



2024-2025 Parent/Student Handbook

Msgr. Leo Enlow, Pastor
Mrs. Cindy Venvertloh, Principal
Mrs. Chris Reichert, Assistant Principal
Mrs. Tara Gail, Administrative Assistant
Mrs. Roberta Hutson, Secretary
Mr. Chris Gill, Chief Administrative
Leader Quincy Catholic School

2500 Maine
Quincy, IL 62301
217-223-1120

*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.

2024-2025 St. Peter Faculty & Staff

Principal	Mrs. Cindy Venvertloh	c.venvertloh@cospq.org
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2 nd Grade – 2S	Mrs. Becky McCutchen	b.mccutchen@cospq.org
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5 th Grade – 5W	Mrs. Michelle Haskins	m.haskins@cospq.org
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Paraeducator PS4	Mrs. Michelle Meyer	
Paraeducator KN	Mrs. Susan Ohnemus	
Paraeducator KS	Miss Paige Houston	
Paraeducator 1E	Mrs. Donna Lamkin	
Paraeducator 1W	Mrs. Terri Many	
Paraeducator	Mrs. Jamie Robnett	
Paraeducator	Mrs. Lisa Goughnour	
Paraeducator	Miss Denise Goehl	
Paraeducator	Mrs. Arlene Hendren	
Paraeducator	Mrs. Connie Schrage	
Paraeducator 7 th /8 th	Mrs. Amy Halter	
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Parish Nurse	Mrs. Rebecca Knuffman	parishnurse@cospq.org
Chief Administrative Leader – QCS	Dr. Chris Gill	dcgill@quincycatholicschools.org

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.

Timeline:

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 - groundbreaking 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.

In March of 2020, the students did not return to school following Spring Break on the 23rd. The Governor instituted the stay-at-home order due to the Covid-19 pandemic. Students and staff ended the 4th quarter by participating in distance learning. Several dates were scheduled for parents to pick up packets to continue their education as well as to learn virtually using their iPads under teacher direction.

The Covid-19 pandemic continued for the 2020-2021 school year. Many adjustments and precautions were put in place in order for in person learning to occur. Parents had the option to send their children in person or to learn remotely. This was known as *the year of the masks* but we made it through the year successfully. We only had to implement distance learning for the whole school for 7 days due to the school office personnel being quarantined.

During the summer of 2021 new flooring was laid in the gym lobby as well as the four-year old preschool.

Additionally, a tribute was made to honor Fr. Tolton. The Fr. Tolton statue was moved away from the front of the school to an area near the southwest side of the Church. The story of Fr. Tolton was displayed in the form of marble plates on the wall leading from the school to the basement of the church.

STEM LAB – began 2021-2022 School Year.

In the spring of 2022, due to the great number of incoming kindergarten age students who were parishioners, the decision was made to create a third kindergarten classroom (Kindergarten West). Mrs. Emily Riese was hired as a new kindergarten teacher. Over the summer the library was moved to the basement of the church into the Maria Goretti room. Kindergarten West was placed in the main building where the library was previously located.

Additionally, parking lots were sealed and restriped.

Longtime employee, Sara Bradfield – administrative assistant, retired after 30 years of service to St. Peter School at the close of the 2021-2022 school year.

The 2022-2023 School Year presented many opportunities for the St. Peter School family to support one another through various challenges of unforeseen events, tragedies, health concerns, house fires, etc. Through God's grace we came together as a school family and parish to support one another during the most difficult of times.

A "House System" was implemented consisting of 10 houses identified by saint names. Each house consists of students in grades kindergarten through eighth grade. Students will remain in their house upon their graduation or last year of attendance.

SUMMER 2023 – During the summer of 2023 several classrooms received new Smart Projectors to replace old Smart boards. Additionally, upgrades to our school and church security were made.

School Year 2024 – The capital campaign kicked off for the building of a cafeteria and additional classrooms that will be located between Seton Hall and the main school building. Construction may begin in 2026.

Fr. Leo was scheduled to retire in May of 2024 but due to the building project Bishop Paprocki allowed for him to remain.

The school gym floor was removed and replaced with a wooden floor over the summer. Completion of the floor is expected after Labor Day of 2024. An improved sound system is also expected in the hopes to improve the system.

Talks continue with a Long Range Plan for the future of the Catholic Schools.

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-two 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.

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.

MISSION & EDUCATIONAL PHILOSOPHY

Mission

The mission of the Quincy Catholic Schools System is to form the next generation of Catholic disciples of Christ, in communion with families and parishes, through spiritual growth and academic excellence.

Vision Statement

The vision of Quincy Catholic Schools is to be the best moral and academic institution we can be, inspired by our divine mission, to educate all students through the foundation of our Catholic faith.

A. Philosophy Statement

1. **We are inspired by a divine mission.** Jesus Christ is our foundation. Our education brings students His transforming love and truth.
2. **We model a Catholic community.** We partner with parents to form their children for true freedom through faith and commitment. Therefore, we look to the Holy Eucharist as “the source and summit” of our communal life.
3. **We bring an encounter with Christ.** In addition to Mass, Confession, and Adoration we make the Sacraments a reality that students learn to value for life.
4. **We form the human person.** Students are physical, intellectual, and spiritual beings created in the image and likeness of God, redeemed by Christ, and destined for eternal life.
5. **We have a Christian worldview.** Culture, history, and human wisdom meet divine wisdom in our liberal arts curriculum, preparing students for life in society and seeing the world through the eyes of Christ.

ADMISSION & ATTENDANCE POLICIES

ADMISSIONS

Non-Discrimination Policy

St. Peter Catholic School admits students of any race, color, sex, or 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 based on race, color, sex, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships, loan programs, athletics, or school-administered programs. Our schools do reserve all their rights as religious entities in accord with the teachings of the Catholic Church, the protections of the First Amendment of the U.S. Constitution, and the Illinois Religious Freedom Restoration Act 775 ILCS 35/.

The pastor and school administration will ensure that these policies are followed. Concerns will be addressed through the Grievance Procedure listed in the Discipline and Conduct section of this handbook.

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.

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.

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

Transfer Students

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.

Gender Identity

Students and their parents are expected to live virtuous lives guided by Gospel values and the teaching of the Church as described in the Family School Agreement (BK3:404.1). Students shall conduct themselves in accord with their biological sex at all times.

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. 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.

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.

Excessive tardiness is 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:

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall ensure that the child attends school during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall ensure that the child attends school during the entire time school is in session.

Daily attendance is **required** for each 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:

There are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school administration, circumstances that cause reasonable concern to the parent or guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS (gr 6-12 only), or other reason as approved by the building principal. Students

eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent or guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The school administration, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent or guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence and will presume that an absence is unexcused unless families present the school office with documentation indicating otherwise.

In the event of any absence, the student's parent or guardian is required to call the school at **217-223-1120** between 7:45 and 8:30 a.m. to explain the reason for the absence. If a call has not been made to the school by **8:30 a.m.** on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

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.

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 or event
- Medical appointment for students
- Civil court appearance

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

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that schools are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies. Schools should also make resources available to families such as those provided through the State Board of Education's Family Engagement Framework to support and engage students and their families. These resources are meant to foster heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions. The school uses the following diagnostic procedures for identifying the causes of unexcused student absences: interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include parent conferences, student counseling, family counseling, and information about existing community services.

Truancy

Student attendance is critical to the learning process. Truancy is, therefore, a crucial issue and will be dealt with in a serious manner by the school. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants (This equates to 9 or more days of unexcused absences). Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

MAKE-UP WORK

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.

