



2019-2020

Parent/Student

Handbook

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Mission Statement: St. Peter School provides a quality education built on Catholic values and teachings.

Web site: www.stpeterschool.com

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* If at any time one of the above numbers and another party answers do NOT become alarmed. This simply means the person you are calling is busy or away from the phone and another party is taking messages for them.

The St. Peter School Parent/Student Handbook can be reviewed online at www.stpeterschool.com Changes made from last year's handbook appear as highlighted when viewing online.

St. Peter School History

The first St. Peter parish school was opened in 1861 by Reverend Peter McGirr. This school was located south of the church which was on 8th and Maine Streets. It was staffed by the School Sisters of Notre Dame and had an enrollment of 250 students.

In 1921, the Sisters of the Most Precious Blood came to Quincy to staff St. Peter School, which was transferred to 11th and State Streets when Governor Wood's property was purchased. Reverend John Driscoll was pastor at that time.

In 1949, the school building was built at 2500 Maine Street while Monsignor Thomas Cusack was pastor. This building was used as church and school until 1962. After the new church (the old church was destroyed by a tornado in 1945) was dedicated in January of 1962 with Reverend Joseph O'Brien as pastor, the church section in the main building was converted into classrooms. Eleven classrooms were located in this building. Three classrooms, a cafeteria, a meeting room and a kitchen were located in the lower level of the church building. The library, St. Peter Holy Childhood Pre-School, and the computer lab were located in Father Tolton Hall (the former convent).

A new gym and kindergarten classroom were completed for use in August of 1979 under the direction of Reverend Arthur LeBreton, pastor.

Father Roy Bauer came to St. Peter Parish in May of 1985. During his arrival a new playground area and additional parking was being constructed east of the present complex. This was completed in 1987.

The year 1988 marked the beginning of several new educational programs: Learning Disabilities/Remedial Resource classroom, Educable Mentally Handicapped (EMH) classroom, and the Holy Childhood Pre-School. In 1990 a primary EMH program became a part of the special education program. A full time vocal music teacher was added to the staff in 1991. In 1999 the music program was discontinued.

In keeping with modern technology the school incorporated into the curriculum the use of computers with the addition of the networked IBM computer lab in 1992. In 1995 a full time computer teacher was added to the program. During the summer of 1999 the computer lab was updated by replacing the original computers with 34 new workstations and a new system.

Time line:

- Spring 1993- The St. Peter School Advisory Board was formed. The Board is an advisory board dealing with matters pertaining to the educational programs and facilities of the parish school.
- 1994-1995 school year - beginning of a full time P.E. program.
- 2000-2001 school year - music was reinstated in the curriculum.
- 2001-2002 – Addition of new Kindergarten on South end of the gym; St. Peter School began all day kindergarten.
- October of 2001 - Seton Hall, which houses grades 7 & 8 was completed. This new addition allowed for space in the church basement to convert two classrooms into a music room and a meeting room – the Martha Jane room. With the completion of this building the music program has its own room and the Martha Jane room is available for school and parish meetings.
- The EMH program closed its doors at the end of the 2003-2004 school year.
- Father Daniel Bergbower joined our parish family July 1, 2004 after the retirement of Father Roy Bauer June 30, 2004.
- Beginning of the 2005-2006 school year, the preschool became a part of St. Peter School due to the reorganization of the Quincy Catholic Schools.
- Summer of 2008 - ground breaking and construction of an addition to the original school building and an additional room behind the kindergarten south room. (Renovations on the Church of St. Peter began at this time also.) Father Bergbower completed four years as pastor of the Church of St. Peter on June 30, 2008, to become full time chaplain with the Air National Guard.
- Spring of 2009 the classrooms located in the basement of the church were moved to the new addition that was constructed on the south side of the existing 1949 school building.
- Father John Burnette served our parish family July 1, 2008 – October 2010.
- Summer of 2009 - completion of the new kindergarten room, the computer lab, the new entry into the school which included enclosing the walkway between the school and gym, remodeling the school office with a new entry door and windows for visibility into the hallway, and moving the preschool to the former

kindergarten north classroom. The remaining classrooms in the 1949 building had additional electrical outlets and data ports installed and received a fresh coat of paint.

- Fr. Dan Bergbower returned and served as an interim pastor from October until the end of December in 2010.
- January 2011 - Msgr. Leo Enlow became our current pastor.
- Close of the 2010-2011 school year - Adopt-a-Desk drive took place. Generous donations by school parents and parishioners provided grades 1-6 with new desks for the 2011-2012 school year.
- Summer of 2011 - construction of the parking lot behind the school allowed for a separate area to load and unload buses.
- Summer of 2012 - advancements were made to support technology by installing an infrastructure for both the parish and school to support the future use of technology in the classrooms and campus.
- 2012-2013 – Preschool days increased from 2 days for 3 yr. olds to three days and from 3 days to four days for 4yr. old program. A new classroom was created in the basement of the church for the 3 year old program.
- Summer 2013 – Phones and security were updated.
- Summer 2014 – New playground, iPads for 3rd, 7th and 8th grade, roof on gym, church and rectory.
- June 2015 - Mrs. Janet Bick retires after 33 years at St. Peter (6 years of teaching, 27 as principal.)
- July 2015 – repairs to the gym ceiling & walls, newly paved parking lot, renovation of main school bathrooms
- Summer 2016 – Renovation/addition of school offices, book room/conference room, library, and 2nd grade classroom, concrete between rectory and church/park road repaired, and cafeteria floor replaced along with cafeteria being repainted.
- During the winter of 2016-2017 new sheds behind the school building were constructed for both parish and school storage.
- Summer 2017 marked the removal of asbestos flooring in 1E, 2N, and first floor main hall. Additionally, the cafeteria bathrooms received new countertops, floor and dividers. The 3-year-old preschool room also received new cabinets. Finally, the 2017-2018 school year presented a new opportunity for grades 7 & 8 by offering additional electives such as Spanish, Creative Writing, Health, etc.
- Addition of 2 new positions to meet the needs of our students – behavior interventionist and academic interventionist; adoption of FACTS tuition management system and online enrollment through FACTS SIS, flooring in Seton Hall bathrooms and Kindergarten bathrooms replaced, new steps on the South entry of Church, and air conditioning placed in the Martha Jane room.
- During the summer of 2019 air conditioning was replaced in classrooms and added in the halls. Additionally all tile floors in the classrooms in the main building were replaced.

St. Peter continually grows and adapts to change each year.

All teachers and the principal have a degree and are certified to teach in the state of Illinois. The average class size is twenty-one students.

ACKNOWLEDGEMENTS

St. Peter School would like to take this opportunity to thank the staff, pastor, parents, school advisory board members and all those who help to update this document. It should be understood that although we have tried to cover several areas that are important in the administration of St. Peter School, a more comprehensive document should be referred to if the reader has additional questions. The “Handbook of Catholic Education Policies” is a comprehensive document developed by the Office for Catholic Education, Diocese of Springfield, Illinois. (Revised and effective September 2011.)

MISSION STATEMENT

ST. PETER SCHOOL PROVIDES A QUALITY EDUCATION BUILT ON CATHOLIC VALUES AND TEACHINGS.

The mission of St. Peter School is to assist parents in their role as the primary educators of their children by providing quality education rooted in Catholic values and teachings. Through the programs offered, St. Peter Faculty and Staff strive to challenge each student to reach full potential through spiritual, moral, intellectual, social and physical development so that he/she may become an intelligent, compassionate person who incorporates Catholic Christian values into everyday living.

PHILOSOPHY

St. Peter School is a Catholic elementary school in the Springfield Diocese, which is dedicated to the educational missions of the Church – to proclaim the message, to build community, to enter into prayer and worship, and to motivate to service.

We believe that Jesus has sent His Spirit to be with us always to guide, direct, and energize the love of God in us. We trust and rely on God’s gifts to each one in our school family--parents, teacher, and students.

We believe that the Parents have the primary responsibility in the education of their child. It is they who set the attitudes and values and give real meaning to Christian education in the schools. After the parents have freely entrusted their child to the Catholic school, it is their right and duty to assist the school by their cooperation and support according to their ability.

We believe that the Child, a unique individual, has definite basic relationships to God, to his others, to nature, and to self. Through this interaction with people, ideas, and things in the total school environment, the child’s potential--spiritual, moral, intellectual, emotional and physical- is developed and strengthened.

We believe that the Faith Community-the Church- has the responsibility of assisting the parents in carrying out their duty of the Christian education of the child. We believe, also, that the Catholic school is the most effective means available to the Church in its educational ministry to the children and young people.

ACADEMIC EXPECTATIONS/GOALS

In order to achieve the mission of St. Peter School, students will:

- Model their lives on the teachings of Jesus through prayer, respect for life, practice of self-discipline, responsible decision-making.
- Participate in the life of the Church, especially in the sacraments, liturgy, and service.
- Demonstrate knowledge of Catholic Church teachings, traditions, and history.
- Demonstrate the ability to read fluently and with understanding.
- Demonstrate the ability to communicate clearly and correctly through speaking and writing for a variety of purposes.
- Demonstrate the effective use and application of computational skills and mathematical concepts.
- Demonstrate the effective use of scientific method and concepts.
- Exhibit the knowledge of our country's democratic process, history, and cultural diversity needed to become active citizens within our country and the global community.
- Express themselves creatively through fine arts.
- Work both independently and cooperatively.
- Demonstrate the personal and social skills needed for spiritual, physical, and emotional wellness.
- Demonstrate a respect for legitimate authority in the school and community.
- Model and promote Covey's Habits.

ADMINISTRATION

The Pastor is the chief administrator of the school and parish. In addition, he is responsible for the maintenance of an effective religious education program for the school. The immediate direction of the school and its instructional program is delegated to the principal. To assure effective communication between the school and home, the correct line of communication to be followed is Teacher-Principal-Pastor.

ST. PETER SCHOOL POLICIES

ADMISSIONS

St. Peter School Admissions Policy

St. Peter School accepts only students who desire both religious and academic formation. St. Peter School admits students in accordance with all policies established by the Diocese of Springfield as outlined in the "Handbook of Catholic Education Policies". In choosing to attend St. Peter School, parents pledge their full cooperation to the school in preparing our students to be disciples of Jesus Christ. It is our collective responsibility to nurture students in their faith journey.

St. Peter School admits eligible students of any race, color, gender, national origin, ethnic origin and disability, which can be reasonably accommodated, in the administration of its educational policies, admission policies, scholarships and loan programs and athletic and school administered programs. Students with disabilities will be accepted on a case-by-case basis in order to evaluate the capacity of the school to meet the needs of the student.

For all applicants, the following information will be taken into consideration for possible admittance to St. Peter School:

- Academic Readiness (Kindergarten)
- Previous academic records
- Previous attendance records
- Previous behavior records
- In good standing, including financials, upon exit from previously attended school

If the information gathered indicates that St. Peter School does not have the educational program which best serves the needs of the student, the student will not be accepted.

Upon acceptance, a comprehensive set of school records from the previous school is required as part of the enrollment process. The following documents are also required: an official, certified birth certificate, baptismal certificate (if Catholic), current immunization record and proof of required medical exams including dental and vision.

Statement on Non-Discrimination: In accordance with the Diocese of Springfield in Illinois St. Peter School admits students of any race, color, sex, or national and ethnic origin to all rights, privileges, programs, and activities generally available to students. Appropriateness of educational programs, students in good standing, and/or the availability of space may be legitimate factors affecting admissions. A student's enrollment status may be changed or discontinued at any time during the school year, as determined by the Principal or Pastor. It is a privilege, not a right, to attend St. Peter School. Transfer students must be in good standing as indicated on our records form to continue enrollment. Furthermore, we do not discriminate against immigrant children lacking in legal status. In addition, St. Peter School does not discriminate against immigrant students lacking legal documentation/status, via *Pylar v. Doe*.

Registration Policy: St. Peter tries to limit class size for K-8 to 25 students. Therefore, we will register students in the following priority:

1. **Those who are participating St. Peter Parish members with a returning sibling in grades K-8 in St. Peter School.**
2. **Those who are participating St. Peter Parish members and are new to our school.**
3. **Those who are not participating St. Peter Parish members with a returning sibling in grades K-8 in St. Peter School.**
4. **Those who are not participating parish members and without siblings in St. Peter School.**

***Priority ranking does not guarantee you an a.m. or a p.m. spot for preschool. Please note: Your order of arrival on the night of preschool registration, does not necessarily mean that a spot will be open for you in the preschool program. It is a guide for us to use as we follow our St. Peter School Priority Registration Policy.**

In an effort to make the teaching and learning experience most beneficial to both our faculty and students, St. Peter School class limits are 25 students per classroom. Possible exceptions can be made for St. Peter parishioners that have children they wish to enroll, or families that have current siblings already enrolled at St. Peter School. Additions to the classroom beyond these criteria will be at the discretion of the principal and pastor (and/or the school board).

Once admitted to St. Peter School, continued enrollment in our school will be based upon the fulfillment of all academic, financial and other required obligations of both students and parents. For students entering from a non-certified private school or from a home school, St. Peter School reserves the right to complete an evaluation to determine placement.

Students with Disabilities: St. Peter School shall do everything in its power to provide Catholic education to students with disabilities. Those students who cannot be fully integrated into the total regular school program shall be encouraged to take advantage of dual enrollment. Present state statutes require that public school districts accept in part-time attendance, via dual enrollment procedures, students who are enrolled in non-public schools and who are in need of special education and related services not available in the non-public school. These students do not need to withdraw from the non-public school. Once enrolled part-time in the public school, they have all the rights, responsibilities, and privileges of special education and related services as any student in the public school

AGE REQUIREMENTS FOR ADMISSION

A student entering kindergarten must be 5 years of age by September 1 of that year. An official birth certificate and a baptismal certificate must be presented at the time of registration unless the child was baptized at St. Peter Church. A student entering first grade must be 6 years of age by September 1 of that year.

Early Admission Policy: Students not fulfilling the age requirement for kindergarten or first grade may be considered for early admission if they meet the required criteria. In order to determine eligibility, the student would need to have adequate testing, and possess sufficient maturity and skills to enter kindergarten/first grade and would be monitored for six weeks. The child would then be allowed to begin kindergarten/first grade and would be monitored for six weeks. After that, a conference will be held and the school will recommend whether the student continues in that grade or returns the following year. It is the responsibility of the parents to arrange for the testing.

AGREEMENT TO ABIDE BY THE HANDBOOK

The St. Peter School Student and Parent Handbook contain the school's policies and procedures which pertain directly to the students and parents of St. Peter School and are in conformity with the Diocese of Springfield. The handbook is updated yearly and you will be informed of any changes from one year to the next.

