is held at St. Martin School in April. Students in grades 4 - 8 are eligible to represent St. Peter School.
2. Skills required to participate: a) Place in the St. Peter School Bee at the student's grade level, b) positive attitude during the school Bee, c) consistent homework completion, d) the ability to work contentiously, e) and to be a positive role model representing the student body.

**M. VOLUNTEER STUDENT STAFF (VSS)**

Assist teachers and staff members as needed. Students perform duties as agreed upon with a supervising teacher. Students must demonstrate dependability and trustworthiness. Being remiss in performance of duties or any type of academic probation will be grounds for dismissal.

**N. EER**

Students in 3-5 grade may participate in advanced classes through the public school according to their St. Peter achievement test scores and or testing by the EER staff. Students attend one full day per week. Students MUST be able to handle the academic pressures of missing a day of school or their grades may not be up to parent expectations. Parents may request EER testing directly to the EER staff.

EER students are excused from standard classroom assignments and activities missed on the day s/he participates in EER classes. The EER students are responsible for the concepts and principles developed by the St. Peter School teacher on that day. In certain circumstances, it may be imperative that a student complete a given amount of written work in order to fully grasp the concept presented that day. Teachers may adjust the amount of such written work to meet the needs of that student, but remedial teaching is not a given, as EER students are academically capable. Teachers who use daily assignments and attendance/participation, as elements in determining grades will not penalize EER students for this authorized absence.

**O. SERVICE HOURS CERTIFICATE**

St. Peter School encourages students to share their time, talents, and strengths with others in need by performing community service hours. Service to others and the community gives students the opportunity to live their Catholic faith.

Students in grades 6 through 8 may earn this certificate. All service hours must be performed with an adult family member. Students do not perform service hours without the supervision of a parent.

At the end of the year awards ceremony students who complete eight or more hours of service will be recognized for their valuable contribution to others and the community.

## **IX PARENT INVOLVEMENT**

Every person who works or volunteers for the Church in a setting with children must undergo a background check and receive training in a safe environment. This means that ALL volunteers must have verification of completing the Protecting God's Children Course (VIRTUS) submitted to the school office, complete a background check every five years, and sign a Pastoral Code of Conduct.

Please notify the office if interested in any of the following areas of involvement. It is important that parents become involved in, and help with, school activities. Opportunities for involvement include:

### **A. SCHOOL ADVISORY BOARD**

1. The St. Peter School Advisory council advises the pastor and principal in developing school objectives and policies. The Council also recommends how best to carry out goals developed by the Diocesan School Office which, along with the Bishop, sets the direction of Catholic Education in the Diocesan Church.
2. St. Peter School Advisory Council meetings are normally held at 5:00 p.m. on the 3rd Tuesday of the month (unless otherwise designated) in the Monsignor Hoog Hospitality room.
3. Members are elected for 3-year terms. School Advisory Board members review and recommend policies concerning the operation of the school to the pastor and principal.

### **B. HOME & SCHOOL**

[\*Home and School Associations DSP 1430\*](#)

Parents are encouraged to take an active role in the Home & School Association. General attendance meetings are held to offer programs regarding current educational or family issues affecting children.

The Home & School Organization consists of all school parents. At least two meetings are hosted, in September and in April. The school parents elect Home & School Officers yearly.

Officers organize the various Home & School Activities, which serve St. Peter children, families, and teachers. The H & S fee is \$45.00 per family and is collected by the school office with registration fees.

### **C. LUNCHROOM HELPERS**

Parents volunteer to help maintain the lunch program by serving students and helping clean tables and chairs.

### **D. ROOM PARENTS**

Parents help prepare parties for Halloween and Christmas. Parents can also help teachers with field trips, and other classroom activities.

### **E. TEACHER HELPERS**

Parents help teachers.

### **F. ATHLETIC COMMITTEE**

The affairs of the athletic committee shall be directed by the A. D. and principal. The committee shall maintain no more than twelve (12) members. In voting situations, the goal is consensus not majority rule, and each member shall be entitled to one (1) vote. The A. D. and principal shall also vote.

Each committee member shall be selected by the principal and A. D. to serve a term of three (3) years. Any committee member may succeed himself/herself indefinitely, upon approval of the principal and A. D.