



**St. Peter Catholic School
Parent/Student Handbook
2017--2018**

Important Numbers

School Office 630-892-1283

School Fax 630-892-4836

Extended Day Care Program
331-216-3796

School E-Mail: office@stpeterschoolaurora.org

Schoolspeak website: www.schoolspeak.com

Rectory 630-896-6816

St. Peter Catholic School
915 Sard Ave., Aurora, IL 60506

TABLE OF CONTENTS

School Mission Statement 1
School Philosophy
School Goals
Disclaimer

Accreditation 2
Nondiscrimination in Schools
Equal Employment Opportunities
Asbestos Compliance
Academic Honesty
Accelerated Reader (AR)
Admission Policy
Arrival and Dismissal Procedures

Arrival and Dismissal Procedures (Cont'd) 3
Arrival and Dismissal Times
Assessment and Evaluation
Attendance
Before and After School Program
Birthday Parties

Birthday Treats 4
Bullying
Bus Service
Bus Conduct
Care of Materials

Cell Phone Policy 5
Change of Name, Address or Phone
Chaperones
Child Abuse
Child Custody
Communicable Diseases
Communication

Curriculum 6
Discipline
Discipline/Diocesan Policy

Discipline/Diocesan Policy (Cont'd) 7
Dress Code

Dress Code (Cont'd) 8
Drugs and Alcohol Policy
Electronic Devices Policy

Emergency Closings 9
Extra-Curricular Activities (Cont'd)
Field Trips
Field Trips
Fund Raising
Fund Raising Waiver
Gangs

Gangs (Cont'd)..... 10
Grading Scale
Graduation Policy

Grievance Policy
Gum
Health Examinations and Immunizations

Health Examinations and Immunizations (Cont'd) 11
Home/School Envelope
Homework Policy
Illness/Symptoms

Illness/Symptoms (Cont'd) 12
Inspection/Diocesan Policy
Internet/Diocesan Policy
Internet Policy
Library
Lunch

Lunch (Cont'd)..... 13
Milk
Medication
Money Matters
Parental Cooperation Policy

Personal Responsibility 14
Public School Services
Recess
Religious Education
Report Cards/Progress Reports
Retention Policy
Safety Policy

Sexual Harassment..... 15
Princip[al]’s Advisory Committee/School Commissions
Shadow Days
Sports Program
Sports Eligibility Policy
Student Learning Management System
Student Records/Diocesan Policy

Telephone Use..... 16
Tobacco Policy
Truancy Policy
Tuition Policy
Tuition
Tuition Refund Policy

Visitors 17
Volunteers
Weapons
Wellness Policy
Written Notices

ST. PETER CATHOLIC SCHOOL

“Let it be known
that Jesus Christ is the reason for this school,
the unseen but ever present teacher in all its classes,
the model of its faculty and the inspiration for its students.”

By virtue of enrollment in St. Peter Catholic School, parents and students are required to abide by the policies, rules and regulations as delineated in this handbook. It is, therefore, expected that parents will read this handbook as a valuable source of information and share what applies to their children with them.

We thank you for your ongoing cooperation!

PARISH MISSION STATEMENT

Rejoicing in the presence of Christ, Saint Peter Parish is a gathering of people from many places, brought together as brothers and sisters to seek, share, love, pray, and grow as children of God.

SCHOOL MISSION STATEMENT

Teaching and living the Catholic faith, St. Peter School provides an excellent and faith-based education to its diverse student population. Revised 3/2008

SCHOOL PHILOSOPHY

The gospel values are the foundation of the quality religious and academic education offered at St. Peter Catholic School. The faith community provides spiritual, academic, social, emotional, and physical growth for all students. The students are encouraged to live their faith in word and action.

SCHOOL GOALS

Goal: To challenge students to give witness to Gospel values within our daily lives and see themselves as responsible for the church’s mission of building a world based on concepts of justice and peace by:

- Integrating Christian teaching and values within the daily curriculum
- Providing opportunities for prayer, Mass, and other services

Goal: To challenge students to aim for excellence and to become increasingly responsible for their own learning by:

- Providing clear and concise expectation and procedures
- Teaching and modeling organization skills

Goal: To encourage students to be self-disciplined and respectful of themselves, others, and all creation by:

- Providing an atmosphere which encourages tolerance of differences
- Recognizing students who live and model the gospel values and positive character traits

Disclaimer

During the school year, it may be necessary to introduce procedures or school-specific rules and consequences to address unforeseen behaviors or situations. If any such changes are necessary, communication from the school will be provided. Any changes will be published in future revisions of the Student Handbook.

ACCREDITATION

St. Peter Catholic School is officially recognized by the Diocese of Rockford and the Illinois State Board of Education according to Policy and Guidelines for Registration and Recognition of Nonpublic Elementary and Secondary Schools.

NONDISCRIMINATION IN SCHOOLS

St. Peter Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools.

Diocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.

EQUAL EMPLOYMENT OPPORTUNITIES

The Diocese of Rockford shall assure equal employment opportunity in all its employment policies and practices. These policies and practices shall be administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, sexual orientation, or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job.

ASBESTOS COMPLIANCE

Parents are advised that St. Peter Catholic School is in compliance with all regulation of current law regarding asbestos. According to Diocesan guidelines we have been inspected and have received the full report on the "asbestos Management Plan" for our school.

ACADEMIC HONESTY

We expect each child to do his/her own work in all situations, i.e., tests, homework, projects, etc. We expect the students to make their best effort on all work. Cheating, in **any** form, on tests, homework, projects, etc., is a serious offense at St. Peter School and will not be tolerated. A grade of "zero" will be given and a detention will be issued.

Any behavior that can be defined as dishonest represents a violation of the mutual trust and respect essential to a Catholic education. Students who are dishonest in any way should expect to be confronted by their teacher and be subject to appropriate consequences.

ACCELERATED READER (AR)

At St. Peter Catholic School, Accelerated Reader (AR) is an integral part of our curriculum. Accelerated Reader (AR) provides daily information about student reading and makes it easy to continuously monitor comprehension, track the time students spend reading, and differentiate reading practice. Accelerated Readers goes beyond test scores, showing the full picture—reading achievement data and how well, how much, and at what difficulty level students are reading. Information such as this is an invaluable tool to teachers. Accelerated Reader participation is not optional. AR test scores are an integrated part of the child's reading grade. Students are required to accumulate a predetermined amount of points per quarter based upon their grade level and reading ability.

Parental involvement is essential to a student's success. Through Renaissance Home Connect, parents can see progress toward reading goals, conduct book searches using AR Bookfinder, review results on AR quizzes, view the number of books and words read and quizzes passed. An ID and password is supplied by their child's teacher at the beginning of the school year.

ADMISSION POLICY

St. Peter Catholic School exists to deepen the faith life of the students while providing the highest quality of education possible. It is expected that each family becomes actively involved in St. Peter Catholic School. Families are expected to reinforce the values and attitudes for living a Christian life.

Students of other Faiths who attend St. Peter Catholic School are expected to:

- Understand, accept and support the philosophy and goals of the school.
- Attend and participate in daily religion classes which are an integral part of the life of the school. The participants may or may not accept the message in Faith, but will be graded on the facts covered in class.
- Attend school liturgies.
- Participate in programs of service sponsored by the school.