Since support to the entire educational process of St. Peter School is essential for the success of the students, students and parents need to be familiar with and follow the policies and procedures. Therefore, all students and parents are asked to sign a statement to show that they have read the handbook and agree to follow the school's policies and procedures. This form to sign will be handed out with the handbook and beginning of school year, and will be kept on file for the duration of the school year.

ARRIVAL, ATTENDANCE & ABSENCE PROCEDURES

Student Arrival: School begins at 8:05 a.m. Students are not to arrive before 7:50 a.m. (unless they are enrolled in the Before and After School Program). Students arriving between 7:50 a.m. – 8:05 a.m. are to go directly to the classroom. The school doors will open at 7:50 a.m. (SEE [DAILY SCHEDULE](#) on page 20)

Tardy: Students who arrive at school after 8:05 a.m. (except for bus riders) will be marked as tardy and must report to the office before going to the classroom. Students who arrive after the morning bell within the first 40 minutes (up until 8:45 a.m.) of the instructional day are recorded as tardy. (Students who arrive 8:46 a.m. on will be recorded as ½ day attendance/absent.) After the third tardy within a quarter the office will notify the parents and arrangements will be made for the time to be made up that was missed.

Excessive tardies are an attendance problem.

Please note: By law, 12 tardies results in the Attendance Officer of the Regional Office of Education being contacted as well as 4 tardies equals one day inexcusable absence, 9 inexcusable absences will result in the Attendance Officer being contacted, students absent more than 18 days will be considered for retention.

Truancy: The Truancy Officer may be called regarding students who have a pattern of chronic or excessive tardiness or absenteeism.

ATTENDANCE: Daily attendance is essential to the students' academic growth. Further, it is the law! Since absence from school interferes with his/her progress, parents are asked to cooperate in keeping absences at a minimum. Daily attendance contributes not only to the probability of scholastic success but also to the development of attitudes of consistent performance, which will carry over into adult life. Each class or each day your child misses school is a day that cannot be fully made-up. Made-up assignments cannot fully recover what was said and actually taught during the class period. If your child is doing poorly in her/his schoolwork, poor attendance might be the first place to begin an improvement.

If it is necessary to take a child from school for an appointment, a written note must be given to the teacher. The parent or designated person taking the child must also report to the office to sign the student out when they leave the premises. When a student is returned to school, the parent/guardian must also report to the office to sign the student in.

Students who develop a pattern of chronic tardiness or absenteeism may be referred to the Attendance Officer of the Regional Office of Education. The combination of unexcused absences and tardies constitutes the definition for truancy. If the number of absences/tardies equals or exceeds 5% of the school year (approximately 9 days absent or 12 tardies), it is considered excessive by state standards. If truancy is chronic, the truancy team must be contacted according to state law. Students need to arrive to school by 8:05 a.m.

The school offers an academic term of at least 176 days of pupil attendance annually, with at least five clock hours of instruction daily or at least 880 clock hours of instruction annually. The school requires students who are enrolled to attend DAILY during the entire regular school term.

Absences: Please call the school office (223-1120) between 7:45 a.m. and 8:30 a.m. if your child will be absent for the day. Because we are concerned about our students' safety, parents **MUST** notify the school by 8:30 a.m. when their child is to be absent. Students who are chronically absent will be reported to the Regional Superintendent of Schools Office. If the parent/guardian has not called the school to state the absence of their child the school will call the parent for clarification of the missing student(s).

St. Peter School abides by the following guidelines set by the Illinois State Board of Education for absenteeism:

- ❖ **A full day of instruction is considered to be 300 minutes (5 clock hours) or more.**
- ❖ **A student who is present 300 minutes or more for instruction each day is claimable for a full day of attendance.**
- ❖ **A student who is present 150-299 minutes for instruction each day is claimable for**
- ❖ **one half day of attendance.**
- ❖ **A student who is present 0 to 149 minutes for instruction each day is not claimable for attendance.**

Lunch/Recess is not considered as instructional time.

Please note: Students absent more than 18 days will be considered for retention.

CHECKED OUT: A student is considered CHECKED OUT if he/or she is gone to an appointment for 40 minutes or less of instruction time. If a student is gone 41 minutes or longer during instructional time the student is marked as ½ day absent.

Leaving During the School Day: Students who must be excused for appointments during the school day must bring a written notice in advance stating the time and reason for the absence. Students must be signed out in the office by a parent or guardian and must sign back in at the office upon return. Students who leave during the school day due to illness must also be signed out by the parent or guardian who picks him or her up. Parents who are picking up students during the school day for any reason should report to the main office upon arrival.

Also see Drop Off and Pick Up Procedure for additional information.

Vacation During the School Year:

Vacations during the school year are highly DISCOURAGED and are considered as an unexcused absence. If a vacation must be taken causing a student to miss several days of school please notify the teacher(s) and the office prior to the vacation. If possible the teacher may give a portion of the assignments in advance. Teachers are not required to give assignments in advance for vacation purposes. (Any homework given in advance is due

upon the date of return.) The majority of the assignments, however, will be issued upon the return of the student so that the teacher is present to give the appropriate instruction and explanations.

Record Keeping Used for Absences: (Excused & Unexcused)

All absences are recorded as excused, unexcused or truant. The principal may use his/her discretion in all matters of attendance. (All absences - excused or unexcused and tardies are recorded on the report card, on FACTS SIS and in a student's permanent record.)

EXCUSED ABSENCE

Valid causes for absence from school are:

- Personal illness (After 3 days ill within a semester, doctor's confirmation of illness is required. If documentation is not received it will be recorded as an unexcused absence.)
- Death in the immediate family
- Family emergency (determined by the school principal)
- Observance of religious holidays
- Medical appointment for students
- Civil court appearance
- Principal may require doctor's excuse after three (3) days absence or longer.

UNEXCUSED ABSENCE

All other reasons for absence not listed above can be considered unexcused/truant.

Below is a list (by no means comprehensive) of some unexcused absences:

- 4 tardies results in a 1 day unexcused absence
- Parent or other family member ill
- Family vacations/out of town trips
- Missed bus
- No transportation/car trouble
- Hair appointment
- Resting
- Oversleeping
- Medical appointments for other members of the family

TRUANT

There is no contact from the parent and the school is unable to make contact.

HOMEWORK

Ordinarily all assigned work and tests announced prior to a student's absence are made up the day the student returns; the number of days allowed for other make-up work equals the number of days absent.

Homework assignments may be picked up at the school office between 3:00 p.m.-4:00 p.m.

ASBESTOS MANAGEMENT PLAN

St. Peter School has an Asbestos Management Plan, which is on file in the parish office and is available for inspection during normal business hours.

The School Asbestos Management Plan required by the Federal Government was completed and submitted to the Illinois Department of Public Health in 1989. The school and the state have accepted recommendations in the plan. Inspections are held as required by state guidelines on a regular basis.

ASSAULTS ON SCHOOL PERSONNEL

Assaults on school personnel will be reported to the authorities as required by state regulations.

BIRTHDAY CELEBRATIONS

Birthday celebrations are quite important to children. To share the celebration with their classmates, students may bring a simple treat. Parents/guardians are encouraged to send healthy treats to help support our wellness policy. See Attachment A for Wellness Policy Snack Suggestions. (Pizza parties, etc. are not considered simple treats.) Deliveries such as balloon bouquets, stuffed animals, flowers, etc. should not be sent to school but rather to the child's home. (Invitations to private parties should not be distributed at school so as not to embarrass children who are not included.)

BLOODBORNE PATHOGENS CONTROL PLAN

In conformity with the Diocese of Springfield policy and O.S.H.A. regulations St. Peter School has on file a "Bloodborne Pathogens Control Plan" which is available for inspection during school office hours.

BOOKS – school-owned texts, novels, etc.

Students are responsible for the care of their textbooks, workbooks, and library books. A fee will be charged for books that are lost or damaged. Textbooks MUST be covered at all times. Books should be brought to school in a book bag to protect them from the weather.

BULLYING/HARASSMENT POLICY (DP #4310)

Conflict is an inevitable part of interaction. As children learn the give and take of friendship, group cooperation and social interaction develop. Conflict often occurs. St. Peter School strives to help our students gain greater capacity for empathy, for compromise, for Christian kindness and respect toward others and for learning the important skills of conflict resolution and problem solving. We are committed to providing a caring, friendly, and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying, cyberbullying or harassment of any kind is unacceptable at our school.

Students at St. Peters are expected to:

- Treat others with respect.
- Refuse to bully anyone.
- Refuse to watch, laugh, or join in when someone is being bullied/harassed.
- Report bullying/harassment to an adult.

What is bullying?

Bullying and harassment is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten or humiliate someone. Bullying is defined as repeated exposure, over time, to negative actions on the part of one or more students, with the intention of hurting another student. Bullying results in pain and distress to the victim.

Some specific examples of bullying are:

- Hurting someone physically by hitting, kicking, tripping, pushing, or any use of violence.
- Stealing or damaging someone's belongings.
- Teasing, putting others down or ganging up on someone.
- Spreading rumors about someone, verbal intimidation.
- Leaving someone out on purpose or trying to get others not to play or associate with someone.
- Verbal or written threats, name-calling, sarcasm
- Teasing others about their appearance, possessions, clothing, etc.
- Intimidating phone calls, e-mails, or notes.
- Gestures or body language meant to put others down or exclude them from a group.
- Racial taunts, racial graffiti, or gestures.

Bullying issues will be left up to the discrimination of the St. Peter's School Administration in the following ways:

- Consultation with students
- Parent notification by phone
- Parent conference
- Disciplinary action

What is cyberbullying?

Cyberbullying is sending or posting harmful material or engaging in other forms of social aggression using the Internet or other technology. Cyberbullying may include anger, harassment, trickery or impersonation and even extend to cyberstalking or cyber threats. The impact of cyberbullying on students can be severe, interfering with education and producing long-term psychological damage.

Engagement in online social media such as, but not limited to Facebook, Instagram, Xanga, Friendster, etc. may result in disciplinary actions if the content of the student's correspondence includes defamatory comments regarding the school, the faculty, other students or the parish.

Electronic harassment can occur through personal websites, blogs, email, discussion groups, message boards or cell phones. Although cyberbullying may take place outside of the school, it may become a school issue when it affects the educational environment. Cyberbullying issues will be left up to the discrimination of the St. Peter's School Administration in the following ways:

- Consultation with students
- Parent notification by phone
- Parent Conference
- Disciplinary action
- If the online material appears to present a legitimate imminent threat of violence and danger to others school officials should contact law enforcement and initiate a protective response.

HARASSMENT: Discriminatory harassment or mistreatment of others based on race, ethnicity, sex, creed, national origin, ancestry, age, handicap, disability or other improper consideration is not acceptable and will be subject to disciplinary or other appropriate consideration. Without limiting the scope of this policy, sexual harassment is any unwanted, unwelcome and uninvited sexual touch or behavior, including but not limited to, unwanted sexual pinching, patting, verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. Non-sexual harassment means unwelcome verbal, written, or physical conduct which is directed at an individual based on race, national origin, age, handicap, or sexual orientation. Students, parents, and staff are encouraged to bring to the attention of the Principal, and/or Pastor instances believed to involve discriminatory and/or sexual harassment for investigation. The administration will investigate complaints of harassment. If the investigation shows that the harassment did occur, the school's normal disciplinary procedure will be followed in determining the appropriate consequences for the harassment, up to and including termination.

CELL PHONES (DP 4311)

Cell phones may be brought to school or a school activity under the following conditions:

1. Phones must be kept in the OFF position and placed in the student's school bag/locker or area designated by teacher from 7:50 a.m.-3:15 p.m. or until the student is off school grounds.
2. No cell phones may be used for picture taking, videotaping, or recording.
3. No harassment or threatening of persons via the cell phone is permitted.
4. Cell phones may not be used for text messaging, game playing, listening to music, watching a video, internet, or email access, gambling or making purchases of any kind.
5. Those who violate any of the above conditions regarding cell phones may forfeit their privileges of bringing them to school and will face the following consequences:
 - the device will be taken and kept in the office for a parent/guardian to pick up.
 - After the third offense, the device will be kept until the close of the school year.

CHANGE OF ADDRESS

The school should be notified immediately of any change of address, phone number or email address. Other important changes (especially emergency numbers) should also be updated on the child's record.

COMMUNICATION

Communication between home and school is very important for student success. A weekly newsletter (Weekly UPDATE) to keep parents informed of school news is available to view on FACTS SIS (at www.factsmgt.com) and the school website (www.stpetersschool.com) by Fridays or the last day of the week. Other flyers or information needing to be passed along are sent home with the youngest child of each family.

Teachers communicate with parents through notes, newsletters, emails and phone calls.

Parents are encouraged to communicate their ideas, concerns and student grievances. Concerns regarding a child's progress, homework, or a classroom situation should always be discussed with the child's teacher first. If you need to speak with a teacher call ahead for an appointment so that you will know when the teacher will be available. Teachers have many meetings and scheduled appointments after school and cannot always be available on a "walk in" basis. We stress that the time before school in the morning is set aside for teachers to prepare for their day and is not an appropriate time for a parent conference unless previous arrangements have been made with the teacher. Beginning at 7:50 a.m. teachers are required to be in their classrooms with the students and are not available for conferring with parents.

If it is necessary to get a message to one of the teachers in the morning, please call or drop by the office and the message will be placed in the teacher mailbox. Please try to contact the teacher at school as they each have families and many activities once they arrive home in the evening.

Concerns or unanswered questions, which the teacher cannot answer, should be taken to the principal. If a concern is still not resolved, the pastor may be contacted.

Parents are never allowed to confront a student (other than their own child) on school property. If this should happen the proper authorities will be contacted.

Phone Calls: In case of an emergency, the teacher or office will call the parent. The children may not use any of the phones except with permission or in the case of an emergency. Please be sure to inform your child(ren) of after school arrangements prior to the beginning of the school day. No teacher or child will be called from class except in the case of an emergency.

To instill responsibility students will not be permitted to use the phone to call for parents to bring forgotten homework, lunches, or for permission to change after school plans. Please make all after school plans before

your child leaves home in the morning, as this will encourage responsibility and organization within your family as well as preventing unnecessary disruptions for school personnel.

CONDUCT (INSIDE OR OUTSIDE SCHOOL)

The student is a St. Peter's student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials. A student who is accused of a serious wrong may be placed on a home study program pending the outcome of adjudication or investigation.

