

**St. Peter's School—A Ministry of St. Peter's Parish**



**ST. PETER'S PARISH MISSION STATEMENT**

We of St. Peter's Parish are a faith community who have as our model our Lord Jesus Christ and the fulfillment of His mission. We profess who we are by our shared belief and understanding of the Gospel. As people called to conversion, we come together to celebrate and bear witness to God's redemptive activity in our lives. We live out this mission of Christ through prayer and worship and through our baptismal call, which challenges us to minister to and with others.

**ST. PETER'S PARISH VISION STATEMENT**

St. Peter's will be a welcoming parish, a catalyst for spiritual formation, the living word for the community, and an advocate for those in need.

*In fulfillment of St. Peter's Parish Mission and Vision, St. Peter's School works to accomplish the following:*

**ST. PETER'S SCHOOL MISSION STATEMENT**

While providing God's children superior educational opportunities in an accepting and loving Catholic environment, St. Peter's School serves its parish community and the greater Kansas City metropolitan area as a leader in preparing children for a morally responsible and educationally sound adulthood, grounded in the spirituality of Jesus Christ.

## **PHILOSOPHY**

Burning in each child is the light of Christ. Our commitment is to keep that light burning brightly through our staff's professionalism and dedication. Our parents, students, faculty and staff pride themselves on making St. Peter's a home for excellence and achievement fostered by the appreciation of God's presence in each individual. At the heart of our mission is our desire to bring all children to a deeper knowledge and love of God. All St. Peter's students are led by their parents and teachers through an exploration of the Catholic faith. This endeavor is designed to reveal God's desire that we love unconditionally, appreciate each individual's uniqueness, accept the responsibilities of a Catholic Christian, and develop an awareness and reverence for God's people and the Earth we share.

## **SPIRITUAL DEVELOPMENT**

We recognize that parents are the primary educators for their children, and we work to complement the values taught at home. At the heart of our mission is our desire to bring all children to a deeper knowledge and love of God. Participation in the religious program of the school is required for everyone. All children, Catholic and those of other faiths, attend religion class, liturgies, and any programs involving their grade levels. All-school Masses and prayer services are scheduled throughout the year; times for these special services are listed in the school calendar. Parents and friends are invited to attend at any time. Teachers will share with parents the responsibility of preparing Catholic second graders for the reception of the sacraments. Parents are required to attend a meeting that focuses on the readiness of their children for reception of First Reconciliation and First Communion.

## **Parent-Teacher Covenant**

Because our school strives to be a faith community, parent cooperation and good parent-teacher relations are essential. As members of a faith community, our first instance is to assume that all of us—teachers, administrators, parents, guardians and other caregivers – have the child's best interest at heart.

While our school is excellent in many ways, no one within our community is perfect and problems and misunderstandings will occur. When a problem or disagreement arises, we will make every effort to contact you to clarify the situation. Parents, guardians, and family members who experience problems, or who are confused with some matter regarding your child's educational experience, are asked to show similar respect by a) striving first to learn the reasons behind a policy; b) inquiring about the teacher's or school's understanding or decision before judging or forming an opinion. Those who are not satisfied with what they have learned are asked to approach the administration to investigate the matter. In this way, positive resolutions can be reached.

### **Parents and guardians are asked to follow these guidelines for expressing concerns over a school matter:**

1. If the problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, then the parent is asked to contact the teacher first. Parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day.

2. If the problem is more serious, the parent or guardian should inform the principal. Due to school responsibilities, the principal may not be available immediately; therefore, patience in setting appointments or in expecting a return phone call or e-mail is requested. Since concern for your child is uppermost in all our minds, we will make every effort to accommodate you and your concerns. We simply ask that you understand that many children and other parents may also be requiring our immediate attention at the time.
3. All staff members of our school promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. That is, we promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically, and physically, and also the welfare of other students.

With this in mind, parents and guardians are expected to show the same concern and respect for the staff of our school, as well as the other children and families of our community. The following behaviors, therefore, are unacceptable within our community:

1. We will not tolerate assaults or harassment of a staff member, student, parent, guardian or family member.
2. We will not tolerate intimidating or verbally abusing any member of the community, in person, in writing, or via electronic media.

Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary action. Likewise, misconduct on the part of a parent, guardian, or family member may lead to a warning or one of the following actions:

1. Limiting or refusing permission to enter or use school grounds or facilities;
2. Asking that someone other than the person exhibiting poor behavior represent the child's interests on school matters;
3. Refusing to allow the child to re-register, and in extreme cases, initiating procedures to ask the family to withdraw the child from the school.

We rely on the good faith and sincere efforts of everyone in the school community to keep the spirit of this covenant so that we may become the genuine faith community we strive to be.

## QUICK FACTS

Office Hours	7:45 A.M.-4:00 P.M.
School Hours	
Full Day	8:00 A.M.-3:20 P.M.
Half Day	8:00A.M.-Noon
School Doors Open	7:45 A.M.
Before School Care	7:00-7:45 A.M.
After School Care	3:20-6:00 P.M.

ECLC Hours	8:00 A.M. -3:05 P.M.
After School Care for PK Only	3:05-5:30 P.M.