ARRIVAL AND DISMISSAL PROCEDURES

Morning Arrival:

- Vehicles enter the south driveway next to the rectory
- Students enter through the back doors
- Vehicles exit by way of the north driveway by the annex
- Students who ride the bus or walk to school will enter through the front door

Afternoon Dismissal:

- Students will be dismissed at 2:45 p.m. Please be prompt.
- All students K-8 who are picked up by car will be dismissed through the back doors.
- Vehicles enter the north driveway and form five lines.

ARRIVAL AND DISMISSAL PROCEDURES Con't

Afternoon Dismissal, Continued

- Cars fill the first two lines closest to the school.
- For safety reasons all vans, trucks and large vehicles must pull into the two lines closest to the soccer field.
- Please follow the directives of the staff and safety patrol.
- Vehicles exit by way of the south driveway by the rectory.
- All students K-8 who walk or ride the bus will be dismissed through the front door.

The office must be notified by either a written note or phone call whenever someone else will be picking up their child. Students will NOT be released to unknown drivers without the express permission of the parent and/or discretion of the principal.

ARRIVAL AND DISMISSAL TIMES

7:00 am	Extended Day Care Program
7:30 am	Arrival for School
7:50 am	First bell
8:00 am	Tardy bell
8:05 am	Morning prayer and announcements
8:15 am	Classes begin
2:45 pm	Dismissal

LUNCH

11:48 am – 12:05 pm	Pre-K – 3 rd grade
12:15 pm – 12:35 pm	4 th – 8 th grade

ASSESSMENT AND EVALUATION

The ITBS (Iowa Test of Basic Skills) are administered to the students of grades 2-8 during the first quarter. The results are given to parents in November.

ATTENDANCE

It is important that pupils be regular and punctual in attendance. Prolonged absence or irregular attendance may cause the student to become subject to failure. Parents and students should be aware that absences due to vacations are discouraged in that they affect student learning. Work missed by the student must be made up upon return to school. ***Do not request homework in advance.***

The State of Illinois requires 300 minutes (5 hours) excluding Religion and lunch, in order for a student to be reported as present for a full day. A student must be present for at least 2.5 hours to be considered present for ½ day. Students who leave the school for appointments are considered absent if they miss more than 1 hour of school. Please make every effort to make appointments for your child outside school hours.

Arrival between 8:00 and 9:05 = Tardy

Departure after 2:15 = Full Day Present

Perfect Attendance = No Absences & Not Tardy

Procedure to follow when a student is absent:

1. Parents are required to phone the school office (630-892-1283) each day before 9:00 am to report absence. School voice mail is available 24 hours a day. Leave the child's name, grade and reason for absence. Parents will be called if the school is not notified by 9:00 am.
2. Homework assignments should be requested when the office is notified of the absence.
3. State law requires a written excuse whenever a child is absent, giving a good and sufficient reason. On the day the child returns to school, he/she must present a note from a parent/guardian. In some cases, a note from the physician will also be required. The note must be presented to the homeroom teacher and should include name of the pupil, exact nature of illness or reason for absence, parent/guardian's signature, and date. *Phone calls are not a substitute.*
4. If a student must leave school before regular dismissal time, a written request from the parent or guardian must be submitted to the office. A student is never to leave the school on his or her own, but must be signed out at the school office by a parent or other authorized person.
5. If a student misses twenty days throughout the school year he/she may be retained in his/her grade at the discretion of the principal.
6. Doctor and dental appointments should not be scheduled during regular school hours. If in special cases, such appointments are necessary, arrangements should be made in advance and the office notified. Students will be released only to their parent or guardian. Students must be signed out by those designated persons and identification may be requested. Students are expected to be in attendance before and after their appointment.

Tardiness

Students are to be in their classroom by 8:00 am or they are marked tardy. Students who come late must report to the office for a tardy slip. If a student is consistently tardy without an excuse, the student may be required to make up missed time after school. If a student is tardy more than five times in one quarter he/she may receive a detention.

EXTENDED DAY CARE PROGRAM

St. Peter School offers a before and after school program for students whose parents wish to utilize the service. Program hours are 7:00 -7:30 a.m. and 2:45 – 6:00 p.m. Children must be registered for the program. Billing is conducted on a monthly basis. All payments for the program are to be kept current. Children who are not picked up at dismissal will be sent to the after school program and parent/guardian will be billed for the time.

BIRTHDAY PARTIES

Invitations to birthday parties cannot be passed out in school unless everyone in the class is invited – that is, all the girls, all the boys or the entire class. Parents are asked to be sensitive to this issue which is so very important to children.

BIRTHDAY TREATS

Grades Pre- K-4 are permitted to pass out treats for a child's birthday. In keeping with the emphasis on better eating habits, we encourage you to think of non-food treats such as pencils, erasers, stickers, small activity books. Parents may decide to donate, in honor of a child, a book, educational game or appropriate video to the classroom or school. Any food treats must be purchased commercially prepared and individually wrapped (Rice Krispie Treats, cookies) as required by The Health Department. Drinks, cake, cupcakes and frosted cookies are **NOT** permitted—these items **WILL BE RETURNED** with the birthday child at the end of the day. For Christmas and St. Valentine's Day, **small**, appropriate parties will be held at the discretion of the teacher.

BULLYING

Bullying at St. Peter School is prohibited and is defined as intimidation by verbal (oral, written, or electronic) or physical conduct toward another student or staff member when such conduct is repeated, habitual or recurring. Bullying will not be tolerated at any level. Consequences for bullying will result in a detention. If a student's bullying continues, it may result in a suspension or expulsion.

BUS SERVICE

Students living in District 129 (West Aurora) and at least 1.5 miles from St. Peter School will be eligible for free bus service from District 129. All students riding the bus are required to obey the bus rules (listed below). Further information may be obtained from the District #129 Transportation Office at 630-301-5622. Students not living in District 129 and not assigned to a bus route are not allowed to ride the bus to another student's home. This rule is established by District 129 due to liability issues.

BUS CONDUCT EXPECTATIONS

School bus riders shall conduct themselves in a respectful manner at all times. The safety and security of our students is of the utmost importance to District 129. District 129 is not responsible for the supervision of students before entering or after leaving the school bus. Students are expected to refrain from conduct that would endanger other students or property or would be otherwise disruptive. The following rules and regulations govern bus conduct:

1. Bus riders are expected to be respectful, responsible, and courteous at all times.
2. The bus driver is responsible for the safety of his/her passengers
3. Quiet talk and subdued laughter at all times will help prevent the diversion of the driver's attention, thereby averting the possibility of a serious accident.
4. Riders shall remain silent when the bus is approaching and crossing railroad tracks.
5. Eating and drinking are prohibited on the bus.
6. Respectful communications among and between riders shall be observed at all times.
7. The bus driver can assign each student to a seat.
8. The student shall be at the designated loading point nearest his/her home *before* the school bus arrives. Students will be notified of the approximate pick-up time.
9. Students must wait for the bus on the shoulder of the road or in the space designated as the pickup area.
10. All students who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions, and proceed to cross the roadway only upon signal from the driver.
11. All students shall be received and discharged through the right front entrance door of the school bus. The **EMERGENCY** door will be used for **EMERGENCY SITUATIONS ONLY**.
12. A student will depart from the bus at the designated point nearest his/her home.
13. Do not leave your seat while the bus is in motion. Riders shall remain in a normal, seated position while the bus is in motion.
14. Keep the aisles clear. Books and other belongings shall be kept in the seating area.
15. Students must properly identify themselves when asked to do so.
16. Permission to open windows must be obtained from the driver. All articles and objects shall remain within the bus until the student departs.
17. Waste containers are provided on all buses and are to be used.
18. A student who damages seats or other equipment on the school bus will be expected to pay the cost for the repairs or replacement. Minimum charge for repairs is \$40.00.
19. Gang-related actions that take place while students are riding the bus will be reported to the building administration and will be dealt with appropriately.
20. Any personal items left on the bus are not the responsibility of the district.
21. Students must travel to and from school on the bus to which they are assigned.