NOTE: The pastor and principal are the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

DAILY SCHEDULE

7:50	School Doors Open – students go to classrooms	
8:05	Tardy Bell	
8:10	Prayer and Announcements	*Wednesdays: 8:30 a.m. Mass for Grades K-8
11:05-11:30	Lunch for Grades K, 1, & 2	
11:30	Preschool Lunch	
11:30-11:50	Recess for Grades K, 1, & 2	
11:40-12:05	Lunch for Grades 3, 4, & 5	
12:05-12:25	Recess for Grades 3, 4, & 5	
12:13-12:38	Lunch for Grades 6, 7, & 8	
12:38-12:58	Recess for Grades 6, 7, & 8	
1:35-1:50	Recess for Grades K, 1, 2 & 3	
2:50	Afternoon Prayer & Announcements	
2:55	Dismissal for those who are car riders or are walking home	
2:55-3:00	Dismissal for those who ride a bus.	

WEDNESDAYS – We will dismiss approximately 1/2 hour (30 minutes) early (2:25) each Wednesday due to the QPS schedule. Full bus service will be available.

DISCIPLINE - CODE OF CHRISTIAN DISCIPLINE AND EDUCATIONAL POLICIES FOR ST. PETER SCHOOL

The essence of Christian discipline is self-discipline. Often the terms punishment and discipline are used interchangeably, but there is a world of difference between the two. Whereas punishment attempts to control people by some kind of force or reprisal, discipline is an active teaching process, which at its best helps students figure out how to cope with difficulties effectively. All disciplinary actions stated within this code have been created to help the student grow in understanding of herself/himself and her/his Christian responsibilities to others. The administrators (pastor, principal, assistant principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

Section 1: Teachers will deal with most behavior situations according to the school wide Consequences and Expectations which is included in this handbook. (Attachments B and C)

This plan helps students to be the best they can be. It gives them guidance in developing self-respect, self-discipline and showing compassion for others. It allows for consistency which children need in order to learn.

Corporal punishment is not allowed.

A list of expectations (See Attachment B) is posted in the classroom and each of these is explained to the students. Throughout the year the students will be taught about the skills they need to develop in order to meet these expectations.

A list of consequences (See Attachment C) is also posted in the classroom and each step is explained to the students in order that they know what to expect if they chose to make a poor choice. At each stage in the consequences students are encouraged to make positive behavior choices. Parents should understand that their support and cooperation are needed when their child is making poor choices at school either academically or in behavior.

Section 2: Students have the first responsibility to see that their academic work is completed and delivered to the teacher. If the student is not accepting this responsibility the teacher shall bring this to the attention of the parents. If the student and the parents relinquish their responsibility in this area the teacher and principal will resume this responsibility. Example: Work not completed on time will cause the student to earn a Progressive Consequence and the student may receive a "0" for a grade but still be expected to complete the work.

Section 3: Students shall not miss any class without prior permission of the teacher and the Principal.

Section 4: Cheating is morally wrong. Any student found to be cheating will receive a zero for the test or assignment and earn a Progressive Consequence.

Section 5: Pushing, shoving, and horseplay are NEVER permitted. Keep your hands to yourself at all times. What begins as playing between friends may end up with someone being physically or emotionally harmed.

Section 6: Students must walk at all times and keep to the right in hallways and stairways. Quiet is expected at all times.

Section 7: NO item may be brought to school, which may bring harm to self or others. For example: drugs, weapons, etc.

Section 8: Gum chewing is NOT tolerated on the premises-that is, in the buildings, gym, cafeteria, playground, parking lot, etc. (This includes any time that you are on the premises, before and after school.) Gum can create many problems plus adding to the maintenance work. For this reason, gum should NOT be brought for treats.

- 1st violation is \$0.25 fine
- 2nd violation of the above is \$0.25 fine
- 3rd violation is a \$0.25 fine & a notice sent to parents
- 4th and subsequent violations shall be \$5.00 each. This notice must be signed and returned to the office. (All gum violation money is given to the missions.)

****Fines must be paid before the close of the current school year.**

The only exception to gum chewing will be allowed for students who are under an orthodontist's care for braces. A dated letter from the orthodontist must be given to the school office indicating the need for gum chewing. A student will be allowed up to three days after the appointment to chew gum.

Section 9: Tardiness. By law, 12 tardies results in the Attendance Officer of the Regional Office of Education being contacted as well as 4 tardies equals one day inexcusable absence, 9 inexcusable absences will result in the Attendance Officer being contacted, students absent more than 18 days will be considered for retention

Section 10: Vacation during school time. Regular attendance contributes not only to the probability of scholastic success but also to the development of attitudes of consistent performance, which will carry over into adult life. Each class or each day your child misses school is a day that cannot be fully made-up. Made-up assignments cannot fully recover what was said and actually done during the class period. If your child is doing poorly in her/his schoolwork, poor attendance might be the first place to begin an improvement.

Vacations during the school year are highly DISCOURAGED and are considered as an unexcused absence. If a vacation must be taken causing a student to miss several days of school please notify the teacher(s) and the office prior to the vacation. If possible the teacher may give a portion of the assignments in advance. The majority of the assignments, however, will be issued upon the return of the student so that the teacher is present to give the appropriate instruction and explanations.

Section 11: Detentions will be held immediately after school for not less than thirty minutes and for no longer than one hour. A notice will be sent home with the student the day the detention is issued for parent signature. It is the student's responsibility to see that the detention is signed. The student is expected to return the detention to school the next day with the parent signature(s). If a student is unable to stay for the detention on the assigned date the office must be notified so a date may be arranged. This should only occur in the event a previous appointment (such as doctor or dentist) has been scheduled. Detention takes precedence over practices, lessons, tutoring, ball games, scouts, etc.

A student may receive a detention for the following reasons:

- Reaching that consequence on the Behavior Improvement Plan
- fighting/physical harm, improper use of hands, feet, and objects
- disrespect (not obeying those in authority)
- throwing snowballs or any objects which could cause physical injury
- obscene or vulgar language or gestures toward other students or adults
- vandalism or willful destruction of school or personal property (in addition to payment or repair)
- theft, including school or personal property
- name calling
- forgery of parents or guardians' signature
- serious acts that endanger the safety of others
- threatening others/frightening someone into giving you their money or property

Section 12: In School Suspension (ISS). If detentions do not prove to correct the behavior an in-school suspension may result. Parents will be notified. Procedure for the in-school suspension is included as a Progressive Consequence. (See Attachment C).

Section 13: Suspension. “A student should not be suspended until there has been a conference with the parents. The time period of suspension may not exceed five school days. The date of the suspension and a summation of the parent conference shall be kept on file”. (Diocesan Policy #4802)

Suspension may be issued for:

- repeated refusal to comply with school rules
- striking or kicking a teacher or other personnel
- serious acts that endanger the safety of others
- drugs, look-alike drugs, alcohol, and tobacco possession or use on
- school property will result in an immediate five-day suspension
- intentional body harm
- possession of a weapon or a look-alike weapon on school property will result in an immediate five-day suspension.

St. Peter School is mandated by law to report all incidents involving firearms, either present or visible, that occur on school property. The principal will notify the parents and local authorities. The principal will also notify the Illinois State Police through the Illinois State Board of Education’s Student Incident Reporting System (SIRS).

The principal will make preliminary suspension decisions. Parents may appeal any suspension decisions to the pastor. Upon appeal, the pastor will have the final decision on suspension. It shall be the responsibility of the parents to make arrangements with the teachers to collect the assigned work of the student, as we do not want the educational process to cease during the suspension time. The student must meet the requirements at the end of suspension to show results of work completed at home in order to re- enter classes.

If old behavior is reverted to after suspension (no signs of remorse) the parents will be required to meet with the teachers and principal each week until the behavior is corrected.

Section 14: Expulsion. The expulsion of a child from a Catholic school is such a serious punishment that it will be invoked rarely and then only as a last resort. The principal will use every means available to discover the cause of the problem and will exhaust all appropriate remedies such as conferences with parents, referral to guidance clinic, or the parish priest.

The pastor of the parish will make the final decision and along with the principal communicate this decision to the parents. If expulsion is necessary, they will also help the parents make arrangements for the further education of the child.

If expulsion is necessary, the date of withdrawal and the word “withdrew” are sufficient for the permanent records.

The following is from the Diocesan handbook on Catholic Education Policies (DP #4803): “In general, situations which demand removal of a student from the school can be reduced to two:

1. Delinquency and immorality which poses a risk of injury to the student, other students or staff, or which could be considered a violation of law or a serious violation of the rules of the school.
2. Chronic or incorrigible misbehavior, which undermines classroom discipline and impedes the progress of the entire class.”

Section 15: THREATS. All threats are to be taken seriously and investigated. If after investigation the Principal deems it warranted, the School may require a student who threatens others through words or actions to be removed from school and not permitted to return until a psychologist or psychiatrist indicates in writing that it is safe for both the student and others in the school for the student to return to school. The student and parents must adhere to post-evaluation therapy strategies (meetings, additional counseling sessions, etc.). The student and parents are responsible for the cost of the evaluation and follow up sessions. (Safe School Evaluation). A copy of the evaluation and schedule of follow up sessions must be given to the principal. If the student and his/her parents do not agree to the evaluation and subsequent sessions, the student will not be allowed to attend St. Peter School.

DISMISSAL

All students are to be picked up at the close of the school day (by 3:00 p.m.) unless attending the After School Day Care program, Scouts, practices, Hand Bell, Jubilation, etc. that are scheduled directly after school. Students may not wait around for a later meeting or practice as students are to be supervised at all times. Students who have not been picked up by 3:00 p.m. (or by 2:30 on early dismissal Wednesdays) will be sent to the After School Daycare Program. Parents are responsible for the enrollment fee of \$25 plus the hourly rate for the program. Students should not wait around school until Teachers and Staff often have meetings or trainings to attend at dismissal. Students are not to be left unsupervised.

Parents who host such events must supervise students during the activity as well as until they are picked up by parents or guardians.

DRESS CODE

The Quincy Catholic Schools strive to create an atmosphere conducive to learning, appropriate behavior, neatness, orderliness, and good morals and values. The way one dresses is a direct reflection on the individual student and the school itself. Students are expected to dress neatly, modestly, and appropriately for school. At any time, the principal has the discretion to decide if an item of clothing or a child's personal appearance abides by the letter or spirit of the dress code and will take the proper steps to remedy the situation, as needed. Full parent cooperation and assistance in monitoring their child's attire and compliance with this dress code is expected.

GIRLS

1. Girls may wear skirts, jumpers, slacks, Capri pants, skorts, or walking shorts in the solid colors of navy blue, black, or khaki tan. They are to have no lettering, emblems, or designs and are to be made of a "dress material" such as cotton twill, wool, corduroy, or polyester blend. Skirts, jumpers, skorts, and shorts must have a hemline no shorter than three inches above the knee. Sweatpants, bib overalls, jeans, denim, nylon sportswear, and spandex are not allowed.
2. Girls are to wear blouses, shirts, or turtlenecks in the solid colors of red (not maroon), white, light blue, navy blue, black, or forest green. All tops must have turndown collars, and may have long or short sleeves. No lettering, contrasting colors, emblems, etc. are permitted except for a small logo (no larger than 2" x 2") original to the shirt. Skirts and blouses must be tucked in at all times. T-shirts and other shirts worn under regular school shirts must be white with no lettering or pictures to show through the school shirt. The sleeves must not be longer than those of the outer shirt.
3. Girls may wear tights/leggings in the solid colors of red, white, blue, forest green or black. Tights and leggings must be covered by a skirt or dress that have a hemline no shorter than three (3) inches above the knee.
4. No make-up may be worn to school. Clear fingernail polish is allowed. Artificial fingernails are not permitted.
5. Girls should not wear decorative scarves.

BOYS

1. Boys are to wear slacks or walking shorts in the solid colors of navy blue, black, or khaki tan. They are to have no lettering, emblems, or designs and are to be made of a “dress material” such as cotton twill, wool, corduroy, or polyester blend. Shorts must have a hemline no shorter than three inches above the knee. Sweatpants, bib overalls, jeans, denim, nylon sportswear, and spandex are not allowed.
2. Boys are to wear shirts in the solid colors of red (not maroon), white, light blue, navy blue, black or forest green. Shirts must have turndown collars and may have long or short sleeves. No lettering, contrasting colors, emblems, etc. are permitted except for a small logo (no larger than 2” x 2”) original to the shirt. Shirts must be tucked in at all times. T-shirts and other shirts worn under regular school shirts must be white with no lettering or pictures to show through the school shirt. The sleeves must be no longer than those of the outer shirt.

EVERYONE

1. Neatness and cleanliness are very important. Clothing must be neat and clean, must fit appropriately, and be properly mended, as needed.
2. Sweaters, sweater vests, St. Peter fleece or dryweave tops with ¼ zipper and crew neck sweatshirts in the solid colors of red (not maroon), white, light blue, navy blue, black or forest green may be worn over the regular school shirt, provided they are not hooded.
3. Official St. Peter School Spirit sweatshirts may be worn, provided they are worn over a regular collared school shirt.
4. Scouting uniforms may be worn on scout meeting days.
5. Socks are required. They are to be a matching solid color and must be visible above the shoe. Socks may only have 1 small emblem, no stripes, marks, etc. Shoes: Sandals, flip-flops, backless shoes (including Crocs), and high heeled shoes are not to be worn to school for safety reasons.
6. Jewelry, including watches, necklaces, bracelets, and earrings, should not be distracting to the student or others. Due to safety reasons, only small post-style earrings are allowed.
7. Hair cut, color, appearance, and accessories should not be a distraction or disruption to the student or others. Extreme hairstyles (i.e. various colors, Mohawks, length, etc...) are prohibited. Hats, scarves, etc. may not be worn indoors during the school day.
8. Tattoos (permanent and temporary) and visible body piercing other than ears are not allowed.

On occasion NON-DRESS CODE days occur. Refer to the [Non-Dress Code](#) criteria on page 37.

Many stores and catalogs carry clothing that fit our dress code. All area major clothing stores have been contacted regarding our dress code requirements in order to stock appropriate clothing and sizes. Please contact the principal with any questions you may have regarding appropriate school attire for your child.

DRESS CODE VIOLATIONS

Students are expected to follow the school dress code. When violations occur, a Dress Code Communication form will be sent home requiring a parent signature and parents may be called to bring appropriate clothing for their child. The fifth and each subsequent violation will result in a detention. Students who repeatedly violate the dress code policy, will be denied participation in the next out-of-dress code or non-dress code day. See Attachment H for example of Dress Code Communication form.