School Lunch Hours:	11:00 A.M.-1:30 P.M.
Kindergarten	11:00-11:30 A.M.
1 <sup>st</sup> & 2 <sup>nd</sup> Grades	11:30-Noon
3 <sup>rd</sup> & 4 <sup>th</sup> Grades	Noon-12:30
5 <sup>th</sup> & 6 <sup>th</sup> Grades	12:30-1:00
7 <sup>th</sup> & 8 <sup>th</sup> Grades	1:00-1:30

### Important Numbers

School Phone	816-523-4899
School Fax	816-523-1248
School Web Address:	<a href="http://www.stpeterskc.org">www.stpeterskc.org</a>
Parish Office	816-363-2320
Parish Web Address:	<a href="http://www.stpetersparishkcmo.org">www.stpetersparishkcmo.org</a>

## LIFE SKILLS

**Integrity:** To act according to what is right and wrong  
**Initiative:** To do something because it needs to be done  
**Flexibility:** The ability to alter plans when necessary  
**Perseverance:** To keep trying  
**Organization:** To work in an orderly way  
**Sense of Humor:** To laugh and be playful without hurting others  
**Effort:** To do your best  
**Common Sense:** To think it through  
**Problem-solving:** To see solutions  
**Responsibility:** To do what is expected

**Patience:** To wait calmly  
**Curiosity:** To investigate and seek understanding  
**Cooperation:** To work together toward a common goal or for a common purpose  
**Caring:** To show or feel concern  
**Courage:** To act according to one's beliefs  
**Pride:** Satisfaction from doing your personal best  
**Respect:** Proper courtesy of persons and things  
**Friendship:** To make and keep a friend through mutual trust and caring

## ADMISSIONS POLICY FOR ST. PETER'S SCHOOL

### Active Membership

Active members of St. Peter's Parish have access to all of the ministries provided by the parish, including St. Peter's School, grades K-8. To be considered an active member of St. Peter's Parish, the following conditions must be met:

1. Registration in the parish for at least two years.
2. Regular participation in Sunday Mass.
3. Active involvement in some form of parish ministry or service area.
4. A current pledge card for financial support of the parish is on file, and contributions must be current.
5. The pledge amount must be at least 6% of combined personal income.

### Financial Benchmarks

In 2005 St. Peter's established benchmarks for school families to ensure stable financial support of the many parish ministries. Parents of children attending St. Peter's School MUST pledge according to the following formula. The benchmarks for the 2010-11 school year are as follows:

<b>1 Child</b>	<b>\$4,575</b>
<b>2 Children</b>	<b>\$7,900</b>
<b>3 or more Children</b>	<b>\$10,925</b>

Please note these are only minimum pledges that allow St. Peter's to keep our many programs at their current level of support. If you have been extra blessed, your larger contributions will only enable the parish to serve more of God's people. Should your 6% pledge be less than these benchmarks, verification of that fact will allow your child(ren) to attend St. Peter's School. Contact the parish business manager and provide the necessary income documentation for your *combined* income. Parents who are not qualified parishioners may apply to send their children to St. Peter's School on a tuition-paying basis. This would include non-Catholics, Catholic members of another parish, and newly registered St. Peter's parishioners. This would specifically include parents who have not consistently tithed prior to the time their children begin school. These families would attend their first year of school on a tuition-paying basis. Tithing and tuition parents must remain current. Those falling behind in their tithe may be asked to become a tuition family for the following school term. Quarterly reports, transcripts, and diplomas may be withheld until payments are current. Neither tithing nor tuition families will be accepted for registration (held in February) for the following school year unless the tithe/tuition is current, and registration fees are paid. Pre-registration for ECLC and Kindergarten will be in October. We understand financial situations can change, and we wish to work with all families to ensure continued school attendance. Families are encouraged to contact the parish business manager immediately if a situation occurs which makes it difficult to maintain tithe contributions or tuition payments.

If an individual grade level enrollment reaches 69 children including parish families and tuition families who enrolled prior to the following school year, no new tuition families will be accepted for that grade. If the number of children in each grade level exceeds 69 with these students, accommodations will be made so that the quality of the students' educational experience will not be compromised. If the class size of 69 children is not reached, tuition families with siblings currently in school will be admitted. Additional tuition families will be admitted based on the order in which their registration material and school records (transfer students) are received in the school office (updated April 2007).

## **Guidelines for Enrollment of Students with Special Needs**

Students with special needs will be subject to the guidelines of the school registration process, as well as additional guidelines specific to Special Education services as cited in the Administrative Policy Manual #300.3.

1. Parents of the students will notify the school principal when diagnosis is determined and pre-enrollment procedures are beginning.
2. Prior to enrollment, parents of students will be registered and active members of a parish, as defined by the local pastor and principal.
3. Parents of students, tithing parishioners, and tuition families will become active members of the F.I.R.E. parent group to assist with fund-raising activities.
4. If the caseload for Special Education services as determined by the principal and special education teacher has been reached, students will be put on a “wait list” following the schools’ regular registration guidelines.
5. Prior to enrollment, parents will request an interview with the school principal. All necessary documents regarding the special needs of the student should be presented to the principal at that time.
6. The principal reserves the right to determine if the faculty and staff are able to meet the needs of the student throughout the school year as per Diocesan policy #300.3 (updated February 2009).