CARE OF MATERIALS

Students must take good care of both school materials and their own personal things. Student's who deface, destroy or lose school books or materials **may be required to pay for them**.

Each student must have and use a book bag to carry materials to/from school. The student's name should be marked in permanent marker on the bag. Books belonging to the school must be covered at all times. Students may be required to purchase supplies during the school year as the need arises.

CELL PHONE POLICY

No student shall use or have in his or her possession any cellular phone at school. They distract students and teachers from the educational process. If such an item is seen or rings during school time, the item will be confiscated. A parent must come to the school office to claim the item and pay a \$20.00 fine. If you as a parent feel that a cell phone is essential for your child's safety after school, you must obtain authorization from the school principal.

IF permission has been given for your child/children to possess a cellular phone at school, the following must be observed:

- Phone must be kept off
- Phone must be kept in locker. Students may not carry cell phones in their pockets. Cell phones that are seen or heard during the school day will be confiscated as stated above.

CHANGE OF NAME, ADDRESS, PHONE

Parents are to notify the school office **immediately** concerning any changes of name, address or phone number(s). Accurate records must be kept in the school and parish offices.

CHAPERONES

Generally transportation is provided by bus for out of town trips or by the parents who have completed a volunteer driver registration form. All eligible drivers must be at least 21 years old, must be properly insured and current insurance information must be on file in the school office along with certificate for attending a "Protecting God's Children" class and all other volunteer forms as listed under volunteers.

Chaperones must be at least 21 years of age and the legal parent or guardian. No older or younger siblings may attend. **NO EXCEPTIONS.** Adult chaperones are expected to comply with the specific directive of St. Peter Staff member (the first authority) and the Diocesan rules and regulations contained within the St. Peter Catholic School handbook.

CHILD ABUSE/NEGLECT – ALLEGATIONS/SUSPICIONS

When school personnel suspect child abuse or neglect by a person responsible for a student's welfare, they shall follow procedures of the State of Illinois and report the suspicion to proper authorities.

CHILD CUSTODY

Because St. Peter Catholic School assumes responsibility for children in the school, it is important that the school is notified of any special court sanctioned arrangements regarding custody of and access to children whose parents are divorced and/or separated. Regardless of custody, both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary. Ordinarily, the school shall release a student to either parent unless the school has a copy of a court order giving one parent exclusive custody.

The school abides by the provisions of the **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT** regarding parents' right of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of the non-custodial parent to their children's school records.

COMMUNICABLE DISEASES

Communicable diseases are required by law to be reported to the school office. Parents are asked to conform conscientiously to this requirement, for the health and safety of all. Children should not be in school if they are running a fever or show signs of contagious diseases.

COMMUNICATION

Parent/Teacher

Parents are encouraged to be in close communication with the teachers in the school. Any parent who wishes to talk to a teacher should make an appointment by telephone, e-mail or by letter. Our teachers are not able to respond to emails during the day; they are teaching. Teachers are asked to respond to email communication within 24 hours of receiving it. All email communication must be written in a respectful tone. If your questions and/or concerns cannot be satisfied by talking to your child's teacher first, you may then contact the principal. Questions pertaining to general school operations should be directed to the Principal

Weekly Newsletter

The weekly Newsletter contains important information and is sent home every Wednesday in the Home/School envelope with the youngest child of each family. It informs parents of activities or changes at school during the week. The Newsletter is also posted on SchoolSpeak (www.schoolspeak.com) and our website at www.stpeterschoolaurora.org. Please keep the newsletter and refer to it for important information.

COUNSELING SERVICES

Counseling for St. Peter students is available through Catholic Charities. Any parent/guardian interested in receiving these services for a student should contact the office for an information packet.

CURRICULUM

The basic curriculum includes Religion, Reading, Language Arts, Spelling, Mathematics, Science, Social Studies, Computer Science, Music, Art, and Physical Education. The school also offers students the following educational opportunities:

- Library
- Accelerated Reading Program
- Title I Reading
- IXL Math Program

DISCIPLINE

The purpose of Christian discipline is self-control. This is achieved best when principal, teachers and parent(s) or guardians(s) cooperate in guiding the student's growth in Christian attitudes, values and behaviors.

St. Peter Catholic School Student Code of Conduct:

1. **Be Considerate** - Students are involved in educational programs and learning activities throughout the building. Help them by keeping your voice down and not shouting or yelling. Walking in the hallways will eliminate accidents. By being considerate, you will help create and maintain the proper atmosphere for learning. Absolutely no gum chewing is allowed in the school building or premises.
2. **Be Respectful** – Your fellow students and your teachers deserve your respect, just as you deserve respect from them. Do not take, hide, destroy or play with their property. Being respectful also means that FOUL language is NEVER acceptable.
3. **Be Cooperative** –Obey the rules and follow classroom procedures. We are all here to work and learn together. Be orderly when walking to and from specials, the playground, the lunchroom, arrival and dismissal.
4. **Be Courteous** – Your attention at special programs, as well as during classroom presentation, is expected. The library and hallways are extensions of the classrooms. Remember the Golden Rule: *do unto others as you would have them do unto you. Hats are never worn in the school building.*
5. **Be Responsible** – You alone are responsible for your behavior. Don't make excuses for your bad behavior. Leave personal equipment at home, such as radios, headphones, games, toys, electronic paging devices, and cell phones. We will not be responsible for the loss of personal equipment. Equipment may be confiscated by staff. Do what is right and take credit for it. Accept the consequences when you do something wrong. Always accept responsibility for your behavior.
6. **Be Honest** – Academic honesty is expected. Cheating, forging signatures or lying is considered a serious offense.

REVERENCE – RESPECT – RESPONSIBILITY
are as much a part of the curriculum as
Reading, Writing and Mathematics

A teacher's most basic right is the freedom to teach in a cooperative environment. A student's most basic right is a good education. The right of each is the responsibility of the other and can be achieved only in a climate of mutual respect, self-control and cooperation.

DISCIPLINE/DIOCESAN POLICY

The School reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities – whether during regular School premises, in connection with School activities or otherwise. In the event of a violation of those standards, the School reserves the right to invoke appropriate disciplinary steps including, but not limited to, demerits, detentions, suspensions and expulsion. The level of discipline appropriate for a violation shall be determined on a case-by-case basis in the School's discretion based upon a review of a variety of factors including, but not limited to, the severity of the misconduct, the student's academic and behavioral record and other similar such criteria. Corporal punishment of students by school staff members is forbidden.