DROP OFF AND PICK UP PROCEDURE

Arrival: Parents and guardians bringing their children to school should enter the parking lot through the west entrance on Maine Street. A single line should form with cars pulling all the way up to the yellow curbing in front of Father Tolton Hall and unload students. Wait until the first car pulls out before pulling out. DO NOT pass other cars unloading students-remain in line. Several cars should be able to unload at one time. If for some reason the driver needs to go into school, do not park in the parking lot until after you have unloaded your students. Please drive with caution for the safety of all the children crossing streets and walking across the parking lot to school.

Dismissal: Buses load and unload students in the rear parking lot. Parents are not to use the park road during arrival and dismissal until the signs and chains are removed. Walkers are dismissed from the front entrance of the main school building. Do NOT park in either of these areas.

Parents and guardians picking up children should follow the following procedure:

1. Park facing the school building.
2. All cars must be in their space by 2:50. If you do not arrive at school by 2:50 you must park in the parking area closest to Maine Street. Barricades or orange cones will be in place blocking entrances to parking areas. With the exception of 3 year old preschoolers, we ask that you refrain from picking up students in the lower parking lot by the cafeteria. If you must pick up your child on the lower level then meet your child at Seton Hall doors and escort your child to your car. You must also park in a parking space and not along the curbing. Seton Hall students should be picked up in the upper, main parking lot since there is no supervision in the lower parking lot.
3. The cars will be dismissed by the staff member on duty row-by-row after the students have walked across the parking lot. When the staff member begins dismissing cars NO ONE may walk across the parking lot. Please do not be upset with any of our patrol students or staff if they stop you or your child in any of these situations. Parents please set a good example for your children. A few extra minutes of waiting may save a life.
4. All cars must exit onto Maine near Church. We encourage everyone to always turn right due to the high volume of traffic. If you are turning left, stay to the left, if you are turning right, stay to the right, forming two lines for rapid exit.
5. Please inform anyone picking up your children of these rules.

Bus Transportation: Students residing within St. Peter's boundaries who live 1 ½ or more miles from

St. Peter School may ride the Quincy Public School buses. Students living in the specially designated "dangerous areas" are also given permission to ride. Contact the Bus Barn (224-5910) for this information and to make any necessary arrangements regarding bus transportation.

Riding the Quincy Public School bus is a privilege. Students are expected to show good manners and use safe bus conduct going to and from school. Children will be prohibited to ride the bus if conduct is such that damage is caused or the safety and comfort of others is endangered. The bus driver and the principal will confer in regards to any disciplinary action.

If, for some reason, a child is not to ride the bus on a particular day, a note MUST be sent to the teacher and/or school office. If a teacher has not received written instructions for the student not to ride the bus, the teacher will send the student on the bus.

Bicycles: Students riding bikes to school must walk them on the school grounds for safety reason. Bikes are to be placed in the bicycle rack. Please lock all bikes. The school is not responsible for bikes.

Other Transportation: Students may not ride or bring skates, roller blades, Heelys (tennis shoes with imbedded wheels), skateboards or scooters to school.

*****IF YOUR CHILD WILL BE GOING HOME BY MEANS OTHER THAN HIS/HER USUAL TRANSPORTATION, PLEASE SEND A NOTE TO THE SCHOOL OFFICE.**

DRUG/ FIRE ARMS VIOLATIONS

Any student or person on school property with drugs or firearms in his/her possession or on school property will be reported to the authorities as required by state regulations.

St. Peter School is mandated by law to report all incidences involving a firearm, either present or visible, that occurs on school property. Similarly, all incidents of violence/attacks on school personnel will also be reported to law enforcement officials. In addition, notifications of these incidents will be made to the Illinois State Board of Education through the Student Incident Reporting System (SIRS).

EDUCATIONAL PROGRAM

The St. Peter educational program meets the requirements for State Recognition. The kindergarten through eighth grade curriculum includes instruction in religion, reading, math, science, social studies, language arts, spelling, phonics, and handwriting (in the primary grades), music, art, physical education, drug prevention education, and Protecting God's Children Touching Safety Program (grades K-8). Our students will be informed of the parameters of the Abandoned Newborn Infant Protection Act during health, religion, etc class during their 8th grade year. Students receive computer experience in the computer lab as well as in the classroom. There are opportunities for students who need extra help to succeed through our Remedial Resource teacher and our Title 1 teacher. Students may also participate in various essay, poster and art contests. Assemblies and special school activities encourage school spirit and enrich the fine arts experiences.

Technology and the Internet: Students must be responsible for accessing only appropriate web sites and reporting any accidental "hits" of inappropriate sites. The following are unacceptable behaviors:

- Sending, displaying, or downloading offensive messages or pictures
- Using obscene language
- Harassing, insulting, or threatening others
- Damaging of computer systems or computer networks
- Violating copyright laws
- Submitting documents from the Internet as a student's personal work
- Trespassing in someone else's folder, work, or files
- Intentionally wasting limited resources
- Using the network for commercial purposes
- Revealing a personal phone number, name or address of one's self or another

Students who do not comply with usage rules should forfeit their usage privileges. Be sure to review the Technology – Network & Internet Policy.

ELECTRONICS/TOYS/DEVICES

All electronic toys/devices such as Gameboys, iPods, MP3 players, non-school issued iPads, tablets, Kindles, Nooks, e-Readers, cell phones, Smart watches (Apple watches, Android watches – smart watches), fidget toys/spinners, etc. are not to be brought to school or on the school premises. (This includes any time that you are on the premises, before and after school.) If a student chooses to bring any of the above to school, the device will be taken and kept in the office for the parent/guardian to pick up. After the third offense, the device will be kept until the close of the school year.

Grades that bring items for show and tell must follow the teacher/classroom rules regarding acceptable items.

EMERGENCY PROCEDURES

Communities demand that schools remain safe havens for education. While security services are provided, and the quality of those services is reviewed regularly, we can never predict exactly when an incident is going to happen. This unpredictability results in the need for St. Peter School to be prepared should a critical incident occur. The initial response to a critical incident must be quickly and effectively accomplished. St. Peter School will use the St. Peter School Crisis Plan as a tool to help prepare principals, staff, and other key administrators for that initial response.

No matter what problem develops at the school, whether the problem is handled internally or if “external” agencies such as the Quincy Fire Department, Quincy Police Department, Blessing Hospital Emergency Services, or others are called to the scene, an element of command and control will always rest with the administration and faculty of St. Peter School. Administration, faculty and support staff have relationships with the students and are able to communicate with them better than any first responder. Knowledge of the students and the ability to rapidly perform accountability checks and student welfare checks will always make the response process flow more smoothly in the event of any situation, no matter how devastating.

Should an emergency situation occur, parents will come to St. Peter School or the evacuation site to get the children in a crisis. St. Peter School has established the following assembly sites for accountability and reunification.

Chaddock School/facility – (if evacuation has taken place)

St. Peter School Gym – (located in furthest west building)

St. Peter Cafeteria – (located in the church basement)

Administration and faculty of the school will establish a system and location for releasing students to their parents. At the very least this will involve signing the students out and the process may require the caregiver to show a form of identification for the student to be released to the individual.

EVALUATION AND ACHIEVEMENT/GRADING SCALE

Student academic progress is evaluated daily by the classroom teacher through daily assignments, tests, special projects and classroom participation. Students in grades 1-8 receive report cards four times a year, one following the end of each quarter. Students also receive midterm grades. Students in Kindergarten receive a progress report at the end of the second, third, and fourth quarters.

St. Peter School uses the following GRADING SCALE for grades 1-8:

A+ = 99-100	A = 95-98	A- = 93-94
B+ = 91-92	B = 87-90	B- = 85-86
C+ = 83-84	C = 79-82	C- = 77-78
D+ = 75-76	D = 72-74	D- = 70-71
F = 69 or below		

Standardized Testing: Iowa Assessments will be administered to students in grades 2-8 in the spring (refer to dates on calendar). Test results are used for diagnostic purposes and are shared with parents during Parent/Teacher Conferences in the fall. Additionally, the ACRE Religious Assessment will take place during the first two weeks in February for grades 5 and 8.

Promotion and Retention: Students must exhibit satisfactory growth and performance in the subjects of Religion, Reading, Math, English, Science, and Social Studies in the grade in which he/she is presently enrolled

in order to be promoted to the next higher grade. Lack of such growth and poor performance in the core subjects may result in the student being retained to repeat a grade. If a student is failing in two or more subjects cumulatively, the teacher, parents, and principal will meet to study the student's deficiencies and seek to reach a conclusion that will best benefit the student. The teacher and principal will then make a recommendation to promote or retain the student. If the parents decide not to follow the recommendation of the teacher and the principal, they must sign a statement to that effect and the student will be transferred rather than promoted, to the next higher grade. Students absent more than 18 days will be considered for retention. Students with special needs will be dealt with on an individual basis. All final judgment concerning with retention rests with the principal.

Graduation: Eighth grade students who satisfactorily complete the academic requirements and pass the Illinois and U.S. Constitution tests (a grade of 77 % or above will be considered passing) will graduate at the end of the school year. A graduation ceremony will take place and each graduate will receive a diploma as long as all expected criteria are met.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities, activities associated with the school that take place outside the normal school day, are available for our students. These activities, such as CYO sports, PMO band, Scouts, and school skating parties, are held after school or during the evening hours. In order for our students to participate in an afternoon or evening event they must be in attendance at school the day of the event. Any student who is absent from school because of illness or leaves school during the day due to illness may not participate that day. A student arriving at school late because of illness must be checked in the office by the parents or guardian by 10:00 a.m. in order to be eligible to participate that day. If a student is absent from school for reasons other than illness, the decision of his or her participation will be left up to the discretion of the Principal.

CHESS CLUB: Boys and girls from grade K-8 are invited to join the St. Peter Chess Club. Experience is not necessary to join.

CYO Sports: Boys and girls from 5th-8th grades may participate in the CYO Athletic Program, which consists of volleyball, basketball, and softball for the girls and flag football, basketball and baseball for the boys. These sports are conducted after school hours. Students who wish to participate must have a current physical exam and proper medical insurance coverage. Grades, conduct, effort, and health are all considerations as to whether a student may participate. Students who become ineligible will be notified and will be suspended for one week from practices and games. After one week, students may resume playing once their grades, conduct, or effort in question have improved. The Quincy Catholic Schools Sports Policy is included with the forms at the end of this handbook. (See Attachment F.)

Handbell Choir: Students in grades 6-8 are invited to join the Handbell Choir led by Mrs. Sara Reeder. Practices occur on Thursday evenings at dismissal. Handbell Choir provides music for special occasions including prayer services, parish and school events, community events, etc.

IESA (Illinois Elementary School Association): Students in upper grades participate in IESA sports (7th/8th B/G basketball, boys baseball, girls softball, 6th-8th Scholastic Bowl, 7th/8th girls volleyball, & Cross Country). Students are selected from the four Catholic Schools in Quincy after tryouts take place at designated times. Rules & regulations will be determined as this is organized for grades 6, 7 & 8. (See attachment p.51)

Jubilation Choir: Students in grades 4-8 are invited to join Jubilation Choir. Students practice on Monday evenings from 3:00-3:45 in the parish music room. Jubilation Choir sings at all children's Masses and one Sunday Mass each month.

PMO Band: Students in grades 5-8 are invited to join the Parochial Music Organization Band. The band consists of students from the parochial schools in Quincy. They meet at Quincy Notre Dame on Tuesdays after school or in the evening. Members in the 5th and 6th grades also receive instruction on Wednesdays at school.

PMO Choir: Students in grades 5-8 are invited to join the Parochial Music Organization Choir. The choir consists of students from the parochial schools in Quincy. They meet at Quincy Notre Dame.

Scouting Programs: Boys and girls in grades K-8 may join St. Peter's Scout Troops which are organized and led by parents who volunteer as scout leaders.

FIELD TRIPS (DP #5412)

Field trips are an extension of the learning process. Individual classes take field trips during the school year. Field trips are a privilege and students can be denied participation due to lack of academic effort and improper behavior. Permission forms will be sent home for any trips to be taken. In order for your child to go with his or her class, you must sign and return the original form to your child's teacher before the field trip takes place. Telephone calls will not be accepted in place of the proper form. A fax does not take the place of an original signature. Sample field trip forms are included in the last pages of this handbook (See Attachment G). The signed permission form releases the school from liability. Parents have the right to refuse to allow their child to participate in a field trip. The school will adhere to the child safety seat laws if parent transportation is to take place.

Individual teachers, in consultation with Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

On field trips there will be at least one (1) adult chaperone for every eight (8) students. All chaperones must abide by the Policy on Working with Minors for the Diocese of Springfield in Illinois.

Please note: All persons who volunteer to drive or supervise for a field trip must have completed the Protecting God's Children training and have completed the appropriate paperwork. (A volunteer driver must have a current valid license and be at least 25 years old. An exception may be made for teachers or parents age 21 years or older. A copy of the paid insurance coverage must be given to the administrator.) Chaperones may not bring siblings on the field trip.

GRADE SCHOOL ASSOCIATION (GSA)

All families of students registered at St. Peter School make up the St. Peter Grade School Association (GSA). All families are asked to be active members and to support its activities.

To organize the activities GSA Officers are assigned. GSA Officers include a president(s), vice-president(s), secretary, treasurer, room mother coordinators, parent representative, fine arts, fine arts treasurer, book fair, skating parties, etc. The officers meet on a monthly basis. All meetings are open for parents to attend. The date and time of meetings are listed in the SPS Weekly Update as well as in the weekly parish bulletin.

GRIEVANCE PROCEDURES

Diocesan Guidelines state (IF):

Complaints from parents or other legitimate sources about the operation of the Parish School should be treated courteously. Anonymous complaints or mere rumors, however, should be viewed in proper perspective. An established grievance procedure agreed upon beforehand by both the Pastor and the Principal will eliminate prior judgments and misconceptions arrived at without complete or accurate factual information. Mutual consultation in such matters is vitally important.

St. Peter School shall deal with grievances in this manner:

1. Anonymous complaints will not be dealt with.
2. Grievances and appeals must be brought in the following order:
 - a. Parent or complainant shall contact the teacher.
 - b. If not satisfactory, complainant shall contact the Principal, who shall call a grievance session.
 - c. If not satisfactory, complainant shall contact the Pastor, who shall call a grievance session.
3. Grievance sessions shall be processed in this manner:
 - a. In fairness to both parties in a dispute, a parish school representative will meet with all parties, that is, parent or complainant and the teacher or complaine.
 - b. In the session, the parish school representative shall:
 1. document the grievance/complaint
 2. document the answer to the grievance/complaint
 3. document the agreement reached or not reached
 4. read the report to the complainant and the complaine
5. If not satisfactorily resolved, the complainant, or the complaine, may appeal to the next level of grievance (see #2).