## **REGISTRATION PROCESS**

As a ministry of St. Peter’s Parish, St. Peter’s School is available to all active parishioners. Active membership in St. Peter’s Parish requires support of the parish ministries, regular attendance at Mass, and financial support of the parish by pledging 6% of their total family income. If the class size of sixty-nine students (in three classrooms) is not reached with parish children, students paying tuition will be accepted in the following order: 1) those meeting the academic requirements with siblings currently enrolled, and 2) those meeting the academic requirements, based on the order in which their registration materials are received in the school office. While no distinction or preference is observed regarding sex or race, we do reserve the right to screen applicants regarding religious orientation and practice. St. Peter's is a Catholic school and active Christianity as a personal experience for each child is essential for complete integration into our faith community.

### ***ECLC***

For admission to ECLC students must be three years of age and potty trained. Families of existing ECLC students will receive registration materials during the month of October. Those materials must be returned to the school office by the specified deadline. If the materials are not received by the deadline, current ECLC families risk losing their place in ECLC. After the deadline, registration materials will be distributed to St Peter’s school families and others that have requested a packet. New students will be accepted in the following order: 1. Siblings of students already enrolled in St. Peter’s School that are up-to-date with their current pledge/tuition. 2. Children of St. Peter’s parishioners. Families must have a history of tithing to the parish. 3. Children of families outside St. Peter’s Parish.

### ***KINDERGARTEN***

For admission to kindergarten, Diocesan policy is followed requiring students to be age 5 by July 31. Parents of incoming kindergartners are asked to furnish the school with copies of the child's birth certificate, Baptismal record, and immunization documentation. Prior to admission, kindergarten students must take part in the spring kindergarten screening. Pre-registration for kindergarten will be during the month of October.

### ***TRANSFER STUDENTS***

For those students transferring into St. Peter's, immunization information, sacramental records, and transcripts from former school(s) must be sent to St. Peter's School; in addition, an interview must be scheduled with a school administrator and parish priest (if there is intent to join parish). The administrator will place new students in classes according to their level of achievement. Acceptance will be determined by the results of tests, prior academic records, teachers' observations, and parental input. All transferring students must have a satisfactory disciplinary record from their prior school(s). Students are placed on a probationary period through the first year. Students are expected to comply with all the school regulations and to conduct themselves during class time in a way that is conducive to learning. Parents will be expected to show an interest in the education of their child by cooperating with the administrators and faculty in school matters. If a student is unable to progress in a regular school curriculum and meet with the expected code of conduct, a conference will be held with the parents to explore the educational resources in the area that might assist us or better meet the child's needs. At the end of every quarter, the faculty will review the status of all new students with respect to behavior and academics. If registration is closed for any particular class, the request for acceptance will be kept on file; parents will be notified of an opening.

### ***ENROLLMENT***

In February, children are registered for the next school year. Registration packets are provided to parish families that are up-to-date with their tithe. Tuition families must be current in their payments to receive the registration packet. The family will complete the appropriate forms and make a payment of one-fourth of the registration fee. The second payment is due in March, third in April, and the balance is due in May. Registration is open to current school families and parishioners through the month of February, after which time classes will be opened to those outside the parish or school.

### **ACADEMIC PROGRAM**

St. Peter's School is accredited through the National Federation of State Non-Public School Accrediting Association and North Central Accreditation Association. St. Peter's School offers a full range of classes: religion, language arts (reading and English), mathematics, science, social studies, physical education, art, music, and computer science. Our program stresses the development of critical thinking skills and emphasizes age and developmentally appropriate instruction. Differentiated instruction strategies will be utilized to meet the varied needs of learners. St. Peter's faculty actively aligns its curriculum with state (Missouri Grade Level Expectations) and national standards for each subject. To view the Missouri Grade Level Expectations, go to [www.DESE.mo.gov](http://www.DESE.mo.gov).

### ***HOMEWORK***

St. Peter's School considers homework an extension of classroom experience. Homework provides children an opportunity to practice and develop the concepts presented in the classroom. All children in Grades 1 through 8 are expected to spend some time each afternoon or evening engaged in homework, preferably at a prearranged time every day. If this is consistently not the case, the child's teachers should be contacted immediately. Primary students will be asked to work with flash cards, to read, or to study spelling words, in addition to their work on special projects. Listed below are average times that students will spend on homework. Daily reading is an expected part of students' homework.