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.

ACADEMICS & RECORDS

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.

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 to prevent damage. Books should be brought to school in a book bag to protect them from the weather.

Catholic Instruction

Catholic School is deeply committed to helping students see and understand the ways in which faith and reason complement and reinforce one another in the life of the virtuous man or woman. This motivation

animates our rigorous academic curriculum and is at the heart of our earnest efforts to shape the character and cultivate the spiritual life of our students. For this reason, St. Peter Catholic School provides regular activities and lessons focused on worship and praise of God, spiritual reflection, catechesis, and service to the wider parish and regional community. The aim of these endeavors is to encourage every student to become his or her noblest and best self.

Each Catholic school in the diocese must provide daily instruction in the Catholic faith for every student. Liturgical celebrations (especially Mass and Reconciliation), in accordance with approved liturgical norms, and service opportunities shall be an integral part of the catechetical program, and all students shall participate as appropriate.

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.

FIELD TRIPS

Field trips are an extension of the learning process. The school administration shall authorize only those field trips that are appropriate educational or catechetical experiences. Field trips are a privilege for students, not a right. Students must abide by all school policies during transportation and participation in all field trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Furthermore, children, adolescents, and accompanying adults attending field trips or other parish sponsored trips shall be informed that participation in such events requires that they adhere to a code of behavior. This code of behavior, which applies to both minors and accompanying adults attending said functions, is as follows:

1. Each person will respect his or her individual dignity, self-worth, and value in God's eyes.
2. Each person will respect the dignity, self-worth, and value in God's eyes of other persons.
3. Each person will respect the physical property and possessions of other persons and institutions.
4. Each person has a duty to report violations of the conduct code.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent or guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

On field trips there shall be an adequate number of adult chaperones (age 21 or older) for students, and

all chaperones must abide by the Policy on Working with Minors for the Diocese of Springfield in Illinois. An acceptable ratio of chaperones is 1 adult (age 21 or older) for every 8 students, but the number of chaperones depends on the age of the children and the nature of the event.

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.

Please note: All persons who volunteer to drive or supervise for a field trip must have completed the Safe Environment training (previously 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.

GRADING, PROMOTION, and RETENTION

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. For questions regarding grades, please contact the classroom teacher.

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		

Promotion and Retention: The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests, and other assessments. A student will not be promoted based upon age or any other social reason not related to academic performance. 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 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. (Parents will be assessed graduation fees close to the end of the school year for graduation gowns & expenses.)

HOMework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe (please see Absences policy).

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.

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 began during the 2018-2019 school year. Students

in 2nd grade will receive the sacrament of reconciliation from this point forward and students in 3rd grade will receive the sacraments of First Communion and Confirmation. All 3rd grade students will receive the sacraments of First Communion and Confirmation in Springfield, Illinois.

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.

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.

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents or guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

- 1. The right to inspect and copy the student's education records within 10 business days of the day the school receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent or guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent or guardian or student of the time and place where the records may be inspected. In certain circumstances, the school may request an additional 5 business days in which to grant access. The school charges \$.35 per page for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

- 2. The right to request the amendment of the student's education records that the parent or guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent or guardian or eligible student may ask the school to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent or guardian or eligible student wants changed and the specific reason a

change is being sought.

If the school decides not to amend the record, the school will notify the parent or guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or guardian or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent or guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the school discloses education records without consent to officials of another school in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents or guardians or eligible student will receive prior written notice of the nature and substance of the information, and have an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent or guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent or guardian or to the student if the student has succeeded to the rights of the parent or guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information.

Throughout the school year, the school may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent or guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sports or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent or guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

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.

Non-Custodial Parents

The school respects the right of non-custodial parents to be involved in the education of their children. In the absence of a court order and with due provision to State law, what is said in these policies applies to any parent or legal guardian, whether or not the student lives with the parent. 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.

Transfer of Records

Certified copies of transfer students' records are requested within 14 days of enrollment. When a student transfers to another school or graduates, a duplicate copy of the student's cumulative permanent file will be sent within ten days to the receiving school upon request.

Standardized Testing

Students and parents or guardians should be aware that the school requires students to take certain standardized tests, including the following: MAP testing will be administered to students two times per year. (Fall & Spring) Test results are used for diagnostic purposes. Additionally, a Religious Assessment will take place during the first two weeks in February for grades 5 and 8.

Parents or guardians are encouraged to cooperate in preparing students for standardized testing because the quality of the education the school can provide is partially demonstrated through the school's ability to prove its success through standardized tests. Parents or guardians can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep during the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

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), Quanaada, Quincy Catholic Charities and other organizations, and making cards for residents of local nursing homes.

BUILDING OPERATIONS

Arrival Procedures, Dismissal, and Parking Instructions

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)

DROP OFF AND PICK UP PROCEDURE – refer to Drop Off and Pick Up procedure (Attachment L, p.62)

Arrival: Parents and guardians bringing their children to school should enter the parking lot through the west entrance on Maine Street. A double line should form with cars pulling all the way up to 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 2:45. If you do not arrive at school by 2:45 you must park in the parking area closest to Maine Street. Barricades and/or orange cones will be in place blocking entrances to parking areas.
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 and turn right onto Maine near Church. We encourage everyone to always turn right due to the high volume of traffic.
5. Please inform anyone picking up your children of these rules.

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. 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

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 (217-224-5910) 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 regard 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 reasons. 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 AND TEACHER.**

ASBESTOS MANAGEMENT PLAN

St. Peter Catholic School has an Asbestos Management Plan, which is on file in the school office and is available during normal business hours in accordance with federal regulations. Asbestos is present in the school but contained, according to regulations.

Building and Grounds Access Policy

Purpose of the Policy

The church, school building, and rectory along with associated grounds are an integral portion of the many facets of the parish community. The purpose of this Building and Grounds Access Policy is to establish appropriate measures and guidelines to maintain the security and safety of the children attending St. Peter School while respecting the use of the church by parishioners and visitors. The multi-use nature of parish facilities and grounds necessitates a continuing effort by the parish, school administration, faculty members, parents, and parishioners to provide appropriate access to the various facilities while protecting the school children during the school year. All use of facilities will follow the diocesan policy book 5§800 *Diocesan, Parish, School, and Agency Facilities Use*.

VISITORS

Access to and Security of the School Building

On all school days provided by the academic calendar, the St. Peter School building shall be available for authorized access by parents and authorized visitors from **7:50 a.m.** until thirty (30) minutes past the scheduled dismissal time. All parents and visitors to the school building must report to the school office for access during this period. Any parent or visitor to the school building shall obtain a badge, which shall be worn while in the school building and shall be returned to the school office upon leaving the school. Entry to the school building shall be through the front door of the school off the parking lot.

Access to and Security of the School Grounds

On all school days provided by the academic calendar, St. Peter School grounds, including the school gymnasium, shall be available for authorized access by students, parents, faculty members, and authorized visitors from **7:50 a.m.** until thirty (30) minutes past the scheduled dismissal time. Except for children enrolled in a before-school or after-school supplemental program, participants in school-sponsored extracurricular activities, or students engaged in other authorized school activities, no child shall be left unsupervised by a parent. Assigned faculty members shall be available from **7:50 a.m.** until the commencement of class and from the scheduled dismissal time until the completion of the dismissal process to supervise children present in the playground area at the rear of the school. Those faculty members assigned shall station themselves so that all areas of the playground and the area between the Church and school building are observable by at least one faculty member.