HEALTH POLICIES

Fever/Vomiting: No child with a fever over 100 should be sent to school. Children should not return to school until s/he has been free of a fever and/or vomiting for 24 hours. Any child with a temperature at 100 or above will be sent home.

24 Hour Rule

- **FEVER:** Keep your child home until his/her fever has been gone without the aid of fever-reducing medication for 24 hours.
- **VOMITING OR DIARRHEA:** Keep your child home for 24 hours after the last time he or she has vomited or had diarrhea and is eating a normal diet.
- **ANTIBIOTICS:** Keep your child home for at least 24 hours after the first dose of antibiotic.

Health Records and Immunizations: (As required by Public Act 81-184, Section 27-8.1 of the School Code of Illinois.)

1. All children entering Kindergarten and sixth grade must have on file in the school office by October 15 of the current year a recent completed written health exam by a physician. Forms will be received at Kindergarten Roundup and will be sent home with 5th and 8th graders in the spring of the year.
2. All students must have received the proper immunizations required by Illinois State Law.
3. Children entering kindergarten must also receive a lead screening.
4. Any child who is not in compliance by October 15 of the current school year will be excluded from school until he or she has received the proper immunizations and/or health exam.
5. It is the parent's responsibility to inform the school of any health problems.
6. The school shall report to the State Board of Education by November 15, in the manner the board shall prescribe, information on students who have and have not received required immunizations and health examinations.
7. The school shall report to the State Board of Education by June 30, in the manner the Board shall prescribe, information on students who have and have not received required dental examinations and required examinations.

Concussion Policy: If a student or player receives a head injury in a game, P.E., or recess, he or she may not play sports, at recess, or in P.E. until he/she has been seen and released with written permission by a physician.

Communicable Diseases: The principal shall notify the Department of Public Health when a student is sent home because of suspected communicable disease. In case of absence due to communicable disease, a release card from the Department of Public Health or a letter from the family physician indicating that the Department of Public Health regulations have been fulfilled must be presented when the student returns to school.
(Diocesan Policy 4905)

Any child who has not received the required immunizations for any reason will be excluded from school should there be an outbreak of a communicable disease.

Dental Exams: Dental exams are required for grades Kindergarten, 2nd and 6th and must be turned into the office by May 15th of the current school year.

Visual Exams: A new law effective January 1, 2008 requires that all children enrolling in kindergarten or for the first time in a public, private or parochial school shall have an eye exam. Each child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15 of the school year.

Dispensing of Medications:

Non-Prescription Medications: According to State Law, we are not allowed to dispense any non-prescription medications at school. Non-prescription medications include aspirin, Tylenol, antacids, antihistamines, eye drops and any other medication.

First Aid: If an injury occurs, we will clean the wound and inform the parent if any further treatment is needed or if the child needs to be sent home. No topical application of alcohol, peroxide, calamine lotion or any other medication will be used. If the child needs medication, the parent will be called and he/she resumes the responsibility to bring the child medication or take the child home.

Prescription Medications: For students needing prescription medication, you are asked to adjust the dosage times to before and after school, supertime, and bedtime to eliminate the need for dispensing it during the school day. However, if a student is required to take prescription oral medication during the regular school day, the following regulations must be followed in order for the medicine to be taken at school:

1. Written orders from physician detailing the name of the drug, dosage, and time interval the medication is to be taken must be given by the school office.
2. Written request and permission from the parent or guardian requesting that the school comply with the physician's order must be given to the school office. (A form is included in the back of this handbook.)
3. Medication must be brought to school in the original container labeled by the pharmacy or physician.
4. Every medication given will be recorded on a medication log, which includes the date, time, dosage, and signature of the person giving the medication.
5. The medication must be brought to the office where it will be dispensed and recorded by the person designated by the principal.

Parents are required to pick up any unused medications at the end of the school year.

STUDENTS ARE NEVER TO HAVE DRUGS ON THEIR PERSON TO TAKE ON THEIR OWN (with the exception of inhalers, epinephrine auto-injector, or prescribed self-administered medications).

Pregnancy/Parenting Policy: St. Peter School affirms the moral teaching of the Catholic Church including the teaching, holiness, and the giftedness of life. St. Peter School equally asserts the values of forgiveness and compassion.

Believing that the truly Christian response to an adolescent boy/girl facing adult situations and decisions is focused on the person, the administration will deal with each boy/girl involved in pregnancy/parenting in a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parent, the principal, the assistant principal, and the pastor, to determine arrangements for the student's completion of his/her education and maintenance of his/her health and well-being.

Married students will not be permitted to attend St. Peter School.

Screening Programs: The state of Illinois requires Vision testing each year at our school for our students in 4 Year-Old Preschool and grades K, 2 and 8. 4 Year-Old Preschool, and grades K, and 3 undergo Hearing tests as well as student referrals from grades 4, 6, and 7.

Vision & Hearing Screenings are not diagnostic tests, but are done to identify children who may have a vision, or a hearing problem. Those children are then referred to the appropriate doctor.

LICE

Our school policy on head lice follows the recommendations of the American Academy of Pediatrics. When head lice are discovered on a child, we take the following steps:

- If head lice are discovered by the parents, we ask the parents to notify the administration.
- If head lice are discovered at school, teachers (including general school staff and after-school staff) will contact administration.

As soon as the administration is informed, they may:

- Check the students in the affected classroom one by one for lice and nits. The names of affected students are not divulged.
- Inform the parents whose children have lice and provide them with resources as needed.
- If a student had head lice or nits, the parent will be called to pick up his/her child.
- If lice/nits are detected in one classroom sibling's classrooms will be checked as well.
- Re-check the children after their return to school to ensure that the treatment they have received has been successful.
- E-mail the parents of the affected classes.
- Explain to parents that they are expected to check and/or treat their children before sending them back to school the following day.

HOMEWORK

Homework strengthens the concepts taught during the class session and provides the parents with the opportunity to follow what and how their children are doing in school. Parent cooperation in supervising homework is a vital element in the learning process of the children. Homework need not always be a written assignment. Study, review and reading selections are a necessary part of developing good study habits.

While each child is unique and works at his/her own pace a general guideline for the amount of time to be spent each night per grade is as follows:

1st grade: 15 minutes

2nd & 3rd grade: 30 minutes

4th & 5th grades: 45-60 minutes

6th, 7th & 8th grades: 60-90 minutes

If a student is absent, please let the office know when you call in the absence if you will be picking up the homework or if it should be sent home with another student. Homework, if requested, will be in the office at 3:00 p.m. Be sure to contact the teacher directly should there be any questions.

Homework Policy Due to Illness: Ordinarily all assigned work and tests announced prior to a student's absence are made up the day the student returns; the number of days allowed for other make-up work equals the number of days absent. Students will be allowed one day for each day of absence due to illness. For example, a student who was absent for three days should be given three school days to complete the missed work.

HOT LUNCH PROGRAM

The St. Peter School Advisory Board adopted the following School Lunch Policy on June 16, 1996:

Students may purchase hot lunch at school according to the guidelines in the school handbook or may bring a sack lunch from home. Parents may NOT bring students lunches from fast food chains (these shall include Hardees, McDonalds, Pizza Hut, Subway, etc.) as these cause disruption and disturbance in the lunchroom. Soda products are not allowed in the lunchroom. Healthier drinks should accompany student lunches.

If a child should forget their cold lunch he/she should eat hot lunch that day or the parent should bring the sack lunch to the office and not to the classroom as this causes a disruption of the classroom activity. Students are not allowed to call for forgotten lunches.

LUNCH TICKET SYSTEM: Students will be issued a plastic, bar code ticket. The bar code is identified with each child. We will be utilizing the lunch room program on FACTS SIS so that parents may view their child's lunch account. (Payment must be submitted to the school office.) Viewing lunch accounts on Ren Web ParentWeb will let parents know the balance or if lunch money is needed. (A negative balance denotes money remaining in the family account. A positive amount indicates what a family owes for lunch and/or milk.) Please be responsible to see that your child's lunch money is paid and is kept up to date. Taking on this responsibility will eliminate excess time sending out unpaid lunch statements for your child(ren). However, children will not be denied the opportunity to eat lunch.

The bar code tickets will be left in the classroom to assure that they are kept track of. In the event that a ticket should be lost or destroyed there will be a replacement cost of a new bar code ticket. Tickets will be scanned during the lunch period. The scanning of the ticket will automatically deduct each child's account accordingly. Any questions or concerns regarding lunch payment should be made from 8:30 a.m. - 4:00 p.m. by calling Mrs. Nancy Boone, Financial Officer, at 222-3155.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

LUNCH PRICES: \$2.90 per child per day. (Students in grades 6-8 have the option to purchase a second lunch for an additional \$2.90. According to the Hot Lunch State guidelines, if a child receives free or reduced lunch, there will be a charge for a second lunch.)

PAYMENT: With our integration with FACTS Tuition Management, you are able to pay online via eCheck (ACH) transaction through the FACTS portal. This has no per transaction fee for eCheck transactions. You can also pay via Credit or Debit card, however, this will have a service charge of up to 2.85%. If you still wish to make a physical payment, check is still preferred for bookkeeping purposes. In the case of families with more than one child, payment is acceptable in one check for all the children.

Expectations for Paying Hot Lunch

Hot lunches are expected to be prepaid before a child eats hot lunch.

PLEASE NOTE: When sending in lunch money with your child please be sure to enclose the check in a marked envelope with "HOT LUNCH MONEY" AND the parent's first and last name recorded on the outside of the envelope. Please follow this procedure to help us make sure the money credited to the correct student account. The homeroom teacher collects all physical lunch money payments and then sends it to the office. Please mark the checks or envelopes carefully; a wrong name for example can cause much confusion.

Our lunch program is the OFFER versus SERVE Program. The goals of the Offer versus Serve (OVS) are to decrease food waste and increase food choices. When using the OVS approach, all planned menu items must be offered to all students. Students may refuse a specified number of menu items. Students must accept at least 3 of the items on the menu.

Meals are priced as a unit. Students pay the full-meal price and students eligible for reduced-price pay the current reduced-price charge whether they take the minimum number of menu items or the complete planned meal. Students eligible for the free meal benefits must also be offered the same menu components as that of a paid or reduced-price student.

For lunch, OVS allows students to choose a minimum of three of the five required menu components as a reimbursable meal; portion sizes may not be altered. Specific menu items cannot be required to be taken or refused.

Lunch Food Items

Students must be offered all five required food items:

1. Meat/Meat alternate
2. Milk
3. Grains/breads
4. Serving of vegetables/fruits
5. Second serving of different vegetables/fruits

In keeping with mandated guidelines of the National Hot Lunch Program there will be one main serving line. One main entrée will be provided along with several side items (fruit, vegetable, etc). Parents are asked to review the menu with his/her child prior to coming to school for the day to determine whether or not hot lunch will be chosen for the day. Tickets will be scanned at the end of the serving lines and trays will be checked to insure that each child has been given everything offered.

One carton of milk will be offered with all hot lunches. White and chocolate 1% is available along with white skim milk. Additional milk (white or chocolate) will be sold separately for those who wish to buy it for \$0.35 a

carton to drink with their cold lunches. We do not accept currency for additional milk purchases. The amount will be deducted from a family's lunch account. (Extra milk or milk for those eating cold lunch may be purchased by scanning a child's lunch ticket. The amount will be deducted from the families account.) Students must notify his/her child's teacher during morning lunch count indicating if he/she will be purchasing milk for lunch.

A lunch menu is available on FACTS SIS in the document archives and on our school website at www.stpetersschool.com. (Additionally it is posted weekly in the St. Peter Parish Mass bulletin). Please consult the menu before deciding if your child wishes to receive hot lunch in order to avoid the unnecessary waste of food. Also, the menu is subject to last minute changes due to circumstances we cannot control.

Those children with special needs are to contact our cafeteria manager, for special arrangements.

ILLINOIS SEX OFFENDER REGISTRY

Illinois Sex Offender Registry: The Illinois Sex Offender Registry is available through a link on the Illinois State Police website at www.isp.state.il.us. Individuals may search the database by name, zip code or county. Access is free.

INTEGRATED PEST CONTROL PLAN

The school has a pest control plan available in the school office. If you wish to be notified when pesticide applications will occur, contact the school office.

LAW ENFORCEMENT

St. Peter School is committed to the safety and well-being of students, faculty and staff. The principal will notify the local law enforcement agency of firearm incidents at the school.

The principal will also immediately notify the parents or guardians of students in possession of firearms on school grounds, which include the real property comprising the school, on a public way within 1,000 feet of the school, or in any conveyance owned, leased, or contracted by the school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident. The principal is mandated by law to report all incidents involving firearms, either present or visible, that occur on school property.

The principal will notify the municipal police department or the officer of the county sheriff of verified incidents involving drugs occurring in St. Peter School, on the real property comprising the school, on a public way within 1,000 feet of the school, or in any conveyance owned, leased, or contracted by the school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident.

The principal will also notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS).

The principal will also immediately notify the local law enforcement officials of written complaints from school personnel concerning instances of battery committed against such school personnel. The principal will also notify the Illinois State Police within 3 days of each incident through the School Incident Reporting System (SIRS).

LIBRARY

The St. Peter School Library is open during the time which classes have been assigned to visit the library each week. Students may check out one book per week (renewable for one more week). Books that are out for a month will be considered lost and must be paid for. If the book is found later, the money will be refunded, but the fine will not. Library fines and book returns must be paid by the close of the school year in order for report cards to be distributed. The library is organized and manned by volunteer librarians.

LOST AND FOUND

Any items found in the school building or on the school grounds should be given to the school secretary to be placed in the Lost & Found basket. Items placed in the Lost & Found remain there for 30 days. After 30 days, items are donated to charity.

Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping and handling charges in order to receive a new copy.

NON-CUSTODIAL PARENTS (DP #4303)

In the absence of a court order, what is said in this handbook of policies applies to any parent and legal guardian, whether or not the student lives with the parent.