#### Daily Recommendations

Grade 1—fifteen or twenty minutes

Grade 2—fifteen to thirty minutes

Grades 3 and 4—fifteen to forty-five minutes

Grades 5 and 6—forty-five to ninety minutes

Grades 7 and 8—one or two hours

Parents are encouraged to monitor their children's completion of homework, while the students themselves are expected to assume the responsibility of completing homework. If students are having difficulty completing their homework, parents should contact the teacher. Cheating or plagiarism will result in the loss of grade and disciplinary action as determined by the teacher and administration. Teachers will communicate their homework policies to students and parents at the start of the school year. Students in grades 6-8 will receive reduced credit for unexcused late assignments and may be required to attend before or after school study halls to complete late work. Even if a student receives a reduced grade, it is expected that the work will be completed. To simplify the completion of homework assignments, first through eighth graders use assignment notebooks purchased through school. **Parents are encouraged to check the assignment notebooks frequently, as well as the school website for current teacher news.**

### ***ACADEMIC SUPPORTS***

All teachers at St. Peter's School will make every effort to help all students deal with new challenges, academic and otherwise. We request parents' help in making sure that their children complete homework tasks each night, study for daily work and tests. Extra help should be sought as soon as the need is recognized. We have lists of tutors and agencies that provide testing or academic assistance at an additional cost to parents. Please check with teacher or administrator if you are interested. St. Peter's has a full-time special education teacher available to help meet the needs of students on IEPs (Individualized Education Plans).

### ***TITLE I***

Title I is a federally funded program designed to supplement instruction in reading and math during the regular school day. Students are identified for eligibility on the basis of test scores and/or classroom teacher recommendation and the public school attendance area in which you reside. If your child qualifies, he or she is encouraged to either participate in the Title I program or take part in a suitable program provided at the parent's expense outside of the school day.

### ***SCHOOL COUNSELOR***

St. Peter's has contracted with Catholic Charities to provide a part-time counselor to offer support services. If you have a child in need of this service, please contact the school. The counselor's contact information can be found in the school roster.

### ***ENRICHMENT***

Enrichment is offered through several programs. During the school day the PTA sponsors Art Smart, a program in which volunteer parents visit the classroom to speak about famous artists and their works; assemblies and some of the students' field trips are funded through the PTA. Other opportunities are provided after school hours for a fee for students in kindergarten through eighth grade. Past course offerings have included drama and comedy, choir, chess, math club, art, book club, cooking, geography club, dance, yoga, and Spanish, depending on the interests of students and the availability of instructors.

### ***REPORT CARDS***

Communication with parents as to the progress of their child/ren will be maintained throughout the year. Kindergartners through third graders will receive report cards four times a year marking their progress in achieving academic goals; their accomplishments will be noted with a code identifying their level of competence with skills or concepts. Students in grades four-eight also receive quarterly report cards.

Third graders (second semester only) and fourth through eighth graders are assessed on the following Diocesan scale:

A+	=	100	C+	=	83
A	=	94-99	C	=	75-82
A-	=	93	C-	=	74
B+	=	92	D+	=	73
B	=	85-91	D	=	70-72
B-	=	84	D-	=	68-69
			U*	=	67 and below

\* A “U” indicates failure to fulfill minimal requirements.

If a student receives an “Incomplete,” usually the result of an extended illness, the work must be completed within a reasonable amount of time, as determined by the teacher. After that time, the grade will be calculated, with the missing work registered as a zero.

### ***PROGRESS REPORTS***

Mid-quarter progress reports are issued to the parents of students experiencing academic or behavioral difficulties. Dates will be published in school communications.

### ***HONOR ROLL***

Honor rolls are calculated for junior high students every quarter and for fourth through eighth graders at the end of the school year. They are based on the following information:

- 1) A=4 points, B=3 points, C=2 points D=1
- 2) A student will be disqualified from the quarterly honor roll if he/she has one grade lower than “C” or two lower than “B-”
- 3) Final honor roll will be based upon the final grade issued following the completion of the fourth quarter and averaging all four quarters
- 4) Honor roll classifications are determined by the following scale:

<b>Grade Point Average</b>	<b>Honor Roll Classification</b>
4.0	Class Honors
3.69-3.99	First Honors
3.38-3.68	Second Honors
2.87-3.37	Honorable Mention

### ***AWARDS***

Children in kindergarten through third grade qualify only for perfect attendance awards at the end of the school year. Older students (Grades 4-8) may receive certificates for perfect attendance, exemplary kindness and concern, and outstanding academic accomplishments.

Please note the following:

1. A student who has been tardy seven or more times in the course of the school year will not receive a certificate for perfect attendance unless the tardiness is a result of medical or dental appointments.
2. The Spirit of St. Peter's Award may be given to those students who model a spirit of kindness and concern for others.
3. Those whose final grades qualify them for the honor roll will receive certificates recognizing their scholarship. In addition, students who are not on the honor roll but who earn an "A" or "A-" final average in a core class will also be awarded certificates.
4. Awards for academic excellence may be awarded to those who demonstrate extraordinary achievement.

### ***PARENT-STUDENT-TEACHER CONFERENCES***

Parent-student-teacher conferences are scheduled twice annually for preschoolers and kindergartners through eighth graders. Due to time constraints, priority will be given to teacher-requested conferences in February. **If at any time parents wish to confer privately with the teacher, an appointment may be arranged. Teachers may not be interrupted before, during, or immediately after school hours for an unscheduled conference.**

### ***RETENTION POLICY***

Retention in Grades K-3 will be recommended based on perceived maturity and actual academic achievement. Parents will actively participate in this decision. Retention in Grades 4-8 may occur should a student earn a "U" average in any two of these core subjects: reading, mathematics, science and English. Before a student will be promoted to the next grade, summer instruction and/or assessments will be required for a "U" average in any subject. Please note the following: The summer coursework needs to be approved by the teacher and administration in advance, and documentation of successful completion is required for promotion to the next grade.