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.

Access to School Classrooms during Instructional Periods

No parents or visitors shall be permitted in classrooms during instructional periods except as provided in this paragraph. Parents wishing to observe classroom instruction shall arrange a mutually convenient time and date with the classroom teacher. After such arrangements, the parents shall advise the school office of the arrangements for observation. The principal may make such additional rules and policies regarding parental observation as he or she deems necessary to maintain the normal educational process.

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.

Parents and authorized caregivers may be allowed access to classrooms for the purpose of picking up an ill child or one leaving school at other than the normal dismissal time. In all such cases, the adults picking up the child will report first to the school office upon arriving to campus.

Parishioners on School Grounds during School Hours

Parishioners who are not parents of currently enrolled school children are requested to avoid the school building and playground area during, before, and after school, during lunch hours, and during recess periods. The entrances to the rectory and church are available during these periods for access to those facilities. Parking for both the rectory and Church is available at the main parking lot closest to Maine Street and the far east parking lot near the rectory.

Removal of Unauthorized Persons from School Grounds and Building

Faculty and staff members of the school are authorized to request any person who is not a parent or authorized visitor to the school facilities to leave the premises. In the event that any person fails to comply with such a request, the faculty or staff member shall inform the principal who shall determine what additional action is necessary or appropriate to obtain compliance with the request. Any person who fails to comply with a request of the principal or the pastor to leave the school premises shall be considered a trespasser and may be subject to arrest.

DAILY SCHEDULE – Monday-Friday

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
10:55-11:20	Lunch for Grades K, 1, & 2
11:20-11:40	Recess for Grades K, 1, & 2
11:35-12:00	Lunch for Grades 3, 4, & 5
12:00-12:20	Recess for Grades 3, 4, & 5
12:15-12:40	Lunch for Grades 6, 7, & 8
12:40-1:00	Recess for Grades 6, 7, & 8
1:40-1:55	Recess for Grades K, 1, 2 & 3
2:40	Announcements/Prayer
2:45	Daycare Children dismissed.
2:47	Preschool, Kindergarten and Bus Riders released
2:49	Grades 1-8 dismissed
2:50	Car Riders/Walkers dismissed

Emergency School Closings

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 (Parent Alert) 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...”

Buses will be running on days when we dismiss early due to weather. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. On such days, all extra-curricular activities such as CYO sports and PMO Band will be canceled. Additionally, if the school dismisses early for an emergency, all after-school functions are automatically 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.

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.

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 and acceptable condition, the money will be refunded. 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.

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 student ID card. The bar code is identified with each child. We utilize the lunch room program on FACTS SIS so that parents may view their child's lunch account. Viewing lunch accounts on the Family Portal will let parents know the balance or if lunch money is needed. Please be responsible to see that your child's lunch money is paid and is kept up to date. However, children will not be denied the opportunity to eat lunch.

The student ID card will be left in the classroom to assure that they are kept track of. In the event that a Student ID card should be lost or destroyed there will be a replacement cost of a new student ID card. Student ID cards will be scanned during the lunch period. The scanning of the Student ID card 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. Kristi Smith, Business Manager, at 217-222-3155.

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: \$3.25 per child per day. (Students in grades 6-8 have the option to purchase a second lunch for an additional \$3.25.) According to the Hot Lunch State guidelines, if a child receives free or reduced lunch, there will be a charge for a second lunch.) There is a 35-cent charge for an additional milk or for a milk purchase with cold 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%.

Expectations for Paying Hot Lunch

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

PLEASE NOTE: Lunch money is paid through the FACTS portal. Funds are deducted when a child eats lunch. Notification is emailed when funds need to be replenished.

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

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. Student ID cards will be scanned at the end of the serving lines and trays will be checked to ensure 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 Student ID card. The amount will be deducted from the family's 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.

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.

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 the beginning of the school year.

VOLUNTEERS

All parents, coaches, and new volunteers must complete a new adult awareness training program through Catholic Mutual Group online. (Safe Environment Training.) This virtual training allows volunteers to watch the training at a time and place that best suits their schedule. Volunteers who have previously completed Protecting God's Children training will not need to undergo the new virtual training program.

Treats and Snacks (Birthday Celebrations etc.)

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. Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store-bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Acceptable treats and snacks do not require refrigeration and have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with good nutritional value.

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.)

DISCIPLINE & CONDUCT

Dignity and Respect

Enrollment at St. Peter School is not a right, but a privilege that is extended to families who have pledged to be and who are working as cooperative partners with the school, especially in the key areas of academics and discipline. Parental failure to consistently cooperate with and treat school personnel with courtesy and respect may result in the reconsideration of a student's enrollment status. We acknowledge that we are not the school for all families; we reserve and exercise the right to ask families to leave, if circumstances warrant, according to our understanding of these policies and expectations as outlined in this Handbook.

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.

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.

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.

Building Conduct

The following actions and attitudes should characterize everyone studying at St. Peter School, and failure to abide by the expectations may result in discipline:

- 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
- *Students arrive at school in the appropriate full and clean uniform. A student’s personal presentation should reflect respect for others as well as respect for himself or herself.*
- *Students should be at their desks with all books and materials ready before the bell rings. Students are not permitted to leave the room during class without permission.*
- *When the student has a question to bring to the class, he or she should raise his or her hand and wait until the teacher gives permission to speak.*
- *Students should keep classrooms and personal belongings orderly and clean. At the end of each class, the student is responsible for keeping the area around his or her desk tidy.*
- *Students are expected to act appropriately during class changes, both in the school buildings and across campus. Student conduct in the corridors will be appropriate and quiet. Students must walk—not run—to and from class.*
- *All students are expected to greet priests, school staff, parents, visitors, and fellow students politely and courteously.*
- *At lunch or at recreational periods, each student is expected to act in a controlled and respectful manner while using the areas designated by school staff. Students are expected to keep the grounds neat and litter free.*
- *Each student should respect others and their property as the student would want to be respected.*
- *Personal belongings should be kept in good form. Uniform items, books, binders, folders, jackets, and backpacks must be free of any inappropriate writing or decoration.*
- *Standard cafeteria norms are to be practiced at all times according to the directives given by school staff. Good table manners, proper dining etiquette, orderly and quiet cafeteria lines, cleaning up after oneself, and leaving the dining room clean make for a pleasant dining experience for all.*
- *When participating in school activities like playing on a team, participating in an academic competition, or performing in a choral activity, students should be considerate of others and always participate to the best of their ability. Every student is to practice good sportsmanship, encourage others, and refrain from complaining, criticizing, or being disrespectful in any way.*
- *Food and beverages are to be consumed only in the cafeteria unless directed otherwise by the teacher (younger students typically have snack time in class). The only exception permitted to this policy is that students may, to ensure adequate hydration during the day, bring a see through water bottle to school, if it is shatter-proof (i.e., not glass) and has a threaded, non-spill cap. Nothing other than water is to be brought in the container. Chewing gum is not permitted during the academic day.*

- **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.

Prohibited Student Conduct

Enrollment at St. Peter School is a pledge that all students and parents will partner with the faculty and administration to forge a culture that results in all members being consistently treated with dignity and respect as made in the image and likeness of God. For that reason, obscenities, harassment, bullying, intimidation, and other behaviors that are not consistent with living as a disciple of Jesus Christ, will be called out for correction. Parents are expected to support school personnel in addressing these issues and any behavior not consistent with extending the love of Christ to all members of our community.