The following is a non-exclusive list of infractions for which students may be disciplined up to and including expulsion;

1. Violation of the School's policy on gang-related activities;
2. Violation of the School's policy on drugs and alcohol;
3. Violation of the School's policy on weapons;
4. Violation of the School's policy on rules and regulations.
5. Any other conduct considered by the School to be contrary to the best interests of the School, its faculty, and/or to the School's mission.

Consequences for Violation of Student Conduct Code or Classroom Rules

Students who have violated school and/or classroom rules will receive disciplinary action that is appropriate for the particular offense. Efforts will be made to communicate with parents to help prevent further misconduct by students. Each time students commit an offense against established rules, they will proceed through one or more of the following steps:

1. Verbal warning
2. Student conference with teacher or administrator
3. Assignment of one or more of the following:
 - a. After-school detention
 - b. In-school suspension (after 2 detentions in one quarter)
 - c. Saturday detention

DISCIPLINE/DIOCESAN POLICY Con't

- d. Suspension from school (one to ten days)
 - e. Probation
 - f. Modified schedule, referral to appropriate community agency, referral to alternative education, or expulsion
4. Parent contact:
- a. Letter or Discipline Report
 - b. Telephone or e-mail
 - c. Conference
5. Occasionally removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:
- a. Is in physical or psychological danger or puts another in danger
 - b. Is irrational or unreasonable, or
 - c. Pushes beyond the limits of respect in speech or actions

Detentions are served every Monday, Tuesday, Wednesday, Friday during the lunch recess.. Parents will be notified at least one day in advance.

Suspension denies student attendance at any school sponsored programs (i.e., assemblies, field trips, sports during or after school hours)

Probation affords the student the opportunity to continue education in the school setting contingent on cooperation and satisfactory behavior.

Expulsion is the termination of the student's privilege to attend the school.

DRESS CODE

The purpose of the Dress Code is to provide an atmosphere for learning that is free from distraction and characterized by modesty and decorum. The Dress Code is designed to enhance the student's self image and eliminate unnecessary competition among students. The cooperation of parents in enforcing the Dress Code is expected. The Dress Code is in effect from the time students enter in the morning until they are off school property. Students who are not in compliance will be given a verbal warning for their first offense and issued a discipline notice thereafter. Each Friday will be spirit day and students may wear their spirit wear tops with their school pants or skirts.

General Provisions

1. Clothing must always be clean, **in good repair**, and reflect the appropriate modes and standards of St. Peter School students.
2. Personal cleanliness and good grooming are expected of all students.

Girl's uniform

- Maroon/gray plaid jumper (Pre-K-3) Elastic waist navy uniform pants/shorts (Pre-K)
- White blouse with rounded collar (Pre-K-3)
- Uniform Walking Shorts during warm weather (Pre-K-8)
- Maroon/gray pleated or side pleat skirt (Gr. 4-8) or Navy uniform pants/shorts (Pre-K-8)
- **All skirts must reach the middle of the knee**
- Black, brown or navy belts required with pants/shorts (1-8) Including (Pre-K) if pants/shorts have loops
- White or maroon three-button knit shirt (properly fitting-not clinging). All shirts must be tucked in at all times except wide banded bottom knit shirts **from Schoolbelles (all maroon shirts must be purchased from the uniform company) Monogrammed (with St. Peter School)**
- Only **plain white T-shirts** may be worn under uniform shirts
- Knee length socks, crew socks with a visible cuff above the ankle or tights (white, maroon or gray – solid colors only)
- **Monogrammed (with St. Peter School)** maroon sweater, sweatshirt or fleece – ordered only from the uniform company
- **Stud style earrings only (1 earring per ear in the lower part of the ear) – No costume jewelry, hoops or dangling earrings.**
- Footwear shall be low top, casual. Athletic shoes may be worn only if they are low-top, solid color white, gray, black or brown and have non-marking soles. Shoe laces shall be of the same color. Lace-up shoes must be tied at the top.
- Hair should be neat and should not hinder vision. Hair accessories must be white, maroon, black, brown, gray or navy.

Boys Uniform

- Navy uniform pants or Navy uniform Walking Shorts during warm weather (Pre-K-8) Elastic waist navy uniform pants/shorts (Pre-K)
- Black, brown or navy belts required (1-8) Including (Pre-K) if pants/shorts have loops
- **White or Maroon** three-button knit shirt or white dress shirt (long or short sleeves). All shirts must be tucked in at all times (**all maroon shirts must be purchased from the Schoolbelles uniform company**)
- Only **plain white T-shirts** may be worn under uniform shirts
- White or navy socks with a visible cuff above the ankle
- **Maroon sweater or monogram sweatshirt** – ordered from the uniform company
- Footwear shall be low top, casual. Athletic shoes may be worn only if they are low-top, solid color white, gray, black or brown and have non-marking soles. Shoe laces shall be of the same color. Lace-up shoes must be tied at the top.
- Hair should be neatly cut so that it is above the eyebrows, ears and shirt collars. Beards, goatees, mustaches & sideburns are not permitted.

DRESS CODE Con't

Physical Education Uniform

Students in grades 7/8 must purchase the required PE uniform.

The following are not permitted:

- Make-up
- Colored fingernail polish, fake nails, French nails
- **Jewelry except one religious cross or medal is permitted unless it becomes a distraction to other students and teachers while attending school**
- Extreme hairstyles – natural hair color only
- Heelies, High Tops, shoes with flashing lights, ballerina flats, fashion boots, clogs, “Crocs” or similar shoes, sandals, flip-flops or any shoes without backs

DRESS CODE Con't

The following are NOT permitted: continued

- Earrings for boys
- Facial hair – boys must be clean-shaven
- Sunglasses

Uniform Supplier

Schoolbelles - Bridgeview Court Plaza (School Code: S1386)

7763 S. Harlem Ave.

Bridgeview, IL 60455

1-708-598-8008

www.schoolbelles.com

General Dress Code for Non-uniform Days

There are days throughout the school year when students are not required to wear their school uniforms. Students who violate this code will not be allowed to attend classes until they change into proper clothing. The following guidelines apply on these days:

1. All clothing must be **appropriate** – clean, in good repair (no holes or frayed edges), well fitting and modest, not excessive in style.
2. Clothing that promotes questionable products, movies, TV shows, activities, or rock groups are not permitted. Clothing must not display suggestive or violent images or language.
3. Advertisements for alcohol, tobacco, drugs, gangs or related gang activity, satanic symbols, or other symbols are not allowed.
4. Clothing that is distracting is inappropriate for school. Thus, excessively short skirts, short tops (those exposing the midriff or navel), sleeveless tops, halter or tube tops, and low rise pants will not be worn by girls. Nor will tank tops, half-shirts, mesh of any sort, or sleeveless shirts be worn by boys. No undergarments may be exposed at any time.
5. Appropriate length shorts allowed in September and May only. No “short” shorts or frayed blue jean shorts may be worn.
6. For safety reasons – clogs, crocs (and similar), sandals, flip-flops or any shoes without full backs are not allowed.

DRUGS AND ALCOHOL/DIOCESAN POLICY

Students are prohibited from using or being under the influence of alcohol or drugs while at school or at any school-related function.

Included within the prohibition set forth in this Policy are the following:

- Use, possession, manufacture, distribution, dispensation or sale of drugs, drug paraphernalia or alcohol on school premises or with respect to school-related activities;
- Storing in a locker, desk, automobile or other repository on school premises or in connection with any school-related activity any drugs, drug paraphernalia or alcohol;
- Being under the influence of drugs or alcohol on school premises or in connection with any school-related activities.