## **ATTENDANCE POLICIES**

### ***SCHOOL HOURS (School Opens at 7:45 A.M.; Warning Bell at 7:55 A.M.; Tardy Bell at 8:00 A.M.; Dismissal at 3:20 P.M.)***

Unless they are meeting with a teacher, children arriving at school before the 7:45 A.M. bell will be sent to the morning session of the Extended Care Program. After the first bell, students should quietly enter their homerooms and prepare for the day. **All students should be in their classrooms ready for class when the second bell rings at 8:00 A.M.** Our morning prayer is read over the school intercom at 8:00 A.M., immediately after the final bell rings. It is essential that students are in their classrooms ready for school by the time the prayer begins.

The school day ends at 3:20 P.M. There is no formal supervision of students after 3:30 P.M. other than that provided for those in the Extended Care Program or enrichment programs, so it is imperative that all families observe this time. **Any unsupervised students who have not been picked up by 3:30 P.M. will be sent to the afternoon session of the Extended Care Program, and families will be charged for this service.** For students enrolled in after school enrichment classes, any students who are not picked up within 10 minutes of the scheduled class end time will be sent to the afternoon session of the Extended Care Program and families will be charged for this service. On days when classes are dismissed early, students who have not left the school grounds within fifteen minutes after the last bell will be sent to the Extended Care Program, and families will be charged for this service.

### ***ABSENCES/TARDINESS***

Good attendance is vital to student learning. Excessive absences and tardies hamper the education process. After five unexcused tardies/absences, the administration will contact parent or guardian to develop a plan to improve student attendance. Further excessive absences and/or unexcused tardies will be reviewed by the administration and will result in additional measures as determined by the administration. Students arriving after 10:30 a.m. or leaving before 1:30 p.m. will be considered absent for one-half day. If the student attends school for less than two instructional hours he/she will be considered absent for the full day. Students arriving late to school, regardless whether their tardiness is excused or unexcused, must report to the school office for a tardy slip.

Children with fevers, severe colds, persistent coughs, or flu symptoms should stay home from school. In such cases, the parent is asked to call the office (523-4899, extension 214) between 7:45 and 9:00 A.M. to report the illness. A parent must call every day of a student's absence; otherwise, the health room coordinator will need to call to make sure that the child is safe at home. She may inquire about the nature of the child's illness to be aware of the possibility of contagious diseases spreading throughout the school. If a child becomes ill during the school day, his/her parents (or those authorized by parents to act in an emergency) will be contacted and asked to take the child home. A student may not leave the premises unless two conditions have been met: the child has reported to the school office and the parents have given permission for the student to leave.

Students are responsible for gathering information and completing all assignments missed during an absence. This should be done before or after school. Parents who request homework for their children must notify the office by 9:00 A.M. Books and assignments will be ready by 3:15 P.M. If possible, please make arrangements for a sibling or friend to pick up the work at that time. Let the health room coordinator know if someone else will be picking up homework after 4:30 P.M. so that the materials may be transferred to the Extended Care personnel.

Parents should be aware of the need for their children to make up assignments not completed due to absences and ensure that the work is completed and turned in. Normally, students will have the same number of days as they missed to make up their work. Due to the experiential and hands-on nature of the instruction in our classrooms, many times work cannot be made up, and for this reason, **families are discouraged from scheduling vacations during regular school time.** Please check the school calendar and plan family vacations accordingly. Teachers cannot always be expected to provide work in advance of a trip.

### ***EXTENDED CARE PROGRAM (Before and After School Care)***

On days when school is in session, extended care (for those in K-8) is provided for a fee to interested families. Hours are 7:00-7:45 A.M. and 3:20-6:00 P.M. Extended care for ECLC students in PK only is available from 3:05-5:30 p.m. only. Whenever school is dismissed at 12:00 P.M, the afternoon hours are 12:00 until 6:00 P.M. Students are given a snack and then are involved in a variety of activities, including time for study for the older students. Unless the weather is bad, all children go outside for playtime. Late charges for the Extended Care Program will be assessed in the following manner: \$5.00 for children picked up between 6:00 and 6:10 P.M.; \$1.00 for each additional minute beyond 6:10 P.M. Charges will be doubled after three late arrivals. Continued tardiness may result in the necessity for the family to make other arrangements for the child's extended care. Students attending Before and/or After School Care are to abide by the St. Peter's School Behavior Expectations. The Disciplinary Rationale and Standard Disciplinary Procedures will be communicated to students and parents utilizing this service. Persistent instances of disciplinary problems may result in the need for alternative before and/or after school care.

### ***EARLY DISMISSAL REQUEST***

When picking up a child early, the parent/guardian should sign the student out on the clipboard in the office. Students are responsible for getting homework for the classes they will miss. Whenever possible, routine medical and dental appointments should be scheduled on non-school days or after school.