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.

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.

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.

ASSAULTS ON SCHOOL PERSONNEL

Weapons/Threatening Behavior/Attacks On Personnel

This policy addresses the use of weapons, threatening behavior, threatening words, or actions or words that threaten the health or safety of the students, staff, volunteers, and visitors. All threats against the health or safety of others are not allowed and will be taken literally. Assaults on school personnel will be reported to the authorities as required by state regulations.

Off-handed joking or remarks are inappropriate and will also be taken seriously. The following process will be used to address these serious violations of school policy:

1. A suspension may be appropriate to ensure the health and safety of the students, staff, volunteers, and visitors. The student will remain suspended until the violation has been investigated.
2. The violation will be fully investigated to determine the truthfulness of the allegation or action.
3. The principal will interview the person(s) involved in the presence of at least one observer. In the principal's absence the pastor will fill this role.
4. If deemed appropriate, a conference will be requested with the parent(s) or guardian of the person(s) involved. St. Peter School is mandated by law to report the presence/visibility of a firearm on school premises as well as any attacks on school personnel to law enforcement officials. The principal will notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS).

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

- 1) Using, possessing, distributing, purchasing, selling, or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.

- 2) Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- 3) Using, possessing, distributing, purchasing, selling, or offering for sale:
- a) Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b) Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c) Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d) Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - e) Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f) "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g) Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h) Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
- Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
- 4) Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Firearms and Other Weapons Prohibition section of this Handbook.
- 5) Using or possessing an electronic paging device.
- 6) Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones, and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants

permission or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7) Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

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.

9) **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.

10) Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.

11) Engaging in academic dishonesty, including cheating, plagiarizing, giving or receiving unauthorized help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

a) **Cheating** is morally wrong. Any student found to be cheating may receive a zero for the test or assignment and earn a Progressive Consequence.

b) **Plagiarism** - Students who choose to copy, cut, and paste from a book, internet site, etc. are plagiarizing. This may result in a 0% or a greatly reduced score for the assignment. Students are required to redo the assignment. The grade will remain a 0% or receive partial credit.

12) Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, yelling, screaming, profanity, coercion, threats, intimidation, stalking, harassment, sexual harassment, public humiliation, defamation, slander, theft or destruction of property, retaliation,

hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

13) Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

14) Engaging in teen dating violence.

15) Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property (including any act of vandalism).

16) Entering school property or a school facility without proper authorization.

17) In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

18) Being absent without a recognized excuse.

19) Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

20) Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

21) Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

22) Making an explicit threat on a website against a school employee, a student, or any school-related personnel if the website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the information could be reasonably interpreted as threatening the safety and security of the individual named because of his or her duties or employment status or status as a student inside the school.

23) Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or at a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent or guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

Disciplinary Measures

St. Peter School seeks the integral formation of the whole student. This formation program involves motivating the will to pursue the good and requires, at times, the proper correction of that will when it goes astray. St. Peter School has established disciplinary norms and a code of conduct that aim to help students form themselves as well as assist the school in creating a safe, orderly, and positive atmosphere. As part of this process of formation, students are taught that poor choices result in consequences and that they must accept responsibility for their own behavior. Depending on the seriousness of the infraction, a range of disciplinary measures may be applied. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents or guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal of the student from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. Detention - Before or after-school study or detention, provided the student's parent or guardian has been notified.
7. In-school suspension.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges (if applicable).
11. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities. An expelled student is prohibited from being on school grounds.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the school and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and properly address the disruption is a suspension or expulsion.

Detention

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)
- 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
- throwing snowballs or any objects which could cause physical injury

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).

Suspension

A student in the Catholic school shall not be suspended by the principal until there has been a conference with the parent(s) or legal guardian. The period of suspension may not exceed five (5) school days. The date of the suspension and a summation of the parent conference shall be kept on file.

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.

Expulsion

The expulsion of a student from a catechetical program is so serious that it should be invoked rarely and then only as a last resort. The catechetical administrator shall use reasonable means to discover the cause of the problem and should exhaust all appropriate remedies such as conference with parents or referral to a guidance clinic, physician, or the pastor, parochial administrator, or priest moderator. Situations meriting expulsion are published in the Handbook above (please see Conduct section). Serious violations which may result in expulsion include, but are not limited to, the following:

1. *A student engages in delinquency or immorality, which would merit criminal punishment or constitute a menace or danger to other persons.*
2. *A student engages in such chronic or incorrigible behavior, as defined in the Conduct and Discipline policy, which undermines classroom discipline and impedes the progress of the entire class.*

When all other means have failed and expulsion is being considered, the following procedures are to be observed:

1. *The student is to be suspended for a period not to exceed one week.*
2. *The parents of the student are to be granted a conference with the pastor and principal in the hope that a solution to the problem will be found which will forestall the necessity of expulsion.*
3. *The pastor, in consultation with the principal, is to make the final decision and to communicate this decision to the parents. If expulsion is necessary, he will also help them make arrangements for the further education of their child.*
4. *If the pastor decides to expel the student from school, charity would suggest that some help be given to the family in finding another Catholic school, if possible, that would accept the student on a probationary basis.*
5. *If expulsion is necessary, the date of withdrawal and the word "misconduct" are sufficient for the permanent records. (At the discretion of the school, if the reason for expulsion is for possession of a weapon as defined in the Gun Free Schools Act, related to the possession or distribution of a controlled substance, or battery of a staff member or a fellow student, said reason(s) can be specifically indicated on a transfer record).*

Bullying, Intimidation, and Harassment

Because St. Peter School is committed to maintaining a culture characterized by charity, civility, and respect for the human person, all forms of bullying—including cyberbullying—will be addressed swiftly. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, actual or potential marital or parental status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage, blog, or vlog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates or is intended to create any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates or is intended to create any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents or guardians, who has information about actual or threatened bullying is encouraged to report it to the school office or any staff member. Anonymous reports are also accepted by phone call or in writing.

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Conflict Resolution

The faculty, administration, and school counselor teach and support peaceful and non-violent conflict resolution. Students are not to utilize violent, threatening, or bullying behaviors to resolve conflicts. If a conflict arises, the faculty and administration will handle the situation as appropriate, utilizing the necessary conflict resolution skills. The school counselor may also assist with situations as appropriate. Parent or

guardian contact will be made as necessary.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Firearms and Other Weapons Prohibition

A student who is determined to have brought one of the following objects to school, to any school-sponsored activity or event, or to any activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one year:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.

(2) A knife, brass knuckles, or other knuckle weapon regardless of its composition, a “billy” club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above.

The expulsion requirement or period may be modified by the school administration or pastor on a case-by-case basis.

Firearms, Drugs, Battery, and Student Information Reporting System

St. Peter School will report any qualifying incident to the appropriate authorities within a timely manner. The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel, and the chief school administrator shall notify the Illinois State Police within 3 days of each incident of battery through the School Incident Reporting System (SIRS).

The chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student’s parent or guardian. The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds. Both types of incidents will also be reported to the Illinois State Police through the School Incident Reporting System (SIRS).

Grievance Procedure

Complaints from students, parents, and other legitimate sources about the operation of the school will be treated courteously (anonymous complaints will not be addressed). In order to help a parent or student resolve a grievance with a teacher, administrator, or the school in general, and to do so in an effective, efficient manner with mutual consultation, it has been established that the following order of people are those to whom the grievance should be brought: 1. The teacher involved; 2. The school principal; 3. The pastor. In fairness to both parties, the principal and/or pastor will meet with all parties involved, document the grievance or complaint, document the answer to the grievance or complaint, document the agreement reached or not reached, and read the report to both parties. If the grievance is not satisfactorily resolved at one level, either party may appeal to the next level, as listed above. The pastor’s decision will be binding and final on all concerned.