NON-DRESS CODE DAYS

Out of Dress Code/Non-Dress Code Days take place throughout the school year. Students may wear non-dress code tops and bottoms, including jeans that are appropriate for school with proper length and fit. (Clothing should not have any tears, holes, rips or frays.) Tank tops, strapless tops, and shirts with spaghetti straps are not allowed unless worn with another shirt. Shirts that expose the abdomen, back, etc are inappropriate and are not allowed to be worn to school. The regular school dress code applies for shoes, jewelry, hair, etc. on out of dress code/non-dress code days. In the event that incorrect clothing is worn to school parents will/may be notified to bring proper clothing to wear.

PARENTAL APPROVAL FORM

At the beginning of the school year parents or guardians will be asked to fill out a form allowing approval or disapproval of their child(ren) to be photographed for media purposes. Consent will allow child(ren) to be interviewed, photographed, videotaped, or placed on our school website in respect to news stories or instructional/informational projects and programs.

PARENT COOPERATION AS A CONDITION OF ENROLLMENT

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

PARENTS AS PARTNERS

As partners in the educational process at St. Peter School, we ask parents:

- To set rules, times, and limits so that your child:
 - Gets to bed early on school nights;
 - Arrives at school on time and is picked up on time at the end of the day;
 - Is dressed according to the school dress code;
 - Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems;
- To support school sponsored programs: All-School Musical Program, Winter Dance, etc.
- To assist the school by completing service hours.

(See Attachment I and Attachment J.)

PLAGIARISM

Students who choose to copy, cut and paste from a book, internet site, etc. are plagiarizing. This will result in a 0% for the assignment. Students are required to redo the assignment. The grade will remain a 0%.

POLICE QUESTIONING AND APPREHENSION

When students become involved with law enforcement officers, the officer will be requested to confer with the student when he/she is not under the jurisdiction of the parish/school, if this can be arranged.

The following steps shall be taken to cooperate with the authorities:

- the officer shall properly identify him/herself,
- the parent(s) or legal guardian shall be notified immediately and informed of the intent of the law enforcement authorities,
- The student's parent(s) or legal guardian have/has a right to be present if the conference is held in the parish/school,
- if the student's parent(s) or legal guardian cannot be located, authorities are not to confer with the student unless they produce a warrant, and
- if there is a warrant or if it is impossible for the parent(s) or legal guardian to be present, the administrator may be a witness to the conference held in the school at the request of the parent or legal guardian,
- legal counsel should be called as needed if officers come to the school. (Diocesan Policy #4308)

PRINCIPAL'S RIGHT TO AMEND THE HANDBOOK

The principal retains the right to amend the handbook for just cause. Parents will be given prompt notification of any changes that are made.

RELIGIOUS DEVELOPMENT

The religious development of our students is of utmost importance in our school. The Catholic religion is taught daily. The students are given an opportunity for prayer as well as participation and preparation of school liturgies. A Christian atmosphere should permeate the entire day.

Our current bishop, Most Reverend Thomas John Paprocki decreed that the sacrament of Confirmation must precede first reception of the Holy Eucharist and both sacraments must be administered during the same liturgical celebration.

The restoration of the order of the sacraments will begin to take place during the 2018-2019 school year. Students in 2nd grade will receive the sacrament of reconciliation from this point forward.

Beginning in the Fall of 2019, or the spring of 2020, parishes will begin to include third-graders with eighth graders in all celebrations of Confirmation. Third graders at this time will receive their First Eucharist. This practice will continue each year until all children from 4th-7th grade will have received the Sacraments of Confirmation and First Eucharist.

Retreats and special meetings are scheduled for students preparing for these sacraments. Additionally, 8th grade students are required to complete a requested number of service hours for Confirmation.

Our school participates actively in supporting our sister parish in Haiti – Our Lady of Assumption Parish/School. Throughout the year our students, families, and staff participate in various ways to support our sister parish. Service to others is a part of our religion curriculum. Teachers will develop various projects for both the parish and the community. The students may receive service credit/grades for their efforts.

Students attend Mass once a week. Prayer services take place at various times throughout the school year.

SCHOOL PROPERTY

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks provided by the school must have a proper book cover. No writing is permitted in non-consumable texts. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

SEARCH AND SEIZURE

A school official may properly conduct a search of a student's person if the official has a reasonable suspicion that a crime has been or is in the process of being committed. A search such as through desks, lockers, book bags etc. may also occur if school officials believe that the search is necessary to maintain school discipline or to enforce school policies.

The administration will make the final decision and will communicate this decision to the parents. If expulsion is necessary, he will also help the parents make arrangements for further education of their child.

SERVICE HOURS

Each family is required to complete 10 service hours per year for the school. There are various ways throughout the year for you to volunteer your time to meet this requirement. The family is required to pay \$10.00 for each service hour not completed by the end of the school year. A service hour sheet will be sent home for record keeping. This sheet includes a schedule for service hours to be recorded and submitted. You may also obtain a copy from FACTS SIS at www.Factsmgt.com

Service includes many different areas from working at fundraising events for St. Peter, helping make pizzas, selling Gene Grawe gift cards, working in the library, helping at the school picnic, helping at GSA events and activities, driving for field trips, being a room mother, helping in the classroom when teachers ask for help, assisting in the lunchroom, coaching, serving on boards, painting at the school, working at the St. Peter Parish Picnic, etc. The list goes on and on for activities and events at St. Peter Parish and School. Grandparents and aunts and uncles may also help you out if you find it difficult to fulfill your time. Please write down what you have done and your accumulation of hours on the Service Hour Record Sheet. (Only activities/service for St. Peter School or Parish apply to the 10 hour requirement. QND and other outside activities are not considered service hours for St. Peter.)

You can view the balance of your hours on FACTS SIS's ParentsWeb by clicking on "family information," then "family profile." Click on the first name listed in the family profile section, you will see the Service Hour tab, click on that and review the hours submitted. You will not be able to record any hours here. This is only an area that you can view what has been submitted to the school office.

**If you are unable to volunteer we ask that you do your part by paying \$10 per each hour. This is the policy in each of the four Catholic Schools. Final report cards will not be distributed until all service hours have been completed or paid for.*

SPIRIT DAY

Spirit Day is a special day set aside to show "extra school spirit" and service to others. On Spirit Day students and staff are asked to wear their Spirit Day t-shirts or Spirit Day sweatshirts with jeans/jean shorts (no holes please), sweatpants or dress code pants and donate \$0.25 or more for the designated charity. Spirit days normally occur on one Friday of the month. (If you are unable to wear the Spirit Day t-shirt or sweatshirt, regular dress code shirts can be worn with jeans on this special day.) The recipient for the Spirit Day donation will be announced in the SPS Weekly Update that goes home at the close of a week.

NOTE: Only on days designated that students should wear their Spirit Day shirt may they wear a long sleeved shirt under their Spirit Day shirt. We realize not everyone is able to have a long sleeve Spirit Day shirt and you may need to do this in cold weather.

- There also may be times when your child's teacher may ask that the students wear Spirit Day t-shirts or sweatshirts on a field trip day. Make sure to check with the teacher when these days come up.
- The Spirit Day crew neck sweatshirts may be worn with a collared shirt at any time! That is why we make them available in red, navy and white!
- Spirit Day t-shirts and sweatshirts can be ordered at various times throughout the year. We will notify you of this in our Weekly Updates.

STATEMENT OF NON-DISCRIMINATION

“St. Peter School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarships and loan programs, and athletic and school administered programs.” St. Peter School does not discriminate against immigrant students lacking legal documentation/status, via Plyler v. Doe.

A student’s enrollment status may be changed or discontinued at any time during the school year, as determined by the Principal or Pastor. It is a privilege, not a right, to attend St. Peter School. Transfer students must be in good standing as indicated on our records form to continue enrollment. Furthermore, we do not discriminate against immigrant children lacking in legal status.

STUDENT ACCIDENT INSURANCE

A plan for insurance coverage is offered to each family for each of their school age children. This is optional. The school does not purchase a blanket accidental insurance plan for the students.

Certification of Medical and Indemnity Agreement forms are given to parents on Taking Care of Business Day. Please be sure to fill out and return the form.

All parents/guardians must declare in writing that their child is covered by a healthcare plan, or must obtain the Student Accident Insurance that is offered through the school. Information, including the correct website, is given out on the Taking Care of Business Day for each child. Apply online if you are interested in obtaining school accident insurance at <http://markel.sevencorners.com> (a dedicated secure enrollment website) or call 877-444-5014.

STUDENT PHOTOS AND NAMES (DP# 4309)

Student photographs and names will be used in the paper, on the internet or where appropriate unless a written objection is received from the parent or legal guardian.

STUDENT RECORDS

St. Peter School keeps permanent cumulative records of each student during his/her years at St. Peter School. These records are kept on file for at least sixty-two years once the student has left St. Peter School. The information in all records is confidential. According to the Buckley Amendment, parents have the right to inspect and review any and all official records, files, and data directly related to their children and intended for school use. Written consent of the parents must be obtained before a student’s records are to be made available to parties outside of the school.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Birth Certificates: The school maintains certified copies of birth certificates for each student enrolled. The school notifies parents or guardians that such documentation must be submitted within 30 days of enrolling the student.

Flagging Records of Missing Children: Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student’s records is made before the flag has been removed, the school will immediately notify the law enforcement agency and will hold the records until their release has been approved by the law

enforcement authority. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as the birth date of the child and their relationship. He or she will then be informed that a copy of the records will be mailed. The school will provide the law enforcement agency with the obtained information, as well as a description of any individual making the request in person.

Transfer of Student Records: When a new student enrolls at St. Peter School, the parents will complete a request form to the former school asking for the release of records. When a student leaves St. Peter's to transfer to another school, copies of the student's records will be sent to the new school within 10 days of receiving the written release of records request from them. Certified copies of transfer students' records must be requested within 14 days of enrollment; the school sends unofficial records of students transferring to other schools within 10 days of the request.

STUDENT SERVICE OPPORTUNITIES

ALTAR SERVERS: Boys and girls in grades 5-8 may become altar servers. Those interested receive training. They serve for school Masses as well as regular parish Masses, weddings, and funerals

COMMUNITY OUTREACH: Throughout the year, all students have the opportunity to participate in activities that support our community. Some of those activities include Spirit Day, Free the Children, Jump Rope and Hoops for Heart for the American Heart Association, collecting food and needed items for Ladies of Charity, Missionary Childhood Association (MCA) Madonna House, Quanaa, Quincy Catholic Charities and other organizations, and making cards for residents of local nursing homes.

MISSION SUPPORT: Each year our students help support children in Third World countries by becoming members of the Missionary Childhood Association. Students are highly encouraged to become members.

STUDENT AND STAFF SUPPORT SERVICES

Reading Recovery: A Reading Recovery teacher is available to work one on one with first grade students who exhibit special needs in the area of reading.

Speech: Students recommended by their teachers, will be screened in the fall of each year by a speech/language pathologist provided by the Quincy Public Schools to determine the need for further evaluation of the student's speech/language needs. Parents of those students who would benefit from speech/language services will be contacted by the speech/language pathologist to make arrangements for the services to be provided.

TITLE 1 Programs: Students in grades 2-8 who have reading difficulties may be eligible to receive remedial help through Title I, a federally funded program that provides funds to our school which enable us to provide supplemental services to our students. Students may work with a Title I teacher, provided by the Quincy Public Schools. Parents of eligible children will be contacted regarding the program, which is provided in our building during the school day.

TECHNOLOGY – NETWORK AND INTERNET POLICY

(Acceptable Use policy)

All use of the network and internet connection shall be consistent with St. Peter School's mission statement. The use of St. Peter School's network and internet connection is a privilege, not a right, and inappropriate use will result in loss of privileges, and/or disciplinary action. Access to St. Peter School's network and internet connection must be for the purpose of education or research only. Students may not use a computer, an iPad or technology until the following agreements are signed by both the student and parent/or guardian.

All parents and students must sign the St. Peter School Network Use and Internet Policy. Additionally, depending on grade level, every parent and student are to read and sign the St. Peter School iPad User Agreement for either “in school use”, “home use,” or both and the St. Peter School Student iPad Pledge.

TUITION/FINANCES (2019-2020)

	Participating Registered Parishioner	Non-Participating Parishioner or Non-Registered Parishioner
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One child	\$2750	\$3725
Family	\$4025	\$6350

Registration for each upcoming school year will take place in the spring to allow parents of returning students to select their preferred tuition payment schedule. Completed and signed forms will be due by May 1st.

All tuition is to be paid by last weekday in June in order for your child(ren) to be enrolled for the upcoming school year.

Late penalty: A 10% late fee will be added on tuition payments made after the last weekday in June.

*Tuition is non-refundable.

Parents will be considered as a Participating Registered Parishioner for the school year if they:

1. Complete and submit their Stewardship Commitment Card for St. Peter Parish
2. Complete and submit their Participating St. Peter School Family Agreement for the School Year
3. Registered parishioners at St. Peter
4. Child (ren) have to be baptized Catholic

ONLINE ENROLLMENT:

FACTS charges a \$10 Fee per child for returning families. Unfortunately, we are unable to absorb those fees. Online Enrollment takes place in the spring of the school year. All families will need to complete online enrollment by visiting PARENTS WEB. (Go to Family Information, Enrollment/Reenrollment on ParentsWeb. (non-refundable)

Payment Options: Parents have the option during open enrollment to pay in one installment or monthly installments. Parents choose this option during online enrollment. As a courtesy to our parents/families, St. Peter Church will pay the fee for the usages of FACTS Tuition Management if tuition is paid in full by the last weekday of June. For those families unable to pay in full and need to take advantage of 10 monthly payments a \$50 FACTS usage fee is assessed.

Instructional Fee: The Instructional Fee for each child will be \$190.00. Instructional fees must be paid at the time of registration. (If not paid in full by the time of registration the fee will be \$290.) Registration forms will be sent home in the spring of the school year. Instructional fees are non-refundable.

Technology Fee: The Technology Fee for each child is \$50 per child. Technology fees must be paid at the time of registration. (If not paid in full by the time of registration, the fee will be \$100.) Technology fees are non-refundable.

PLEASE NOTE: *The Instructional and Technology Fees cannot be included in a FACTS Tuition Management payment plan. In order to guarantee a space for your child(ren) at St. Peter School, the Instructional Fee/Technology fee must be paid in full by May 1st or the next available business day for the upcoming school year.*

Financial Aid: FACTS Financial Aid is available to fill out during the spring. (Those enrolling after the official enrollment period are still able to apply if funds are available.) Information will be sent to parents by email as well as in the SPS Weekly Update. You must complete the form to be eligible to request financial assistance.

Empower Illinois Grants: Families may apply for an Empower Illinois grant. Those who apply are required to pay all fees, tuition until the school receives reimbursement from the state of Illinois.