### ***INCLEMENT WEATHER***

If school closings are imminent, the School Reach system will be utilized to inform school families. In addition, please listen to your television or radio for official announcements of closings for the *Southwest Pod Schools—Diocese of KCMO*. We can also have late starts (usually 10:00 A.M.) on days when the weather warrants less than a school closing but precludes an 8:00 A.M. start. St. Peter's does not dismiss children early (unless indicated on the calendar). On days when the weather is threatening, parents may pick their children up early by coming to the office and having the students paged. On afternoons when weather conditions prohibit cars traveling safely through the playground, the Holmes (rectory) entrance will be blocked with orange cones. On those days, students may be picked up along Meyer Blvd. or 64<sup>th</sup> Terrace. Holmes is not a safe alternative. Parents should discuss with their children where they will meet should this situation occur in the afternoon. If school is closed for inclement weather, extracurricular activities scheduled at St. Peter's will be cancelled.

### **BEHAVIOR EXPECTATIONS**

Students at St. Peter's School are expected to reflect Christian values in their treatment of peers and adults, both during school and when in the community. Students are expected to behave in an orderly and respectful manner. When language or actions are abusive, vulgar, or otherwise inappropriate, action will be taken by school staff.

**Church:** Students will be taught and expected to maintain a reverent attitude, participating in all rites appropriately.

**Garden Room:** Students are expected to use polite table manners, to confine their conversations to those at the same table, and to follow the expected procedures. Consequences for students who are unable to comply with the expectations include, but are not limited to, having a supervised silent lunch.

**Hallways:** The hallways are an extension of the classrooms. Student behavior should show consideration for classes being conducted. Students are to walk in a quiet manner on the right side of the hall and be sensitive to others in the vicinity.

**Classrooms:** *Respect* is the key word. Teachers and students will create rules for the orderly functioning of each room.

**Playground:** The playground is an extension of the classrooms.

**Students should be supervised at all times when on school and/or parish property, whether during the school day or outside of normal school times. This includes athletic events, Scouting events, parish functions, etc.**

### **DISCIPLINARY RATIONALE**

Parent cooperation is essential for the welfare of students. Children will tend to have the same attitudes toward authority that parents reflect to them in all of the situations of daily life. The discipline policy of St. Peter's School is built upon a relationship of trust between parents and school staff. Discipline measures will be applied judiciously and with an emphasis toward changing problematic behavior rather than on punishment for its own sake. The policy strives to ensure a safe, positive, and productive learning environment. At the same time, it acknowledges that students are in the formative stages of life and that the purpose of discipline is personal growth, and, ultimately, self-discipline. The worth of the individual is recognized. Students are guided to accept responsibility for their actions and the consequences of those actions, both positive and negative. Errors and mistakes are viewed as opportunities for growth. Students are encouraged to consider the common good of the large community over individual

preferences. These standards are modeled, taught, and learned through the practice of **Life Skills**. Listed after the quick-facts section of this handbook, these Life Skills serve as a focus for the entire school.

### **STANDARD DISCIPLINARY PROCEDURES**

St. Peter's School will not tolerate any violence from students, parents, coaches, or other adults. For the purposes of these guidelines, school violence includes, but is not limited to, any action, word, or object that is intended to, or has the effect of, hurt or intimidation toward another person. Examples include threats, bullying, intimidation, belligerence, assault, battery, stalking, fighting, bringing any type of weapon into the school, and harassment—verbal, physical, and sexual. In the event of violence, St. Peter's School will initiate an appropriate response. This response may include, but is not limited to, suspension or expulsion of the student, and/or criminal prosecution of the person or persons involved. Other unacceptable behavior includes disrespect for adults or peers, abusive or unacceptable language, destruction of school/parish property, and a pervasive attitude of general disregard for school policy, personnel, or property. Stealing, cheating, plagiarism, gang behavior or activity will not be tolerated. When standards of Christian conduct are not met, definite measures are taken. Consideration is given to the age and maturity of the student as well as the gravity and repetition of the offense. Fair does not always mean equal.

#### ***BULLYING***

Bullying occurs when anyone repeatedly inflicts or threatens to inflict physical or emotional injury or discomfort on another person. Bullying behaviors include, but are not limited to, harassment, mocking, intimidation, name calling, put-downs, taunting, teasing, exclusion, hitting, pushing, staring or glaring at, and or using/damaging/taking another's property. It is important that a student report to a trusted adult any bullying behaviors he or she has been a victim of or witness to. The following stages are outlined per the Olweus Bullying Prevention Program:

**Stage One:** When a bullying offense occurs, a Bullying Behavior Form will be initiated. The bullying behavior will be clearly documented and the form will be signed by the student, parent/guardian, and teacher or staff member. Grade level consequences will occur. When a student receives his or her third documented bullying offense, he or she will move into Stage Two.

**Stage Two:** Parents will be notified, and a Behavior Improvement Plan will be enacted. The following items will be documented:

1. The student will document the behavior that needs to be modified.
2. The student will list specific things he/she will do to prevent future bullying incidents.
3. The student will document the school consequence that will occur if he/she fails to change his/her behavior. The consequence will be determined by the teacher and administrator.
4. Parents/guardians will also document what they will do to help their child succeed.
5. The student will be reevaluated quarterly by the homeroom teacher or an administrator.
6. The document will be signed and dated by the student, teacher/staff member, parent/guardian, and administrator.