Harassment and Teen Dating Violence Prohibited

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.

Harassment Prohibited

No person, including a school employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The school will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The school shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an

imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Lunch and Cafeteria Rules

During lunch periods students are expected to be kind and respectful to others while following the expectations set forth by the lunch room supervisors. Students are to utilize their time eating, following expected guidelines and cleaning up after themselves.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

School Property Damage

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.

Student Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent or guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

When students become involved with law enforcement officers, the officer shall be requested to confer

with the student when he or she is not under the jurisdiction of the parish or school if this can be arranged. Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent or guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent or guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Student Appearance – Dress Code

The dress code for Quincy Catholic Schools contributes in a very important way to the overall sense of unity as a school community. The dress code enhances the learning atmosphere, adds a sense of pride, and reduces negative competition among students. Our students are expected to wear their uniform in a way that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Modesty in attire is expected for students, and all staff, faculty, and volunteers, supporting any event on St. Peter School property or a school-sponsored activity off campus. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance and/or be subject to discipline. At any time, the principal has the discretion to decide if an item of clothing or a child's appearance does not abide 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 monitoring your child's attire and compliance with this dress code is expected. Many stores and catalogs carry clothing that fits our dress code. Please contact the principal with any questions you may have regarding appropriate school attire for your child.

Everyone

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweatbands, and sunglasses may not be worn in the building during the school day.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- **Haircut, color, appearance, and accessories** should not be a distraction or disruption to the student or others. Extreme hairstyles (i.e. various colors, Mohawks, lengths, etc.) are prohibited.
- **Shoes:** Sandals, flip-flops, backless shoes (including Crocs), and high-heeled shoes are not to be worn to school for safety reasons.
- **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, other marks, etc.
- **Sweaters, sweater vests, St. Peter fleece or dry weave tops with ¼ zipper and crew neck sweatshirts** in the solid colors of red (not maroon), white, light blue, navy blue, or black may be worn over the regular school shirt, provided they are not hooded. No jackets or outerwear

- are to be worn during class. Hooded sweatshirts pose a safety and liability risk to our children.
- Official St. Peter School crew neck sweatshirts may also be worn, provided they are worn over a regular collared school shirt and are not hooded.
- Scouting uniforms may be worn on scout meeting days.
- 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 (no hoop earrings).
- Tattoos** (permanent and temporary) and visible body piercings other than ears are not allowed.
- Smart Watches are not permitted.**
- Grades 5-8 may wear affiliated QCS/IESA sports jerseys/t-shirts on game days. (This does not include ACES)**

Specific Dress Code Policy for Girls

- The 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 “dressy 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. Leggings are not allowed unless worn under a skirt or dress.
- Girls are to wear **blouses, shirts, or turtlenecks** in the *solid* colors of **red** (not maroon), **white, light (powder) blue, navy blue, or black**. 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. Shirts and blouses are to 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.
- Girls may wear **tights/leggings** in the solid colors of **red, white, blue, or black**. Tights and leggings must be covered by a skirt or dress that has a hemline no shorter than three (3) inches above the knee.
- No **make-up** may be worn to school. Modest fingernail polish is allowed. Artificial fingernails are not permitted.
- Girls should not wear decorative scarves.
- Polo style dresses in red, white, navy blue, black or light blue are permitted.

Specific Dress Code Policy for Boys

- 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, leggings, and spandex are not allowed.
- Boys are to wear **shirts** in the solid colors of **red** (not maroon), **white, light (powder) blue, navy blue, or black**. Shirts must have turndown collars, including turtlenecks, 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 are to 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.

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

Communications Form will be sent home, requiring a parent's signature, and the parents may be called to bring appropriate clothing to their child. After three violations, the student will lose the next non-dress code day. 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.

NON-DRESS CODE DAYS

An Non-Dress Code/Out of Dress Code Day is a special event that happens throughout the school year. During those days, students may wear non-dress code tops and bottoms, including jeans that are appropriate for school (no rips, etc.) with proper length and fit as designated in the regular dress code attire. Short shorts (like short athletic style) are not allowed. Leggings are not allowed unless worn under a skirt or dress. Tank tops and shirts with spaghetti straps are not allowed unless worn over 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, sweaters, sweatshirts (not hooded), etc. on Non-Dress Code Days.

Video Monitoring Systems

A video monitoring system is in use in public places on our school campuses. These systems have been put in place to protect students, staff, visitors, and school property. Access to recordings from video security systems shall be restricted to authorized personnel designated by the school administration. Recordings obtained through our security systems shall be considered confidential and shall not be shared or disclosed to unauthorized individuals. Recordings may be shared with law enforcement agencies when required for the investigation of criminal activities or safety-related incidents.

Recordings may become part of a student's disciplinary record if they are directly relevant to a disciplinary investigation or proceeding involving that student. Please see student records in this handbook. If those recordings become part of a disciplinary record, the school is required to store the recording per applicable laws and regulations (15 years).

EXTRACURRICULAR & ATHLETIC ACTIVITIES

Activities Code of Conduct

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Athletic Programs

Any school-sponsored athletic programs shall be part of the school curriculum and shall be subject to policies of the pastor and local school board as well as to the general administrative responsibilities of the principal of the school. Further, school-sponsored athletic programs shall be guided by the general curriculum goals of the school and should in no way detract from the academic and religious goals of the school.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements, have appropriate equipment including properly fitting protective gear, and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant dated within one year of participation. The preferred certificate of physical fitness

is the IHSA's or IESA's "Pre-Participation Physical Examination Form."

2. A permission slip to participate in the specific athletic activity signed by the student's parent or guardian.
3. Proof the student is covered by medical insurance.
4. Signed documentation agreeing to comply with the school's policies and procedures on student athletic concussions and head injuries.

Academic Eligibility

Eligibility for most athletics is also governed by the rules of the Illinois High School Association or Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA or IESA and this Code, the most stringent rule will be enforced.

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor, or coach for justifiable reasons, including 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor, or coach.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is investigating the student's conduct.

The student shall not:

1. Violate the school rules and policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance-enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;

8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatening or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Violating the Code of Conduct

If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

Sanctions for violations other than those related to drugs and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:

- A specified period of time or percentage of performances, activities or competitions;
- The remainder of the season or for the next season; or
- The remainder of the student's school career.

The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee. All students remain subject to all the school's policies and the school's Student and Parent Handbook.

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Clubs

All school clubs must be officially recognized and approved by the principal in order to meet in the school building and to enjoy the privilege of using school facilities. Recognition requires a faculty advisor or school-appointed leader and a list of membership with the administration.

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, and Scouts, 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.

CYO Sports: Boys and girls from 5th-8th grades may participate in the CYO Athletic Program, which consists of volleyball and basketball for the girls and basketball for the boys. (Additional sports such as kick ball and sand volleyball may be offered from year to year.) 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.)

Student Athlete Concussions and Head Injuries

Student-athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois High School Association or Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the school's return-to-play and return-to-learn protocols. The school has a principal-appointed or approved concussion oversight team composed of at least one person who is not a coach.