The school reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of such use exists. A “reasonable suspicion” of drug and/or alcohol use may be based upon the observation of the student’s behavior, information received regarding alleged alcohol or drug use and/or other indication giving rise to a suspicion of violation of this Policy. A student’s failure to cooperate in testing required by this Policy or other violation of this Policy may result in disciplinary action up to and including expulsion from the school.

ELECTRONIC DEVICES

Students are NOT allowed to bring headphones, CD players, hand-held games, iPod’s, etc. to school.

EMERGENCY SCHOOL CLOSING

As a general rule

1. St. Peter School will close when the West Aurora District #129 public schools close. Please do not call the school.
2. School Reach, an automated phone calling system, will be used to notify parents/guardians of any emergency closings.

You may also tune in to any of the following stations:

Radio: WBIG 1280 AM WERV 95.9FM/1580 AM WAUR/WSPY 107.1 FM
 WBBM 780 AM WMAQ 670 AM

Television Stations: WGN CHANNEL 9 FOX 32 CBS CHANNEL 2 CLTV

Parents may also log on to www.emergencyclosings.com

EXTRA-CURRICULAR ACTIVITIES

St. Peter Catholic School offers extracurricular activities that enrich the core curriculum. Students have the opportunity to choose from a variety of social, service and arts programs to meet their different interests

- | | |
|-----------------------------|--|
| ✦ Altar Servers | ✦ Scouts – Girls |
| ✦ Contests – Art and Poster | ✦ Sports Programs for boys and girls in Grades 5-8 |
| ✦ Nativity Pageant | ✦ Yearbook |
| ✦ School Mass Choir | ✦ Zaner Bloser Handwriting Competition |

FIELD TRIPS

Educational field trips are a privilege and part of the school program. Teachers, in conjunction with the administration, can deny a student's attending a field trip if the student does not meet the expected responsibilities (behavior, respect, and/or completing homework). The school requires students to conduct themselves in an exemplary manner on such field trips. Generally, school uniforms are required.

The cost of the field trips is divided equally among those attending and is paid in advance. Permission slips are sent home before a trip to be signed and returned to the school. Students not meeting the required deadline for fees and permission slips will have to forfeit the opportunity to accompany the class on this trip. **Permission by phone will not be acceptable.** The principal reserves the right to exclude a student from participation in a field trip because of unacceptable behavioral patterns.

Generally transportation is provided by bus for out of town trips or by the parents who have completed a volunteer driver registration form. All eligible drivers must be at least 21 years old, must be properly insured and current insurance information must be on file in the school office along with certificate for attending a "Protecting God's Children" class.

Chaperones must be at least 21 years of age and the legal parent or guardian. No older or younger siblings may attend. NO EXCEPTIONS. Adult chaperones are expected to comply with the specific directive of St. Peter Staff member (the first authority) and the Diocesan rules and regulations contained within the St. Peter Catholic School handbook.

FUND RAISING

Fund raising is an active part of our School. The following activities have been placed in our school budget and need to be supported by all: The DrawDown, Walk-a-Thon and the Annual Appeal. The Walk-a-Thon requires that each child raise at least \$100.00 in donations.

DrawDown Raffle – all school parents will be responsible for the purchase or sale of 5 tickets per child at \$30.00 each. If this commitment is not met, the money will be added to tuition.

GANGS/DIOCESAN POLICY

This school is a gang-free environment. Gangs, as defined in the Policy, include individuals who associate with each other primarily for criminal, disruptive and/or activities prohibited by law and/or by the School's rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in a school setting as their presence interferes materially and substantially with the educational process and the maintenance of appropriate discipline and also may foster antisocial behaviors, attitudes and practices which may endanger the health, safety and welfare of all students.

Students are prohibited from participating in any activity related to a gang or secret society while on school property or in conjunction with school-related activities. Activities prohibited by this policy include, but are not limited to, the following:

1. Soliciting and/or recruiting others for membership
2. Participating in and/or inciting physical violence;
3. Extorting or soliciting money and/or services, requesting any person to pay for protection or the payment of dues;
4. Coercing, harassing and/or otherwise intimidating, threatening or causing harm to any person or thing;
5. Wearing, possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang or secret society;
6. Using any verbal or nonverbal communications (gestures, handshakes, etc.) Suggesting or showing membership in or affiliation with a gang or secret society;
7. Engaging or failing to engage in any activity where such is intended to promote or further the interest of any gang or any gang activity or secret society including, but not limited to, distributing literature, drawing or displaying gang-related symbols on any surface or teaching others to "represent" or act like a member or a gang or secret society;
8. Any other activity which violates any law or policy of the School or the Catholic Diocese of Rockford when such act or activity is taken to further the interest of a gang or secret society.

HEALTH EXAMINATIONS AND IMMUNIZATIONS Con't

Religious Objection religious belief those conflicts with the examination and/or immunization. General philosophical or moral reluctance to allow examinations, immunizations, and/or screening shall not provide sufficient basis for a religious exception to the requirement of exams and immunizations. Each objection will be addressed on a case by case basis. **NOTE:** In the event the objection to a vaccine is based on the vaccine containing aborted fetal cell lines, the school should inform the parent/legal guardian that the objection must be able to state that an alternative vaccine is not readily available to the parent/legal guardian's child.

- b. The school shall inform the objecting parent/legal guardian of measles outbreak control exclusion procedures in accordance with the Department's rules, Control of Communicable Diseases Code (77 Ill. Adm. Code 690) at the time the parent/legal guardian presents the objection.
6. Determination of Objection to Examination and/or Immunization. The school is to forward all objections to the Diocese, attention Superintendent of Catholic Schools, for determination of whether the written statement constitutes a valid religious objection.
7. List of Non-Immunized Students. An accurate list shall be maintained at every school of all non-immunized students at the school who have not presented proof of immunity against diphtheria, pertussis (to age 6), tetanus, poliomyelitis, measles, rubella, mumps, Haemophilus influenza type b, hepatitis B, or Varicella.
8. Further details are on file in the school office.

HOME/SCHOOL ENVELOPE

School bulletins and information from other organizations will be sent home each week in the Home/School Envelope. Parents are asked to read this information so they will have a better understanding of the operation of the school and current school activities. The youngest child in each family is designated the "Family Envelope Carrier". This envelope will be sent home each Wednesday and **is to be signed and returned to the classroom teacher on the following school day.** *There will be a \$2.00 charge for lost envelopes.*

HOMEWORK POLICY

One of the chief means of communication between the parents and the school is homework. Time spent on homework varies according to the needs/ability of the individual child. If your child is finding it necessary to spend unreasonable amounts of time on homework, or has no homework, there is a problem; the teacher should then be consulted.

Parents are expected to be sufficiently interested in their child's education to commit the time and energy needed to monitor/supervise the child's home study, and thereby insure that the student completes homework assignments.

General Homework Guidelines:

Grades Pre-K-1	20 - 30 minutes	Grades 4-5-6	45 - 60 minutes
Grades 2-3	30 - 45 minutes	Grades 7-8	45 - 90 minutes

Written work is not the only type of homework; study and oral assignments are also given. All homework must be done consistently with emphasis on completeness, accuracy and neatness. On days when there is no specific assignment, students are expected to spend time studying material covered in class. Students should read for at least ten to fifteen minutes each night. Although no new assignments are generally given out before a weekend, students are encouraged to consider using this time for reading or helpful study.