**Stage Three:** Suspension, in or out of school, determined by an administrator.

**Stage Four:** Probation—a period of behavioral probation—determined by an administrator.

**Stage Five:** Expulsion from St. Peter's

### ***CYBER BULLYING***

Neither the St. Peter's school network, the broader Internet, nor cellular phones, whether accessed on campus or off, either during or after school hours, may be used for the purpose of harassment by any student at St. Peter's School. Forms of harassment through any electronic means, often referred to as "cyber bullying," are unacceptable. Cyber bullying includes, but is not limited to, the following misuses of technology: harassment, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant message, text messages, digital pictures or images, or Web site creations or postings, including blogs. **Any student, faculty, or staff member who feels that he or she has been the victim of such misuses of technology should not erase the offending material from his/her computer or cell phone. He/she should print a copy of the material and immediately report the incident to an administrator.** All reports of harassment in cyberspace will be investigated. Consequences may include, but are not limited to, the loss of computer privileges, separation from the victim, detention, suspension, or expulsion from school.

### ***OTHER FORMS OF MISCONDUCT***

Efforts will be made to use natural or logical consequences when dealing with student misconduct. Some acceptable practices to aid in the correction of any disregard for the standards of Christian conduct are time-out (in the classroom, on the playground, or in the office), "practice" time for the appropriate behavior, loss of privileges, student or teacher phone calls to parents, student-designed behavior plans, community service, student/teacher conferences, conferences with parents. These measures may also be used in combination with the situations noted below.

### ***DEMERIT CARD SYSTEM***

Demerit cards will be issued to all 7<sup>th</sup> and 8<sup>th</sup> grade students and at the second quarter of the 6<sup>th</sup> grade year. The purpose of the demerit card is to help students make positive choices, which result in greater focus on doing well academically, rather than choices, which result in less than desired consequences. The demerit system will allow teachers and staff to identify a particular infraction simply and quickly, while also allowing the student to recognize a "warning" given in the form of a demerit and to take the opportunity to eliminate the action. The system will ask the student to take primary responsibility for his/her behavior as well as manage the card. Each student will carry a demerit card with him/her at all times throughout the school day. The front of the card will have the student's name and homeroom and a list of the ways in which a demerit can be earned. On the back will be ten places where teachers can initial in the event of an infraction. Upon the tenth infraction, the student will serve **a before-school (7-7:45 a.m.) detention** and be issued another card. Any student that loses a demerit card will pay \$5.00 for a new card.

### ***DETENTION***

Before or after school detention is an acceptable practice to aid in the correction of any disregard for the standards of Christian conduct as stated above. Some, but not all, behaviors for which a detention may be given include: bullying behavior, disrespect toward others, disobedience, chewing gum, inappropriate language, a filled demerit card, or disregard of school procedures. A detention form notifies the parents in advance of the detention time and date. If a student earns three detentions, administration and teachers will review his/her discipline record and determine the need for further consequences, which may include in-school suspension or mandatory after-school study hall. An action plan may be put into place addressing expectations, responsibilities, and consequences for any future problems. If disciplinary problems continue, the child will be removed from class until a conference with his or her parents and the administration can occur. The child may be placed on probation, and continued disciplinary problems may result in suspension or possible expulsion.

### ***SUSPENSION***

Serious or repeated offenses of behavior, such as bullying, hitting, kicking, fighting, extremely inappropriate language, threats or disrespect for teachers, peers, or property, may result in an immediate suspension, either in school or at home. During an in-school suspension, the student will remain in an office area for the entire day. Students are not allowed to attend or participate in school-sponsored extracurricular activities on the dates of suspension. If the administration believes that a situation involving a threat of violence is serious, the student will be suspended from school pending the following:

1. an evaluation at the parent's expense by an approved psychologist capable of performing an evaluation of dangerousness;
2. a release is obtained from the approved psychologist indicating that the child is ready to return to school and does not pose a threat to the safety of his/her self or others;
3. proof is obtained of ongoing treatment by a therapist.

Any other consequences deemed necessary will be set forth by the administration and affirmed by the family before the child will be allowed to return.

### ***PROBATION***

A student may be placed on probation after other avenues of remediation of the unacceptable behavior have been exhausted. The principal, in her/his sole discretion, will determine the amount of time the student will be placed on probation. The student will be expected to continue to follow his/her success plan. Any student on probation will not be able to participate in any extracurricular activities. A conference will be held with the parents, student and principal prior to being removed from probation and/or being dismissed. Further incidents of disciplinary problems, either during or after the student's probationary period, may result in dismissal from St. Peter's School. In extreme circumstances, a student may be dismissed from St. Peter's School without being placed on probation.