FINANCIAL MATTERS

TUITION/FINANCES (2024-2025) FOR K-8th grades

2024-2025 Tuition & Fees Schedule

Kindergarten - 8th Grade

Tuition

Families **registered** and **actively participating** in one of the four Quincy Catholic Parishes that sponsor a school (Blessed Sacrament, St. Anthony, St. Francis, or St. Peter):

	Cost to Educate	Parish Subsidy	Cost to Family
One Child	\$6,800	\$3,560	\$3,400
Two Children	\$13,600	\$8,875	\$4,975
Three or more Children	\$20,400 (or more)	\$15,175 (or more)	\$5,500

Catholic families **not actively participating** in their parish or **not registered** in one of the four Quincy Catholic Parishes listed above OR families of another faith:

	Cost to Educate	Parish Subsidy	Cost to Family
One Child	\$6,800	\$2,400	\$4,899
Two Children	\$13,600	\$6,200	\$8,199
Three or more Children	\$20,400 (or more)	\$12,000 (or more)	\$9,249

Resource Fee:

New Families

\$265 per student (Early Bird Discount)

\$415 per student (if paid after May 1, 2024)

Returning Families

\$250 per student (Early Bird Discount)

\$400 (if paid after May 1, 2024)

In order to guarantee a space for your child(ren) - based on enrollment capacity - at any one of the four Catholic elementary schools, the **non-refundable** Resource Fee must be paid by May 1, 2024. Please note current QCES families who still owe tuition and/or fees for the current school year must pay their past due amount by May 31, 2024, in order to enroll their child(ren).

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.

Refund Policy: Tuition refunds are based on a pro-rated formula (Total tuition divided by 4 quarters = cost per quarter). 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.

HEALTH & SAFETY

Anaphylaxis Prevention

While it is not possible for the school to completely eliminate the risks of an anaphylactic emergency, the school maintains comprehensive policies and procedures on anaphylaxis prevention, response, and management in order to reduce these risks and to provide accommodations and proper treatment for anaphylactic reactions. Parent(s) and guardian(s) and students who desire more information or who want a copy of the school's policy may contact the Building Principal.

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.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

- 1) Parents are required to notify the school if they suspect or have knowledge that their child has a communicable disease.
- 2) In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The principal shall follow local procedures for notifying the Department of Public Health when this occurs.
- 3) The school will provide written instructions to the parents and guardian regarding appropriate treatment for the communicable disease.

- 4) A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

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.

Counseling and Guidance

The school provides a guidance and counseling program for students. Students' needs for support services such as counseling and social work are evaluated when any school staff believes consideration is warranted, such as when there are changes in the student body or stresses within the surrounding community. The school's counselors are available to those students who require additional assistance.

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.

Diabetes Care for Students

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents or guardians are responsible for and must:

- 1) Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- 2) Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- 3) Sign the Diabetes Care Plan.
- 4) Grant consent for and authorize designated School representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

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 antibiotics.

Head 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.

Illness or Injury

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.

Immunization and Health, Eye, and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent or guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, empowers the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof empowers the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

- Medical grounds if the student's parent or guardian presents to the building principal a signed statement explaining the objection;
- Religious grounds if the student's parent or guardian presents to the building principal a completed Certificate of Religious Exemption;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parent or guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent or guardian shows an undue burden or a lack of access to a dentist.

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.

It is required that schools offer a student accident insurance plan. The school shall make certain that parent(s) or legal guardian(s) of every student in the school declare(s) in writing that they either do or do not want their child or children to be covered by the student accident insurance. If a student does not take the student accident insurance, the school must require a signed waiver releasing the school and staff of any liability. These signed waivers must be kept on file for all who do not participate in the student accident insurance plan. If a parent does not take the student accident insurance, the parent must show proof of other health insurance coverage. Students without proof of insurance coverage shall not be allowed to attend school.

All parents/guardians can find the Student Accident Insurance that is offered through the school in the online

enrollment packet.

Medication for Students

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent or guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent or guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent or guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent or guardian has completed and signed a School Medication Authorization Form. **Students with asthma should provide the school with a copy of an Asthma Action Plan that has been completed by their physician.**

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment, and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent or guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from administration of medication or a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent or guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The school may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

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.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school administration. Students are required to be silent and comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address an active threat or an active school shooting incident, and a minimum of one (1) bus evacuation drill (if applicable) each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent or guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

Screening Programs:

The state of Illinois requires:

Vision testing each year at our school for our students in 3-Year-Old Preschool, 4-Year-Old Preschool, 2nd and 8th grade.

Hearing testing takes place for, 3-Year-Old Preschool, 4-Year-Old Preschool, and grades K, 1, 2 and 3 as well as student referrals from grades 4, 6, and 7.

Vision and 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.

Sunscreen Products

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration.

Toxic Art Supplies and Required Eye Protection

Toxic art supplies are not used in grades K-6. Art supplies containing toxic substances are not used in grades 7 through 12 unless the materials are properly labeled according to statute. Students, teachers, and visitors are required to wear industrial quality eye care protective devices when participating in or observing chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids, or vocational or industrial arts shops or laboratories involving hot molten metals; milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid metals; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding; repair or service of any vehicle; caustic or explosive materials.

Wellness Policy

St. Peter School follows the Student Wellness Policy of the Diocese of Springfield in Illinois since the school participates in the National School Lunch Program and/or School Breakfast Program. A copy of the policy may be requested from the school office.

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.)

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).

MEDIA, INTERNET, TECHNOLOGY, & PUBLIC RELATIONS

***All students, teachers, and staff are bound to the Diocesan Information Technology, Electronic Communications, and Social Media Policies in addition to school policies.**

Acceptable Use of the School's Electronic Networks

All use of the school's *electronic networks* shall be consistent with the school's mission and the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

The term *electronic networks* includes all the school's technology resources, including, but not limited to:

1. The school's local-area and wide-area networks, including wireless networks (Wi-Fi), school-provided Wi-Fi hotspots, and any school servers or other networking infrastructure;
2. Access to the internet or other online resources via the school's networking infrastructure or to any school-issued online account from any computer or device, regardless of location;
3. School-owned and school-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the school's electronic networks must be: (a) for the purpose of education or research, and be consistent with the school's educational objectives, or (b) for legitimate business use.

Privileges - Use of the school's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by school or diocesan policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his or her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that the school's electronic networks are not private. People who operate school technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via electronic networks to be private property.

No Warranties - The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - By using the school's electronic networks, the user agrees to indemnify the school for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

Telephone Charges - The school assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and school policy prohibit the re-publishing of text or graphics found on the internet or on school websites or file servers or cloud storage without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent or guardian and student.

Use of Email - The school's email system, and its constituent software, hardware, and data files, are owned and controlled by the school. The school provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The school reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the school's internet gateway carry with them an identification of the user's internet *domain*. This domain is a registered name and identifies the author as being with the school. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the school's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures. Staff members will supervise students while students are using school internet access to ensure that the students abide by the *Terms and Conditions* for internet access contained in these procedures.

Each school computer with internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the principal or designee.

The system administrator and Building Principal shall monitor student internet access. *Please keep in mind that it is impossible for school staff to maintain ubiquity in monitoring a student's use of electronics, including the content a student may access.* As digital citizens, students are responsible for their own actions at all times. The school responds to incidents as we become aware of them; however, we cannot offer perfect and complete supervision in this area, despite our consistent and conscientious vigilance.