Academic Detentions

Students who continually have missing work may be assigned an academic detention to complete missing assignments. Academic detention will be held on Thursdays from 2:45 – 3:45 p.m.

Make-Up Work Due to Illness

If a student is absent, it is his/her responsibility to secure information regarding the assignments missed. The time period for make-up work usually should not exceed the number of days absent.

ILLNESS/SYMPTOMS

How to decide if you should send your child to school:

- **Fever:** If your child's temperature is 100.4 degrees or higher, keep your child at home. While at home, encourage your child to drink plenty of liquids. Your child should be fever-free for 24 hours (without medicine) before returning to school.
- **Lice:** If your child is found to have lice or nits, you will be called to inform you. You will need to contact your pharmacist for an appropriate treatment(s). Head-to-head contact with any already infested person is the most common way to get head lice. Head-to-head contact is common during play at school and at home, sport activities, slumber parties or at camp. Less commonly lice is caused by wearing clothing, such as hats, scarves, coats, sports uniforms or hair ribbons recently worn by an infested person, using infested combs, brushes or towels and/or lying on a bed, couch, pillow, carpet or stuffed animal that has recently been in contact with an infested person.
- **Mild Cough/Runny Nose:** If there is no fever, and the child feels fairly healthy, attending school is encouraged.
- **Bad Cough/Cold Symptoms:** Children with bad coughs need to stay home and possibly see a doctor. If could be a severe cold or possibly bronchitis, flu, or pneumonia. When the cough improves and the child is feeling better, then return to school. Don't wait for the cough to disappear entirely – that could take a week or longer!
- **Diarrhea or Vomiting:** Keep your child home until the illness is over and for 24 hours after the last episode (without medicine).
-
-

ILLNESS/SYMPTOMS Con't

- **Sore Throat:** A minor sore throat is usually not a problem but a severe sore throat could be strep throat even if there is no fever. Other symptoms of strep throat in children are headache and stomach upset. Keep your child home from school and contact a **doctor**. Your child needs a special test to determine if it is strep throat. He or she can return to school 24 hours **after** antibiotic treatment begins.
- **Earache:** The child needs to see a doctor.
- **Pink Eye (Conjunctivitis):** Keep the child home until a **doctor** has given the okay to return to school. Pink eye is highly contagious and a virus that will not respond to an antibiotic causes most cases. Bacterial conjunctivitis will require an antibiotic; your doctor will be able to determine if this is the case.
- **Rash:** Child with a skin rash should see a doctor, as this could be one of several infectious diseases. One possibility is impetigo, a bacterial skin infection that is very contagious and requires antibiotic treatment.

Be sure you fill in any chronic illnesses on the Medical form – asthma, seizures, etc. This form was given to you at the start of the school year.

INSPECTION/DIOCESAN POLICY

Individuals entering upon the premises of the school-whether students, employees or guests – are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthful environment, the school reserves the right, in its discretion, to conduct inspection of school property and the property of students and visitors existing on the school's premises.

Included within this Policy is the right to inspect the following:

1. Lockers;
2. Backpacks, briefcases, bags, gym bags or similar such devices brought onto or existing on school premises;
3. Vehicles on school premises;

INSPECTION/DIOCESAN POLICY Con't

4. Clothing (with appropriate safeguards for the individual's personal privacy);
5. Desks;
6. Other property (whether school, student or visitor) existing on school premises.

A student's failure to cooperate with such an inspection may lead to appropriate disciplinary action up to and including expulsion.

INTERNET/DIOCESAN POLICY

No student will be allowed to individually access the internet unless an "Acceptable Use" forms signed by the parents. The use of the internet is a privilege not a right, and inappropriate use will result in a cancellation of those privileges and disciplinary action. Use of the internet is for educational purposes only. Students may not e-mail or access e-mail or any personal web sites on school computers.

Unacceptable uses

Improper use of the St. Peter School Network and technology resources is prohibited. Actions that constitute unacceptable uses of these resources and are not specifically addressed elsewhere in this policy or in the student handbook include, but are not limited to:

1. Use of the St. Peter School and technology resources for, or in support of, any illegal and/or unlawful purposes.
2. Use of the St. Peter School network and technology resources for, or in support of, any obscene or pornographic purposes including but not limited to, retrieving or viewing of any sexually explicit material. If a student authorized user inadvertently accesses such information, he or she should immediately disclose the inadvertent access to a teacher or to the school principal. Other authorized users should report incidences to the school principal. This will protect the user against allegations of intentionally violating this policy.
3. Use of the St. Peter School network and technology resources for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or "stalk" (cyberstalking) another individual.
4. Unauthorized and/or non-educational uses of the St. Peter School network and technology resources including, but not limited to games.
5. Use of profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, or to persons with disabilities.
6. Downloading and/or installing and/or using unauthorized software, games, programs, files, electronic media, and/or stand-alone applications.
7. Use of the St. Peter School network and technology resources in a way that such use results in damage to the network.
8. Any form of unauthorized access, as stated above or otherwise.

LIBRARY

Students in grades K-8 are allowed to check out books from the library each week. A late fee of .25 cents per week will be charged for each overdue book. Overdue fines are due the following week and are paid during the regular library period. Children are responsible for the books they take. Fines of \$5.00 - \$25.00 will be charged for lost or damaged books. Lost or damaged books must be replaced or paid for in full.

LUNCH

Hot lunch will be served daily. St. Peter School is purchasing meals from Preferred Meals, Inc. Order forms will be sent on a monthly basis and must be returned on time. Cost for each hot lunch with milk will be \$3.00 each. You are encouraged to purchase the hot lunch as it will provide a nutritious and balanced meal for your child(ren). Free or reduced price lunch is available for those who qualify according to state requirements and you are encouraged to complete the application and submit it for approval. You must complete an application in order to be considered for free/reduced lunch.

LUNCH Con't

Each teacher assigns student-helpers to bring lunch totes to the lunchroom each day before recess with student cold lunches. We have a limited amount of supervision during the lunch hour and therefore cannot allow children to “run” back to the classroom for a lunch that has been forgotten. Be assured that no child is made to go hungry. Any child who does not have a lunch in the cafeteria is offered a peanut butter & jelly sandwich and milk. They may also have any side dishes (fruit and vegetables) that were served with the hot lunch program that day. Please talk to your child about speaking up and advocating for themselves.

MILK

Students may bring their own lunch to school each day. Students who bring their lunches must have them in bags or lunch boxes with their name on them. Parents are encouraged to provide healthy lunches. **Those who bring their own lunch may purchase 1% chocolate or 1% white milk for .50 (cents).** There will be no IOU's. Students must bring money for days they wish to purchase milk. ***A microwave is not available to the students for lunch.*** **Fast food lunches may not be delivered to school!** Volunteers are welcome to help with the hot lunch program.

MEDICATION(S)

Over the Counter Medication. School personnel are not allowed to give aspirin, cough medicines, or other medications not prescribed by a doctor. Under no circumstances should a student be in possession of (on their person or in their locker) any form of medication. Failure to comply with this stipulation is in violation of School Board Policy and serious consequences may result. Written permission from parents is required for students to take cough drops during the day.