Refund Policy: Tuition refunds are based on a pro-rated formula (Total tuition divided by 10 months = cost per month). One month of attendance is counted even if the student only attends one day in that month. The business manager or principal will notify the parents of the departing student of the amount of tuition refund based on the months of attendance for the departing student(s). Instructional fee and technology fee are non-refundable.)

Expectations for Paying Hot Lunch and Morning & Afternoon Day Care

Hot lunches are to be prepaid before your child eats hot lunch.

If a student receives Free/Reduced lunches and they order a second lunch (this applies to the 6-8 grade students) – the second lunch is full price.

Daycare is billed each Friday for the current week. Payment is to be paid by Wednesday of the following week.

Please note: Failure to pay the daycare balance in full within 2 weeks of the charges will result in denial of services.

USE OF SCHOOL GROUNDS

Students are not to arrive on school grounds before 7:50 a.m. unless they are enrolled in the Before School Program. At the end of the school day, students should not be on school grounds after 3:00 p.m. unless they are enrolled in the After School Program, are being tutored, are at a scout meeting, are in detention, are at a scheduled after school activity, or are in the supervision of their parents. The school is not liable for unauthorized students on school grounds before 7:50 a.m. and after 3:00 p.m. on normal school days.

VISITORS

All parents and visitors must report to the main office to sign in upon entering the building and sign out when they leave. Classes should not be interrupted during the school day by parents and visitors unless arranged with the teacher and principal ahead of time. Parents bringing forgotten lunches, homework, etc. are to leave them in the office and they will be delivered to the students. Parents should not go to a classroom during the day unless previously arranged with the teacher or the principal.

VOLUNTEERS

All persons who volunteer must have completed the Protecting God's Children training and have completed the appropriate paperwork.

WEATHER-RELATED EARLY DISMISSAL & SCHOOL CANCELLATION

During the winter months, with the possibility of inclement weather or other emergency conditions occurring, it may be necessary to dismiss students earlier in the day than usual or to cancel school for the day. If this occurs, a FACTS SIS message is sent to all families as well as local radio and TV stations broadcast the information. On days when such conditions exist, please listen to the local stations for early dismissal times and announcements of school closing. Listen for "Quincy Public and Catholic Schools..."

Busses will be running on days when we dismiss early due to weather. On such days, all extra-curricular activities such as CYO sports and PMO Band will be canceled.

Again, please accept the phone call from FACTS SIS and listen to the local stations for early dismissal information and help us keep our phone lines open for emergencies.

WELLNESS POLICY

St. Peter School and the Diocese of Springfield in Illinois is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004, including goals for nutrition education, physical activity and other school based activities designed to promote students wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this policy. (A copy of the entire wellness policy can be viewed, in full, in the school office.)

APPENDIX

Attachment A - Healthful Food and Beverage Options for School Functions

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans listed below.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges – cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Bread sticks with marinara
- Fat-free or low-fat flavored yogurt & fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)
- Flavored soy milk fortified with calcium
- Pure ice cold water

* This list is not all-inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.

Attachment B - K-8 BEHAVIOR EXPECTATIONS

A. Be prompt and prepared.

1. Come on time.
2. Come with needed materials.
3. Come with assignments complete.

"Be on guard, therefore, the Son of Man will come when you least expect it." Luke 12:40

B. Respect authority.

1. Listen to authority.
2. Follow directions promptly.
3. Accept responsibility for your behavior.

"Pay attention and you will have understanding. What I am telling you is good, so remember it."
Proverbs 4:2

C. Respect the rights of others.

1. Use appropriate voice and language.
2. Listen to the speaker.
3. Respect the opinion of others.
4. Refrain from harassment.

"Whatever you do for the least of you do for me." Matthew 25:40

D. Respect property.

1. Respect the property of others.
2. Respect one's own property.
3. Use materials and equipment appropriately.

"Every good gift and every perfect present comes from God." James 1:17

E. Display a concern for learning.

1. Remain on task.
2. Allow others to remain on task.

"If you want to be wise, keep the Lord's commandments and He will give you wisdom in abundance."
Sirach 1:26

F. Display appropriate social skills.

1. Cope (disagreement, teasing, failure).
2. Display courtesy and tact.
3. Interact with others appropriately.

"Love your neighbor as yourself." Matthew 22:39

G. Display appropriate character.

1. Display positive character.
2. Display productive character.

"Each one as a good manager of God's different gifts must use for the good of others the special gifts he or she had received from God." 1 Peter 4:10

Attachment C - KINDERGARTEN PROGRESSIVE CONSEQUENCES

Developing Student Ownership and Responsibility

1. Warning with an interaction.
2. Time out.
3. Teacher calls parents.
4. Meeting (child) with principal.
5. Meeting – parents, teacher, student, and/or principal.

Severe clause = Move to steps 4 or 5

GRADE 1 PROGRESSIVE CONSEQUENCES

Developing Student Ownership and Responsibility

1. Warning with an interaction.
2. Time out (5 minutes).
3. Five minutes of time out during recess.
4. Ten minutes of time out in the office.
5. Teacher calls parent.
6. Meeting – parents, teacher, student, and/or principal.
7. Detention.

Severe clause = Moves steps to 4, 5, 6 or 7

GRADE 2 AND GRADE 3 PROGRESSIVE CONSEQUENCES

Developing Student Ownership and Responsibility

1. Warning with an interaction.
2. Final warning.
3. Behavior Improvement Plan (BIP)
 - a. Student orally describes inappropriate behavior.
 - b. Student makes a commitment to improve.
 - c. Student accepts logical consequence.
4. Phone call to parents by teacher.
5. Meeting with the principal.
6. Meeting with parents by teacher.
 - a. Parents, student, teacher and/or principal meet.
 - b. Group behavior plan is developed.
7. Detention – Behavior Plan 2
8. In-School Suspension.
9. Out of School Suspension. (1-5 days)
10. Expulsion.

Severe clause = Move to steps 4, 5, 6, or 7

Attachment C continued - GRADES 4-8 PROGRESSIVE CONSEQUENCES

Developing Student Ownership and Responsibility

1. Warning with an interaction.
2. Interaction after class.
 - A. What student did wrong.
 - B. What is expected.
 - C. What is next consequence.
 - D. Student commitment to improve behavior.
3. Behavior Improvement Plan 1.
 - A. Student describes inappropriate behavior.
 - B. Student makes commitment to improve.
4. Phone call to parents.
 - A. Student must follow the Parent Calling Form.
 - B. Witness signs form.
5. Detention—Behavior Plan 2.
6. Meeting with principal.
7. Meeting with parents.
 - A. Parents, student, teacher, principal meet.
 - B. Group behavior plan is developed.
8. In-school suspension. (ISS)
9. Out of school suspension (OSS) – 1-5 days.
10. Expulsion.

Severe clause =Move to steps 4, 5, or 6

BEHAVIOR IMPROVEMENT PLAN 1

Student's Name _____ Class _____
Teacher _____ Date _____
Special Comments: _____

1. What did I do wrong?

2. What should I have done?

3. Why is it important to do what I am supposed to do?

4. How am I going to behave in the future?

5. What will be the benefits of choosing proper behavior?

Student's Signature _____ Date _____
Parent's Signature _____ Date _____

BEHAVIOR IMPROVEMENT PLAN 2

Student's Name _____ Class _____
Teacher _____ Date _____

Special Comments: _____

1. What did I do wrong?

2. What should I have done?

3. Why is it important to do what I am supposed to do?

4. How am I going to behave in the future?

5. What will be the benefits of choosing proper behavior?

Student's Signature: _____ Date: _____

6. What will parents do to help their child succeed?

Parent's Signature: _____ Date: _____

Teacher's Signature (for acceptance): _____

PARENT CALLING FORM

1. Student's Name: _____ Date: _____
2. Teacher's Name: _____ Class: _____
3. Time student left room: _____ Time returned: _____
4. The reason I am calling is: "I

(Student reads teacher's comments and describes checks to parents.)

_____ Not prepared for class

_____ Did not show respect for authority

_____ Did not show respect for others

_____ Did not display a concern for learning

_____ Did not display appropriate social skills

_____ Did not display appropriate character

Because _____

5. If I break another rule I will have a detention.

6. I intend to *(state plan to improve behavior)*

7. Witness

I testify that _____ (student's name) called his/her parents, told them the rules which had been broken and stated a plan for improving behavior in the future.

Witness' signature: _____

8. Student will need to return to the office to call.

Reason _____

Witness' signature: _____

Attachment F - QUINCY CATHOLIC SCHOOLS SPORTS POLICY

(updated June 2018)

The Quincy Catholic Schools Athletic Policy consists of the following:

- a. Before playing, students will have proper medical insurance coverage and the necessary physical exam.
- b. When a student becomes 15 years old, he or she will be ineligible to play on any team.
- c. Students will have competent supervision that is approved by the principal and/or sports director (coach) and equipment will be maintained with safety in mind.
- d. A student cannot be on more than one CYO team at a time and he or she will experience an equal amount of playing time despite his or her ability.
- e. No cheerleading squads of any kind are permitted.
- f. Parents who attend games are expected to exhibit behavior that sets a good example to our children.
- g. All students wishing to play CYO sports must play on their parish school's team unless the school does not have a CYO team for that sport. In that instance, the student will be placed on another CYO team.

INELIGIBILITY:

- a. Conduct, effort, and health are all considerations as to whether a student may participate in CYO, IESA, and other school associated sports activities.
- b. A student will be suspended for an "F" or two "D's" in any core subject. (English, Math, Reading, Religion, Science, Social Studies, and Spelling).
- c. During the sports season (when games begin), students will be suspended on a one-week basis from games and practices. The suspension will begin on Monday and continue through the following Sunday. Grades will be reported to the principal weekly who will in turn contact the parents and coaches.
- d. If a student's best grades, based on effort, are not passing grades, his eligibility to play will be decided by the principal.
- e. All final judgments concerning eligibility rest with the principal.
- f. Athletes who are reported by coaches for not following the rules can be suspended.

The Quincy Catholic Schools Policy is consistent with the Diocesan Athletic Policies of the Handbook of the Catholic Education Policies.

ST. PETER SCHOOL FIELD TRIP PERMISSION FORM

Date _____

Dear Parents,

A group field trip has been scheduled as follows:

Grade: _____ Teacher(s): _____ Date: _____

Destination:

Address:

We will leave school at _____ a.m./p.m. and will return at _____ a.m./p.m.

Transportation by: School Bus Car (we will need drivers)

The cost per student is _____ for _____

Your child needs to bring _____

In order for your child to go on the trip, you must complete the permission slip below and return to school by_____.

Thank you for your cooperation.

Sincerely,

_____ Yes, I request that the school allow my child, _____, to
go on the field trip to _____ on _____.

No, _____ may not participate.

I have read the information and release St. Peter School and any and all of its employees from any and all liability and waive any claims against them.

Parent's Signature: _____ Date: _____

If drivers are needed and you would like to volunteer, please check below and fill out the needed information. You will be contacted. Drivers assume accident liability. **Please note: To be a volunteer driver parents must have attended “Protecting God’s Children”, be 25 years or older (with the exception of the parent or teacher) and provide a copy of paid auto insurance.**

I will be able to drive and can transport _____ passengers with seat belts.

Automobile Insurance Company: _____

**RELEASE/REQUEST FORM
STANDARD ACTIVITY**

We request that our child _____ be allowed to go on the field trip to _____ with St. Peter School presently scheduled to depart on _____ and to return on _____ because we believe this trip will benefit our child both educationally and spiritually.

We understand that all rules of conduct and standards of behavior, as deemed by St. Peter School will apply to this trip and we have discussed these with our child. In consideration for making the arrangements for this trip, we hereby release and save harmless St. Peter School and all its employees from any and all liability arising to my child as a result of this trip.

Our child has been informed that he/she is to abide by the rules and regulations including the directions and instructions from the school's administrators, instructors, and supervisors as imposed on students while participating in the program or activities. This shall include his/her participation in the planning and information sessions and meeting all the prerequisites prior to his/her participation in the activity or program.

In the event that our child fails to abide by the rules and regulations imposed on the student while participating in the program or activities, disciplinary action may either require that he/she not participate in the program or activity, or that I will be contacted to have him/her picked up or transported home at my own expense.

We also understand that it may not be financially feasible for St. Peter School to provide transportation for all those who are going on this trip. Therefore, we understand that some participants may be traveling by bus or by privately owned vehicles. With this knowledge, we hereby consent to our child traveling to, from, and during this trip in either of these manners.

We further understand that St. Peter School is not responsible for any damages or accidents that may result from our child's actions or the actions of the others. To the greatest extent possible, we release St. Peter School and the Diocese of Springfield in Illinois, and all those acting on their behalf, from all liability for damages to or caused by our child as a result of this trip and we agree to indemnify them for any such damages.

In the event of an emergency, we hereby grant permission to the adults supervising the program or activity, or any licensed hospital or physician, to authorize immediate emergency medical treatment for our child. Additionally, we give permission to transport our child for emergency medical treatment. We wish to be advised prior to any further treatment by the hospital or doctor.

Emergency Contact/Medical Information: (Please Print)

Father/Guardian _____ Daytime Phone: (____) _____

Mother/Guardian _____ Daytime Phone: (____) _____

Address: _____ HomePhone: (____) _____

Other Contact Person: _____ Phone: (____) _____

Medical Insurance Company: _____

Company Address: _____ Policy# _____

Medical _____ Conditions/Allergies _____

Family Doctor: _____ **Phone:** (____) _____

We hereby give our consent for photographs of our child to be taken and released.

Signature of parent/guardian: _____ Date: _____

Signature of parent/guardian: _____ Date: _____

RELEASE / REQUEST FORM - HAZARDOUS ACTIVITY

We request that our child _____ be allowed to go on the field trip to _____ with _____ (hereafter the "Organization") presently scheduled to depart on _____ and to return on _____

because we believe this trip will benefit our child both educationally and spiritually.

We understand that all rules of conduct and standards of behavior, as deemed by the Organization will apply to this trip and we have discussed these with our child. In consideration for making the arrangements for this trip, we hereby release and save harmless the Organization and all its employees from any and all liability arising to my child as a result of this trip.

Our child has been informed that he/she is to abide by the rules and regulations including the directions and instructions from the school's administrators, instructors, and supervisors as imposed on students while participating in the program or activities. This shall include his/her participation in the planning and information sessions and meeting all the prerequisites prior to his/her participation in the activity or program.