Parents should speak with their son or daughter about appropriate conduct regarding the use of electronics and instruct him or her to inform a staff member if another student is using electronics inappropriately or sharing material that is impure, inappropriate, or makes the student or others uncomfortable. Parents are solely responsible for monitoring their student's activity on social media platforms and should therefore maintain constant vigilance in reviewing what their child is posting online to avoid violation of school policies and/or state and federal laws, along with the possible disciplinary and legal consequences.

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 oneself or another

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

TECHNOLOGY – NETWORK, INTERNET POLICY and iPad

(Acceptable Use policy, please see attachment for quick reference)

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. All parents/guardians and students must read and sign the St. Peter School Network Use, Internet Policy and iPad agreement located in the Online Enrollment Packet.

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 Policy requested during registration.

Access to Student Social Networking Passwords and Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific

information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. However, in the course of an investigation, the student may be required to share the content that is reported to allow school officials to make a factual determination in the investigation.

STUDENT PHOTOS AND NAMES

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 Use of Cell Phones and Other Electronic Devices

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:
 - First Offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
 - Second Offense - the device will be taken and kept in the office for a parent/guardian to pick up.
 - Third Offense - The device will be confiscated. A detention will be assigned. The student's parent or guardian will be notified and required to pick up the device in the school office.
 - Fourth and Subsequent Offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent or guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

The use of **electronic devices** and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, smart watches, non-issued iPads, tablets, Kindles, Nooks, MP3 players, Gameboys, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's accommodation plan; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school is not responsible for the loss, theft or damage to any electronic device brought to school.

Technology Vendors: Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

Schools throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations. Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as schools and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our school may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent or guardian name and student or parent or guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic or extracurricular activities
- Special indicators (e.g., disability information, English language learner, free or reduced meals, or homeless or foster care status)
- Conduct and behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents or guardians
- Other activities that are for the use and benefit of the school

PARENT COMMUNICATIONS & INFORMATION

Change of Address and Communication Records for the School

It is imperative that school records have the correct name, mailing and street address, and telephone numbers of parents. Please notify the school immediately of any such changes. The school must also have on file court papers of divorce decrees, custody decrees, and restraining orders to use as guidelines for communications between the school and the home. The principal should be notified when parents are divorcing or separating. Office forms can then be changed with new addresses and phone numbers for both parents. This may also enable the faculty and staff to better meet the student's needs at this transitional time.

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 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.

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.

Parent Teacher Association (PTA)

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

To organize the activities PTA Officers are assigned. PTA 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.

PARENT SERVICE HOURS

Each family is required to complete 10 service hours per year for the school. There are several 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, selling Gene Grawe gift cards, working in the library, helping at the school picnic, helping at PTA 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.) **Grade level PTA requirements will be implemented beginning 2024-2025 School**

Year.)

You can view the balance of your hours on FACTS SIS's Family Portal 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 and recorded in 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.*

Policy Making

The policies of the administration and educational mission of St. Peter School are enacted and thereby formalized by the Pastor. The School Advisory Board is advised of the formation of such policies by the Principal, the Pastor, or other members of the Board. The execution and implementation of the policies are the responsibility of the school Principal. All school policies are available to parents of the students enrolled and to the school staff, as well as to other individuals upon request.

Responsibilities of School, Parents, and Students

St. Peter School commits itself to a number of responsibilities in the service of our families and students. We require that families and students likewise meet their responsibilities so that the vital process of teaching and learning can be conducted in a safe, healthy, and salutary environment for all.

School Responsibilities

When enrolling your child in a Catholic school, the school accepts certain important responsibilities, including the following:

1. To have children receive an academically sound education in a Catholic environment
2. To communicate with parents and to have requests for meetings answered in a timely manner
3. To have students supervised in a safe and appropriate manner
4. To nurture the spiritual growth of students through Catholic traditions and rituals
5. To develop the social and emotional growth of students through various activities and opportunities

Parent Responsibilities

When enrolling your child in a Catholic school, you agree to certain important responsibilities, including these:

- 1) To participate in the life of the school by being present for meetings, fundraising events, academic activities, athletic events, and special worship services whenever possible.
- 2) To be a partner with the school in the education of your child
- 3) To consistently treat all school personnel with respect and courtesy
- 4) To work with the school in the administration of student discipline
- 5) To understand and support the religious nature of the school
- 6) To read all communications (newsletters, daily and weekly folders, planners, etc.) from the school and request clarification, when necessary
- 7) To know who your child's teachers are and to observe mandatory parent-teacher conference dates and any special requests for meetings
- 8) To discuss concerns and problems with the person(s) most directly involved before appealing to higher authorities; contact with teachers should be during school hours and not at home on teachers' personal time. However, if a parent who intends to speak first with a teacher about an issue finds that he or she is rather upset or agitated when they are preparing to establish contact, they should seek the assistance of the school administration for making a first enquiry. It is important that all communications in these matters be respectful, charitable, and fair as parents check their understanding, bearing in mind that a child's account of an event may not be either fully complete or wholly accurate.
- 9) To be as actively involved as is feasible in the life of the school and to volunteer assistance when possible

- 10) To promote St. Peter School and to speak well of it to others
- 11) To meet financial obligations in a timely manner
- 12) To support the fundraising efforts of the school when possible
- 13) To appreciate that Catholic education is a privilege that many persons do not have

Student Responsibilities

When enrolled in a Catholic school, students accept certain important responsibilities, including the following:

1. To abide by all school rules and guidelines
2. To keep the lines of communication open with one's parents, teachers, and other school personnel
3. To take responsibility for personal spiritual growth by participating in Christian traditions and rituals
4. To conduct oneself with dignity and to always show respect for all school personnel and students.

School Advisory Board

The purpose of the St. Peter School Advisory Board is to be of service in an advisory capacity to the pastor of the Church of St. Peter Quincy and the principal of St. Peter School in matters pertaining to the general administration and supervision of all Catholic educational programs of the school.

The function of the Board is to: to advise on the formulation of a Mission Statement for the school that should be evaluated every three years, to advise on policies, goals, and programs for St. Peter School and to promote Catholic School Education in the community.

The Board consists of up to 13 members who vote to recommend any changes or proposals. The pastor of the Church of St. Peter, the principal of St. Peter School, the Assistant Principal and any emeritus members are to be non-voting ex-officio members of the Board.

School Visitation Rights

The School Visitation Rights Act permits employed parents or guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings, and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Sexual Abuse Awareness and Prevention, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent or guardian, the school's environment, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School employees are expected to maintain professional and appropriate relationships with students based upon students’ ages, grade levels, and developmental levels. Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents or guardians have indicated as unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

Warning Signs of Boundary Violations

School employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent or guardian knowledge or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student

- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Faith's Law Notification

Employee Conduct Standards

Schools are required to include in their student handbook the school's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be requested from the school office.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.

3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the school administration or pastor. Anytime that a convicted child sex offender is present on school property – including the three reasons above – he or she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he or she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Sex Offender and Violent Offender Community Notification Laws

State law requires schools to notify parents or guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police (ISP) department website. The ISP website contains the following:

1. Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor>
2. Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY>
3. Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference and preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing or disruptive behavior.

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.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.

9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

Student and Family Handbook Acknowledgement and Pledge

AGREEMENT TO ABIDE BY THE HANDBOOK

The St. Peter School Student & 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 and is recognized by the state of Illinois. SPS agrees to comply with any other applicable State or federal law or regulatory requirement. 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.

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student and Family Handbook and Diocesan policies. I have read these materials and understand all the rules, responsibilities, and expectations. In order to help keep my school safe, I pledge to adhere to all School and Diocesan rules, policies, and procedures.