Prescription Medication. Parents whose child requires daily medication are encouraged to consult their doctor/pediatrician who should be able to suggest alternative times for taking medication. If this is not possible, the parent/legal guardian, or a responsible adult appointed by the parent, should come to school to administer the medication. In the event that this cannot be done, a Medication Authorization Form must be completed by a doctor and parent for the safety and welfare of your child. This form is available in the school office. All medication must be brought to school in the original package or an appropriately labeled container which includes the child's name, medication name/dosage, administration routine and/or other

MEDICATION(S) Con't

directions. All medication is to be kept in the school office except **inhalers required for asthma which must remain with the student** (prescription must be adhered to inhaler or inhaler in original prescription box)

MONEY MATTERS

Money sent to school with the children should be sealed in an envelope on which is written the child's name, grade, amount of money enclosed, and purpose for sending the money. Each child should bring his/her own money to his/her homeroom teacher. Tuition money should be sent directly to the school office in the tuition envelope you received.

PARENTAL COOPERATION/DIOCESAN POLICY

As members of the community of St. Peter Catholic School, we each have a moral and ethical obligation to foster and promote the catholic values that our faith represents. The cooperation of parents is especially vital. While we recognize that issues may arise during the course of the school year that will be of concern to parents, the manner in which parents address their concerns through their personal conduct must be consistent with these values, whether at School and/or during any School-related function. The failure to meet these conduct expectations shall be addressed in accordance with this policy.

While many different types of conduct by parents are unacceptable under this policy, the following are examples of conduct that will not be tolerated.

1. Disrespect to any person at School or at a School-related function.
2. Raising of voices, foul language or name-calling directed at any staff members, teacher, child, coach, volunteer, other parents, administrator, religious or clergy member;
3. Any physical assault;
4. Any other activity considered by the school's administration to be threatening or disrespectful to another, disruptive to the School and/or inconsistent with the Catholic values that the school strives to uphold.

The above is a non-exhaustive list of conduct that violates this policy. The School reserves the right, in its discretion, to determine when a violation of this policy has occurred. Any violation of this policy, as determined by School, may result in corrective action, up to and including exclusion from School events. Corrective action that may be taken may include, but is not limited to, verbal and/or written warning(s), meeting(s) with the involved parent and exclusion from School events.

A parent who violates this policy may be warned regarding the unacceptable behavior and the School will endeavor to provide warning to a parent prior to taking more severe action. However, depending upon the involved parent's record of conduct and/or the severity of the misconduct in question, parents are not guaranteed that advance warning will be given prior to being excluded from future School events. The presence of aggravating factors (including the presence of children during the conduct in question, the severity of the behavior, a pattern or record of unacceptable behavior, etc.) shall be considered.

The decision of the Principal, Administrator, or Assistant Principal regarding the application of this policy may be appealed to the Pastor. The decision of the Pastor is final.

PERSONAL RESPONSIBILITY

Part of developing a well-rounded child into a successful adult is personal responsibility. Our policies regarding calls home, lunches left in the classroom, and tardiness are in place, in part, to encourage personal responsibility. You, as parents, have a role to play in this as well. Encourage your child to take ownership of his or her belongings and to be accountable for remembering his or her homework and lunch each day. It is not your job to remember for them, but to help them learn to remember.

PUBLIC SCHOOL SERVICES

Students at St. Peter Catholic School have available to them the special education, psychological and speech screening services provided by Aurora School District 129. For more information please call the school office.

RECESS

Every child is expected to participate in playground activities. When it is raining or severely cold, the children are kept indoors.

To be excused from physical education or outdoor recess for more than one day, a student must have a doctor's note. The note should be brought to the office.

Playground Rules

1. Snowballs, rocks, hardball, etc. are not to be thrown. Tackle football and dodge ball are not permitted for safety reasons.
2. Use appropriate language. No cursing, foul language or teasing.
3. Report any injuries immediately to the supervisor. Never reenter the building without permission.
4. After a snowfall, playing "King of the Mountain" or climbing on snow piles is not allowed.

RELIGIOUS EDUCATION

St. Peter Catholic School provides:

- Daily instruction in the Catholic Faith and gospel values
- Weekly School Mass
- Daily prayer experiences
- Prayer Services
- Student and faculty retreats
- Values and faith integrated in all curriculum areas
- Celebration of the Sacraments
- Service and Mission Projects

Sacramental Program

First Communion and First Reconciliation instructions are given to baptized Catholic students in grade two. Other students wishing sacramental preparation should make arrangements with the pastor on an individual basis by calling the rectory at 630-896-6816.

REPORT CARDS/PROGRESS REPORTS

Report Card/Progress Reports provide parents with tangible evidence of student growth and development and promote mutual understanding and communication between home and school

Progress reports are given mid-quarter to students in grades K-8.

Report cards are given to students in grades K-8 at the end of each quarter. Report card **envelopes** must be signed by the parent/guardian and returned to school. Report cards may be withheld for nonpayment of school debts.

RETENTION POLICY

The decision to retain a student shall be made only if adequate evaluation and documentation have been completed that indicates the student would most likely profit from retention. Parents, teacher and the administrator will decide together what is best for the child.

SAFETY POLICY

The principal and staff shall be responsible for ensuring adequate supervision of children during the entire time they are on school premises during the official times of the school day. Safety drills (including fire, tornado, and other potential crises) are conducted by St. Peter staff members and the Aurora Fire Department on a regular basis to ensure student safety in the event of an emergency situation. The principal and/or her designee reserve the right to implement the St. Peter Crisis Management Plan should they deem it necessary and appropriate to do so.

SEXUAL HARASSMENT

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension, termination or expulsion.

Retaliation in any form against an employee or student who exercises his/her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

Any employee or student who knowingly make false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

PRINCIPAL'S ADVISORY COMMITTEE/SCHOOL COMMISSION

St. Peter Catholic School Principal Advisory Committee (PAC) is called into being by the local parish and given its mission to provide quality Catholic education for all those children in the parish whose parents desire to take advantage of such an opportunity. Meetings are held on the third Tuesday of the month (September –May) at 6:00 p.m. in the School. Dates are noted in the school calendar. All regular meetings of the PAC are open to members of the parish and parents of children attending St. Peter Catholic School.

SHADOW DAYS AND HIGH SCHOOL OPEN HOUSES

All three of the Catholic high schools, and some local public schools, schedule Open Houses during the course of the year for prospective 7th and 8th grade students. Individual Shadow Days are **NOT** encouraged but if a student attends these days, they should **NOT** be scheduled on test days.

SPORTS PROGRAM

Goals

- Developing sportsmanship
- Helping students develop strong, healthy, and disciplined bodies and minds
- Encouraging values of self-discipline, self-confidence, fair play, and cooperation
- Teaching the proper attitude toward winning, losing, and competing with dignity

Sports Program

The following extracurricular programs are made available to full-time students in grades 5-8:

Soccer (Girls & Boys) Volleyball (Girls) Basketball (Girls & Boys) Football (5-8 Boys)

Participating in an athletic program and playing sports is a privilege not a right. **Athletes will be held to personal, academic, and disciplinary standards.**

SPORTS ELIGIBILITY POLICY

1. In order to participate, each student must be covered by an insurance policy.
2. As the primary educator of your son and/or daughter, it is up to you, the parents/guardians, to declare your child's sports eligibility based on his or her grades.
3. The parent/guardian must notify the principal and coach in writing if their child is ineligible.
4. Ineligible students will not be allowed to practice or play in games for one week, Monday through Sunday.
5. The principal reserves the right to declare a child ineligible based on the child's academic standing or because of behavioral issues.