In the event that our child fails to abide by the rules and regulations imposed on the student while participating in the program or activities, disciplinary action may either require that he/she not participate in the program or activity, or that I will be contacted to have him/her picked up or transported home at my own expense.

We also understand that it may not be financially feasible for the Organization to provide transportation for all those who are going on this field trip. Therefore, we understand that some participants may be traveling by bus or by privately owned vehicles. With this knowledge, we hereby consent to our child traveling to, from, and during this trip in either of these manners.

We freely and voluntarily assume the risks and hazards are inherent in the nature of the program or activity and understand and acknowledge to the Organization that our child, as a participant, may suffer personal and potentially serious injury or death due to an unforeseeable event. We fully understand that differences in height, weight, age, and skill, as well as the types and condition of any equipment used, also affect the dangerousness of these activities. We also acknowledge that we as parents/guardians are in the best position to know these things about our child. With this knowledge, we hereby consent to our child engaging in these activities.

We further understand that the Organization is not responsible for any damages or accidents that may result from our child's actions or the actions of others. To the greatest extent possible, we release the Organization and the Diocese of Springfield in Illinois, and all those acting on their behalf, from all liability for damages to or caused by our child as a result of this trip and we agree to indemnify them for any such damages.

In the event of an emergency, we hereby grant permission to the adults supervising the program or activity, or any licensed hospital or physician, to authorize immediate emergency medical treatment for our child. Additionally we give permission to transport our child for emergency medical treatment. We wish to be advised prior to any further treatment by the hospital or doctor.

Emergency Contact / Medical Information: (Please Print)

Father/Guardian: _____ Daytime Phone: () _____
Mother/Guardian: _____ Daytime Phone: () _____
Address: _____ Home Phone: () _____

Other Contact Person: _____ Phone: () _____
Medical Insurance Company: _____

Company Address: _____ Policy Number: _____
Medical Conditions/Allergies: _____

Family Doctor: _____ Phone: () _____

We hereby also give our consent for photographs of our child to be taken and released.

Signature of parent/guardian: _____ Date: _____
Signature of parent/guardian: _____ Date: _____

Dress Code Communication
(Notice of Dress Code Violation)

Date: _____

Student's Name: _____ Grade _____

Date of Occurrence: _____ Notice Given By: _____

____ Clothing is too short in length.

____ jumper ____ shorts ____ skirt ____ skort ____ slacks ____ top/blouse ____
other

____ Clothing is too tight in fit.

____ jumper ____ shorts ____ skirt ____ skort ____ slacks ____ top/blouse ____
other

____ Clothing is the wrong color.

____ jumper ____ shorts ____ skirt ____ skort ____ slacks ____ top/blouse
____ sweater/sweater vest ____ other

____ Untucked shirt

____ Other:

Comments: _____

For questions regarding the school dress code, see your SPS school handbook.

Parents please sign and return this form by _____.

Date

Parent's Signature: _____

*Grades K-8 Note: **Parents will be called to bring appropriate clothing to their child.** The fifth and each subsequent violation will result in a detention. Students who repeatedly violate the dress code policy, will be denied participation in the next out-of-dress code or non-dress code day.*



Parents and Students As Partners

We, at St. Peter School, believe that we work in partnership with you, the parent, as together we educate your children. We believe as the primary educator of your children, it is your responsibility to be the role model for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically.

We as a Family Believe:

- Your personal relationship with God, each other, and the Church community will affect the way that your child relates to God and to other people.
- Ideals taught in the school are rooted in the child when they are fostered by the example of good Catholic/Christian morals in your family life.
- During the formative years (Preschool-Grade 8), your child needs constant support from both parents and faculty to reach their potential.
- Parents and teachers must support each other as partners in the educational process. Allowing oneself to be caught between the student and the other partner will not have positive results. To divide authority between the school and home will only teach disrespect of all authority.
- At times students lose focus and when that occurs, students need understanding and discipline. Children may perceive this discipline as restrictive, however, it is this discipline that provides young persons with both security and guidance.
- It is essential that students take responsibility for grades he/she has earned and for homework, long-term assignments, major tests, and all other assignments. This responsibility also extends to times of absence.

Let us begin this year with a commitment to a partnership as we support one another in helping your child become the best person he/she is capable of becoming.

Please return the attached Agreement to Abide by the Handbook to verify that you have read and discussed this with your family by signing the form and sending it to Mrs. Hutson in the school office.

Thank you.

Cindy Venvertloh, Principal

Attachment J -Illinois Elementary School Association Handbook

Quincy Catholic Elementary Schools (QCES) is a coop of Blessed Sacrament School, St. Dominic School, St. Francis School and St. Peter School. The QCES abides by the IESA Handbook (which can be found on the IESA website)

TEAM FORMATION: Because of the various requirements, some activities can only accommodate a specific number of participants. In this case, tryouts will be held for the number of participants to fill the team. Therefore, some students may not be chosen to participate in that particular activity. Tryouts will be held according to the IESA calendar.

All participants in athletic activities must have a sports physical on file within the school year of participation.

CONDUCT AND DISCIPLINE: Those students who are participating in IESA activities are not only representing themselves but also the QCES and our community as well. Therefore, QCES students must present a good image by appearance and behavior.

The programs under the IESA will be conducted in an atmosphere which demonstrates respect for self and other, which sponsors good sportsmanship, and which values fun and enjoyment of sport participation.

Misbehavior During Contests:

Participants found to be in gross violation of the ethics of competition or the principles of good sportsmanship, may be barred from inter-scholastic extracurricular contests, either as a participant or spectator or both.

Any other person(s) who is found to be in gross violation of the ethics of competition or principles of good sportsmanship, may be barred from inter-scholastic extracurricular contests. When a spectator is asked to leave a game for unsportsmanlike conduct he/she must leave the premises immediately and will be suspended for a minimum of three games (including post season). If this should occur during the final game of the season then the suspension will carry over to the next season.

From the IESA Handbook: 2.100

Students participating in interscholastic contests in violation of the By-Laws, or other persons found to be in gross violation of the ethics of competition or the principles of good sportsmanship, may be barred by the Executive Director from interscholastic activities.

No QCES student participating in extracurricular activities shall have possession of, or be using, or be under the influence of drugs (unless prescribed by a physician), marijuana, tobacco (chewing also), or alcoholic beverages or have been arrested and found guilty for any of the above. Such violation will result in automatic removal from any further participation in IESA activities. All alleged violations should be reported to the Principal within a reasonable time after the violation was witnessed or reported. The written statement should include all alleged violations, witnesses and appropriate dates. If a violation occurs during a vacation time, it should be reported as soon as possible after the occurrence.

A student has the right to appeal an accusation of violation by a written appeal to the Pastor and Principal within 48 hours after the decision has been made. Upon receiving a written appeal, the Pastor and Principal will review the case and rule on the matter.

SCHOLASTIC ELIGIBILITY IN IESA ACTIVITIES:

All students participating in IESA activities must be in good standing academically. For all IESA activities academic grades shall be checked weekly to govern eligibility for the following Monday through Saturday. For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year the eligibility check shall begin the week prior to the first contest in the activity.

The eligibility check shall be the same day each week unless school is not in session; then it must be taken on the last day of student attendance that week. Grades are accumulative for the school's grading period.

The principal will inform the student, parents, coaches, and the athletic director by the end of the day on Friday or the last day school is in session that week.

ILLUSTRATIONS FROM THE IESA HANDBOOK REGARDING SCHOLASTIC STANDING:

The following is provided for illustrative purposes only and is neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q: We are in the 5th week of our nine week grading period. During our weekly grade check we discovered that we have a student who is receiving 4 A's and one F in all subjects. Is that student eligible to participate?

A: No. Since grades are cumulative for a grading period and the student is not passing all subjects, the student is ineligible for the following week. When the grade check is taken the following week and if the student is now passing all five subjects, then the student will regain eligibility.

Q: When a student is ineligible for a given week because of grades, may that student participate in practices held during the week of ineligibility?

A: No. This follows the Quincy Catholic Schools Sports policy that a student is suspended from practice and games when ineligible.

Q: My school will be on winter vacation from December 21-January 5. We took a grade eligibility check on Friday, December 20. If we have members of our boys basketball team who are grade ineligible, are they able to play in contests held during break and/or the week of January 6-11?

A: No. Students who were grade ineligible with the last weekly grade check remain ineligible for all contests until the next weekly grade check is conducted. In this particular situation, the student would be ineligible for a total of three weeks---the two weeks during the winter break and the first week that students return to school. Eligibility for the week starting January 13 will depend on grade check taken the week of January 6.

Q: Our teacher's grades are due to the office by 3:00 p.m. each Thursday to determine the grade eligibility for the following week.

One of my teachers reported a failing grade for a student when he turned in grades. On the following Monday, the teacher reported that the student who was failing turned in an extra credit report over the weekend and was now considered passing. Is this student eligible?

A: No. The student is ineligible since he was failing on the day that grades were due to the office. The fact that the extra credit project now makes the student grade eligible will help when the grade check is done the next Thursday, but the student was failing when the grade check was completed and as a result, the student is ineligible for the following week. The grade check must be done on the same day each week and cannot count grades earned or received after the check has been completed.

Situation: A new principal has come to Illinois from another state where scholastic eligibility rules differ from those of the IESA. The principal notes in the IESA rules that a student must be passing all subjects weekly to be scholastically eligible. Not understanding how to determine what "passing per week" means, the principal calls the IESA Office for an explanation. Most important to note is that "passing per week" is determined by measuring a student's performance on a cumulative basis from the beginning of a school's grading period (usually a six or nine-week period) through the date on which the check is made. The check should not reflect only a given school week's scholastic performance; rather it should reflect the student's cumulative performance for the grading period through the date of the check. Schools are expected to conduct this weekly check in some consistent manner convenient to their individual operations. Student eligibility or ineligibility is then affected on the Monday following the date of the check.

For example, consider a school which checks eligibility every Wednesday. Records are processed through the computer and a printout of all students' scholastic standing is given to the athletic director on Thursday. The athletic director's office reviews the list and reports Thursday afternoon to the principal that a student is not passing all subjects as of this check. The principal informs the student and coaches on Friday morning that the student is not passing the required work and is thus ineligible for one week, beginning the following Monday morning. The student may play in contests held that evening or on Saturday, the next day. However, the entire next week, Monday through Saturday, the student is ineligible. The following Wednesday, the process is

repeated. This time, when the report reaches the principal on Thursday afternoon, the student's record shows the student is now passing all subjects on a cumulative basis since the beginning of the grading period. Now, the principal will inform the student and coach on Friday morning that the student will become eligible again the following Monday morning. Please note that the student is not permitted to play on this Friday and Saturday because of last week's failure to meet the grade requirements. A student becoming scholastically ineligible by the weekly eligibility check must remain ineligible for one full calendar week before possibly becoming eligible again.

2.46 In cases where a contest has been postponed or re-scheduled, the current week eligibility shall be used to determine a student's eligibility. For example, a contest is scheduled to be played on Tuesday and because of poor weather, the contest is rescheduled for two weeks later. A student who was grade eligible for the originally scheduled game but is ineligible during the week of the rescheduled game is not eligible. Conversely, a student who was ineligible the week of the originally scheduled game and is grade eligible the week of the rescheduled contest is eligible to play.

MEETINGS, PRACTICE SESSIONS, and ATTENDANCE IN SCHOOL:

Participants should attend each scheduled meeting and practice session.

Exceptions:

Pre-arranged events approved by the particular coach or illness.

Illness: If in school all day, the participant should contact the coach or moderator personally for an excused absence.

Attendance at school:

- The participant is expected to be in school by 10:00 a.m. the day of a contest.
- If a student is absent from school because of illness the day of a contest or practice, he/she may not participate that day.
- If a participant leaves school because of illness during the day of a contest or practice, he/she will not be eligible to participate in the activity that day.
- A student arriving at school late because of illness must be checked in by 10:00 a.m. in order to be eligible to participate that day. Doctor appointments, funerals, and similar circumstances may allow students to participate if they arrive after 10:00 a.m.
- If a participant is absent from school for reasons other than illness the decision of eligibility will be left up to the discretion of the administration.

TRANSPORTATION TO AND FROM ACTIVITIES:

Transportation to and from activities is the responsibility of the parents.

If a bus is used to transport then all team members must ride both to and from the event on the bus.

Attachment K - St. Peter School Network Use and Internet Policy

All use of the network and internet connection shall be consistent with St. Peter School’s mission statement:

The mission of St. Peter School is to assist parents in their role as the primary educators of their children by providing quality education rooted in Catholic values and teachings. Through the programs offered, St. Peter Faculty and Staff strive to challenge each student to reach full potential through spiritual, moral, intellectual, social and physical development so that he/she may become an intelligent, compassionate person who incorporates Catholic Christian values into everyday living.

The use of St. Peter School’s network and internet connection is a privilege, not a right, and inappropriate use will result in loss of privileges, and/or disciplinary action. Access to St. Peter School’s network and internet connection must be for the purpose of education or research only.

You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity
- Unauthorized uploading or downloading of software
- Installing or attempting to install any software on and school or networked computer
- Using another user’s account or password or sharing passwords with others
- Accessing, submitting, posting, publishing or displaying and defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, cyber-bullying, or illegal messages, pictures, or other material
- Using the network while access privileges are suspended or revoked

The failure to agree to the Network Use and Internet Policy will result in the loss of privileges.

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**I HAVE READ AND AGREE TO THE ABOVE CONDITIONS.**

Student Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# St. Peter

## Patron of the Church

### Who is St. Peter?

St. Peter was a brother of St. Andrew and his original name was Simon. These brothers were fishermen of the Sea of Galilee. When Simon was about forty years old, his brother Andrew introduced him to Jesus, our Divine redeemer, who gave him the name of Peter. In time, Jesus told both Peter and Andrew that if they followed him, he would make them fishers of men. St. Peter and St. Andrew became two of the Apostles of Jesus.

St. Peter proved the weakness of human beings by being the one that betrayed Christ during his time on earth by three times denying that he knew Jesus. However, even though he spoke betrayal, St. Peter's heart remained loyal and dedicated to Jesus. Because of his experience with failure, and the compassion and mercy given to him by God, St. Peter showed tenderness and compassion to other sinners.

When Jesus asked his disciples what they thought he was, Peter answered that Jesus was the Son of the living God. Due to his deep faith and devotion, Jesus gave St. Peter the keys to the kingdom of heaven. St. Peter preached about Jesus to many and was the founder of the Church. St. Peter was the first Pope or Vicar of Christ on Earth and was given wonderful power and jurisdiction. St. Peter died in A.D. 65. His feast day is on June 29th.