I understand that the Student and Family Handbook and School and Diocesan policies may be amended during the year and that such changes are available on the School or Diocesan website or in the school office.

I understand that I have an obligation to actively support the Catholic culture of my school that begins with treating my peers, teachers, school administrators and staff, priests, seminarians, and all campus visitors with respect at all times, as being made in the image and likeness of God.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and Diocesan rules, policies, and procedures.

Student Signature

Date

Parent or Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and Diocesan policies. I have read these materials and understand all the rules, responsibilities, and expectations.

I understand that the Student/Parent Handbook and School/Diocesan policies may be amended during the year and that such changes are available on the School or Diocesan website or in the school office.

I understand that I have an obligation to actively support the Catholic culture of my school that begins with treating my peers, teachers, school administrators and staff, priests, seminarians, and all campus visitors with respect at all times, as being made in the image and likeness of God.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and Diocesan rules, policies, and procedures.

Parent or Guardian Signature

Date

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)
- 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 – POSSIBLE 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 POSSIBLE 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 POSSIBLE 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
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 POSSIBLE 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
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

Attachment D - BEHAVIOR IMPROVEMENT PLAN

St. Peter Reflection/Improvement Behavior Plan

Student Name: _____ Date _____

Teacher _____

Explanation of Marks/Behavior (Teacher fills this out.)

I received this Reflection/Improvement Behavior Plan because

My choices were (check all that apply)

- ☐ disrespectful because _____
- ☐ irresponsible because _____
- ☐ disruptive to my classmates learning because _____
- ☐ inappropriate
because _____
- ☐ inconsiderate of others because _____

Consequences of my choices

How did my choices affect
me? _____

How do I feel about my
choices? _____



What I should have done is

_____ and I will do that next time because _____

I understand I am responsible for my own choices, and I have the ability to act in a Christian manner. When I make incorrect choices I also choose the consequences that follow.

Student Signature _____ Parent Signature _____ Teacher Signature _____

Attachment E - PARENT CALLING FORM

St. Peter Phone Call Form

Student Name: _____ Date _____

Teacher _____

I am making this phone call because

My choices were (check all that apply)

- ☐ disrespectful because _____
- ☐ irresponsible because _____
- ☐ disruptive to my classmates learning because _____
- ☐ inappropriate
because _____
- ☐ inconsiderate of others because _____

Consequences of my choices

If I choose to break another rule, my consequence will be serving a detention.

What I should have done is _____
_____ and I will do that next time because _____
_____.

☐ I testify that _____ (student's name) called his/her parents/guardians and told them the reason for making the phone call.

Witness' signature _____

☐ Student will need to return to the office due to no one answering the phone call.

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: _____ Home Phone: () _____

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), the Quincy Catholic Schools Athletic Policy, and the Diocesan Athletic Policy.

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.

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, Internet and iPad 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 SCHOOL DROP OFF AND PICK UP PROCEDURE

### PLEASE READ If YOU ARE USING THE DROP OFF IN THE MORNING – VERY IMPORTANT!

There will be **two** drop off/pick up areas.

You may choose dropping off in front of the **main school building** following the procedures listed below **or** the **area behind the church in front of Seton Hall** unless specified in the information below.

Both the Park Road (from 24<sup>th</sup> Street) and Maine Street are not areas to drop off or pick up children. (There is **no parking on the park road** as this hinders the space for buses to enter and leave the back parking lot.)

### **Morning Drop Off Procedure for Main Parking Lot:**

- **Bus students** will be dropped off at the back of the school
- **School Doors open at 7:50. (Students should not be dropped off prior to this time. If students are here before 7:50 they are to use the morning daycare service as there is no supervision prior to 7:50.**
- Parents will enter main parking lot through the west entrance and will be divided into two lanes.
- Cars in each lane will be directed to move forward or to stop by staff members on duty. After cars drive over the crosswalk lines students are to exit the vehicle. (6 cars will release students at one time.) **Students should not exit car until they have crossed the crosswalk line.**
- Cars should not move unless directed to do so to ensure the safety of the children.
- Cars will exit the parking lot at the east exit and turn right onto Maine Street.
- **Parents of morning 3 yr. olds** are to park their car in the upper parking lot (closest to Knollwood) by Seton Hall. They should walk their child to the outside of the 3yr. old classroom door where the teacher or aide will greet them and help them enter the classroom.  
**Parents of morning 4 yr. olds** are to **walk their child to the crosswalk** and then walk to the outside door of the 4yr. old preschool classroom.  
**Kindergarten parents** may walk their child to the Kindergarten classroom. After parking, **please walk your child to the crosswalk** and then to the front of the school to enter the tunnel to get the Kindergarten classroom. The teacher or aide will be at the door to greet and help them into the classroom.

### **Seton Hall Morning Drop Off**

- Cars will **not** be allowed to park directly in front of Seton Hall during morning drop off, when school is in session, or dismissal time.
- Parents will enter the parking lot to the east of the church rectory in one line and drive around the semi-circle in front of Seton Hall.
- There will be NO PARKING in any spaces directly in front of Seton Hall, south of the median boulevard.
- If parking is necessary cars should park in the upper parking lot near Seton (next to Knollwood.)

### **Bike Riders and Walkers Procedures**

- Students who ride their bike are to walk their bikes to the bike rack. They should not ride through the parking lot.
- Walkers be careful while walking to school by being conscious of moving vehicles.

### **ATTENTION PRESCHOOL PM - AFTERNOON PARENTS**

#### **Afternoon 3yr. old Drop Off Procedures**

- Parents will enter the parking lot to the east of the church rectory. Turn into the upper east parking lot (closest to Knollwood) to park your car and walk your child to the outside door of the 3yr. old classroom.

### **Afternoon 4yr. old Drop Off Procedures**

- Parents will park in the main parking lot.
- Parents will need to walk their child to the outside door of the 4yr.old classroom.

### **End of the Day Pick-Up**

It is important that vehicles keep open a driving path to get up to the school building. We need to make sure emergency vehicles can get to the front of school if ever needed. There are also parents that need to quickly pick up a student for an appointment or if a child is sick and they cannot get to them if it is blocked. Please do not park along the park side if it blocks the lot off.

### **PM Preschool Classes through 8<sup>th</sup> grade Dismissal Times**

Dismissal Times (Monday, Tuesday, Wednesday, Thursday, Friday)

- 2:40 Announcements/Prayer
- 2:45 Daycare Children dismissed.
- 2:47 Preschool, Kindergarten and Bus Riders released
- 2:49 Grades 1-8 dismissed
- 2:50 Car Riders/Walkers dismissed

**PM Preschool- Preschool students are to be picked up from their classroom doors and should park on the main parking lot or the lot east of the rectory (upper parking lot closest to Knollwood.)**

- 3 yr. old students will be picked up at the outside door of the preschool room.
- 4yr. old students will be picked up at the outside door of the preschool room

**Bus Riders will be picked up in the back parking lot.**

#### **K-8 Students**

At the close of the school day students can be picked up on the main parking lot in front of school or the lower parking lot in front of Seton Hall. Students are not to be picked up from the park road. Parents cannot park on the park road to pick up their children as this interferes with our bus pick up. We suggest that parents communicate with their children the area that they will be parked so that the children know where to locate their parents easily. Students should proceed quickly to their parent or parent's car to help keep the dismissal process moving smoothly and quickly. Safety precautions must always be in place from both student and drivers.

**If you can please help us by communicating this to those who drop off/pick up your children we appreciate it!**



## 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.