STUDENT LEARNING MANAGEMENT SYSTEM

St. Peter School uses SchoolSpeak, a student learning management system, for all students and parents. This state of the art system allows each student and his or her parents to have on-line access to missing assignments, grades, progress reports, lunch menus and school events calendar. The School Speak system is easy to use and is a good means of tracking student progress.

The website is www.schoolspeak.com. Each student and parent/guardian has an automatically generated user name and password, which may be changed by the user once they sign in to the system.

STUDENT RECORDS/DIOCESAN POLICY

The Diocesan Office of Catholic Education of Rockford has established guidelines for school records. These guidelines describe your rights regarding the records of your child maintained by your Catholic school. These rules include:

1. **Right to Inspect:** you have the right to look at your child's permanent record which includes report cards, health records, accident reports, attendance records and biographical information (name, address, etc.).
2. **Right to Prevent Disclosure:** the school will not disclose anything to third parties from your child's record unless (1) you consent in writing prior to the disclosure, or (2) the information is directory information which you have not requested be kept confidential, or (3) the information is requested by a school to which your child is officially transferring, or (4) the request for the information meets one of the limited circumstances described in the "Guidelines for School Records."
3. **Right to Request Correction:** you have the right to present evidence that the school should amend any part of your child's record which you believe to be inaccurate, misleading or otherwise violating student rights. If the school decides not to change the record, you may insert an explanation in the record.

To review your child's permanent record, you are asked to call the school office for an appointment with the principal.

TELEPHONE USE

As a rule, no student or teacher will be called to the office to accept a telephone call during the school day. Telephone messages will be conveyed to teachers or students involved. Only in situations of real necessity will students be permitted to make telephone calls during the school day. Students may not call home for homework assignments, books; band instruments, lunches left at home, etc., but will have to accept the consequences to promote responsibility.

TOBACCO/DIOCESAN POLICY

The school Code of Illinois prohibits the use of tobacco on school property by any school personnel, student, or other person when such property is being used for school purposes. "School purposes" include but are not limited to all events or activities or other use of school property that the school board or school officials authorize or permit on school property, including without limitation all interscholastic or extracurricular athletic, academic, or other events sponsored by the school board or in which pupils of the district participate.

TRUANCY POLICY

School attendance is compulsory in the State of Illinois. The responsibility of compliance with the law belongs to the parents, but the school is obliged to keep an accurate record of daily attendance. The record is placed in the student's permanent file at the end of each school year.

The principal will investigate and involve the parent/guardian if

- There is a suspicion that a student is truant;
- A student returns to school with no excuse or one that might not be valid;
- A student continues to be absent with no apparent reason.

Often extraordinary circumstances are involved and the principal, parent and counselor should work together to remedy the situation. When all efforts to persuade the student to regular attendance fails, a written warning shall be sent to the parent/guardian indicating that the case will be turned over to the public school district in which the student resides.

TUITION POLICY

Payment Terms

- Grade Pre-K-8 tuition is paid in 10 (ten) equal monthly payments from August 1 to May 1
- Tuition is considered paid only when payment is received in the school office. If payment is not received in the school office by the 15th day of the month, a \$25.00 late fee will be added to the amount due.
- If your check is returned marked NSF (Non-Sufficient Funds) you will be charged a \$25.00 late penalty. If two checks are returned for non-sufficient funds, the rest of your payments must be made in cash, a money order, or a cashier's check.
- All fees are nonrefundable. The administrator retains the right to make exceptions when appropriate.
- If payments are not made on time students(s) will not receive report cards, diplomas, transcripts or participate in graduation ceremonies, nor be eligible for enrollment the following trimester and/or enrollment the following year.
- If at any time these commitments cannot be fulfilled, you must contact the Principal, Administrator, or Pastor to make arrangements.

2017-2018 SCHOOL TUITION

10 equal monthly payments – August 1, 2017 – May 1, 2018

*** St. Peter Parish Member must have a registration on file at the parish office, must attend Mass regularly, and must use the weekly envelopes.**

	Member of St. Peter Parish		Non-member of St. Peter Parish	
	Yearly	Monthly (10 Months)	Yearly	Monthly (10 Months)
1 child	\$3,600	\$360	\$3,800	\$380
2 children	\$4,850	\$485	\$5,050	\$505
3 children	\$5,600	\$560	\$5,800	\$580
4 children	\$6,000	\$600	\$6,200	\$620

(Includes books, materials, health service fees, maintenance and technology)

All families are asked to register their children for the coming school year. At this registration, each family makes a deposit to hold their child's position on the class roster. This deposit is non-refundable.

If a family leaves the school during the year, the family will pay for the month(s) their children are registered as students of St. Peter Catholic School. (Examples: if a family leaves the school September 5th, the family would pay tuition for the months of August and September). It is expected that tuition be paid in full before any student records are released to their next school.

VISITORS TO THE SCHOOL

Parents are encouraged to visit school. Please follow the following procedures upon arrival at the school location in order to ensure student safety:

1. Check in at front office before picking up or returning a child, entering or visiting classrooms, meeting with a teacher.
2. A sign-in and sign-out will be required.
3. A Visitor's Pass may be necessary.
4. Do not be offended when students or some staff do not respond to knocks on doors or windows. District procedure requires all visitors to be "buzzed in" through the front door by specific staff only.
5. Do not question other children regarding conflicts or concerns occurring to, from, or at school without the permission of the other parent.

No visitors or parents may visit classrooms or interrupt a teacher during class time unless he/she is authorized by the principal. Parents who are interested in observing the learning activities of their children are asked to notify the school office one day prior to the visit.

VOLUNTEERS

Volunteers (including chaperones) are an integral part of our school and sports programs. Parents and Grandparents are always welcome to volunteer service to our school. All volunteers are required to report directly to the office, sign-in and secure a volunteer pass. All volunteers working with or around children must have the following on file:

- Certificate of attendance at "Protecting God's Children" class
- Illinois State Police Conviction Information Background Check
- Illinois and National Sex Offender database check
- Acknowledgment of Mandated Reporter Status
- Signed Receipt Form for Sexual Misconduct Norms
- Signed Receipt Form for Code of Pastoral Conduct

WEAPONS/DIOCESAN POLICY

It is a violation of the school's policies for a student to possess a weapon on school premises or at any time in connection with school-related activities. Included within the prohibition of this Policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearm, knife, martial arts device or other object which, in the school's discretion, may reasonably be considered to constitute a weapon.

Violations of this Policy may result in disciplinary action up to and including expulsion from the school at the school administrator's discretion.

WELLNESS POLICY

The Diocese of Rockford is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle as well as 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 as well as promote health and wellness, good nutrition and regular physical activity. In addition, the school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

WRITTEN NOTICES

Written notes are required from parents for:

1. Absence from school for all or part of a day when the student returns.
2. Appointments during the school day or early dismissal in advance of or prior to appointment.
3. Vacations or planned absences in advance of or prior to the absence.