### ***DISMISSAL***

A seemingly total disregard for school regulations, an attitude of disrespect toward staff or students, any immoral and/or un-Christian action would generally be dealt with more severely. Among the types of activities that cannot be tolerated in the Christian setting for education are the following: fighting, vile speech or conduct, possession or use of indecent literature, participation in criminal acts (including stealing and vandalism; being under the influence of, in possession of, and/or involved in the circulation of any drugs or alcoholic beverages), smoking, or truancy. In an extreme situation involving flagrant violation of school rules, it is possible that the student would be dismissed from school immediately.

### **UNIFORM DRESS CODE**

Two purposes of a school uniform are to spare parents the cost of other school clothing and to insure that students are properly attired so that attention is focused on the learning process. It is important that all students abide by the following dress code so that a teacher may use class time in proper educational pursuits rather than in the correction of infractions.

**All students must wear uniforms purchased from Parker Uniform Company, Dennis Uniform Company, or purchased through the Uniform Connection (used uniform sales at St. Peter's).**

**Tops—all students' shirts must be tucked in.**

Students in grades K-8 may wear white or red tops w/SPS logo.

Students in grade 7/8 may wear navy tops w/SPS logo.

Students in grades K-8 may wear red, navy, gray, or white

St. Peter's School sweatshirts.

Sweaters with the SPS logo are available through the uniform companies.

ONLY plain, white, short-sleeved undershirts free of printing and logos may be worn under tops.

### **Shorts/Pants**

Students in grades K-8 may wear navy walking shorts/pants.

Students in grades 7/8 may wear khaki walking shorts/pants.

Shorts may be worn August through October and March through June.

### **Skirts/Skortts**

Girls in grades K-8 may wear navy or plaid skorts.

Girls in grades 5-8 may wear navy/plaid skirts.

Girls in grades 7/8 may wear khaki skorts.

Skirts should fall no higher than 3” above the knee and may not be rolled at the waist.

### **Jumpers**

Girls in grades K-4 may wear plaid jumpers. White shirts with collars may be worn under plaid jumpers and do not need to have an SPS logo.

### **In addition, all students have the following guidelines:**

Extremes in appearance in hairstyles or hair coloring, jewelry, or makeup are not acceptable.

Bandanas and hats are not allowed.

### **Belts**

Students in grade 5-8 must wear a belt w/shorts and/or pants.

### **Shoes**

Dress or athletic shoes (no sandals, open-toed, or backless shoes). No Uggs or other boots may be worn during the regular school day.

Students may wear boots to school and during recess; however, other shoes must be worn inside the school building. Athletic shoes must be worn for P.E.

### **Socks**

Socks must be worn with dress and athletic shoes.

Plain red, white, or navy socks, knee-highs, or tights.

Ankle-length solid color leggings in red, white, or navy may also be worn. No lace or other trim is allowed.

Hair must be neat, clean, and out of the face. Specifically, boys’ hair must be above the collar, eyebrows, and ears. Boys must also be clean-shaven. Earrings for boys are not allowed.

Shorts with lettering on the back are not allowed.

## **OUT OF UNIFORM DAYS**

Approximately once each month, the Student Council sponsors a “jeans day,” for which students donate fifty cents to be out of uniform. Students may wear jeans, slacks (worn at the waist), or shorts and T-shirts or blouses that are in good taste for school (no inappropriate messages or advertisements). Girls may wear appropriate skirts or dresses. All clothing must be clean and free of holes. Students are not allowed to wear halter-tops, tank tops, short shorts (no shorter than 3 inches above the knee), bike shorts, miniskirts, camouflage clothing, sweat pants, pajama bottoms or hats. Tops should be long enough to be tucked in. If in doubt about an article of clothing, please check beforehand with the Student Council moderator or an administrator. The money collected will be used to support Student Council activities and community organizations. On students’ birthdays, students may be out of uniform—the same “Out of Uniform Days” policy applies. For students who celebrate summer birthdays, when school is not in session, the half-birthday will be honored.

## COMMUNICATIONS

Generally, communications from school will be sent on Thursday afternoons in family messenger envelopes. Please empty the envelope, read the communications, and return the envelope (empty, please) to school with your messenger the following day. We utilize the school website for posting teachers' news, as well as principal's newsletters (bi-weekly) and other school and parish communications, such as PTA news, athletic sign-ups, parish events, etc. On the school calendar you will note this listed as "School News." Message centers in the lobby and outside the gym will be used to display information we receive regarding non-school sponsored activities, such as outside camps, etc. The administration must approve in advance all information to be distributed and/or posted.

## HEALTH ROOM GUIDELINES

The health room coordinator will provide or coordinate the following services:

1. first aid for students injured at school
2. evaluation of an ill child to determine if the condition can be resolved with brief rest, snack, bandage, cold compress, etc.
3. monitoring of an ill/contagious child until the parent arrives
4. arrangements for hearing/vision screening tests
5. review of the immunization status of each student to comply with state and city regulations
6. administration of medications prescribed by students' physicians and requested in writing by the parents.

If a child is unable to stay at school due to fever, discomfort, or contagious condition, parents (or a relative or friend) should pick up the child in a reasonable period (within forty-five minutes). Due to space limitations and in fairness to other children, it is not possible to keep ill children waiting a long time, even if the purpose is to see if the child will improve. If parents have planned in advance, the stress of waiting will be alleviated. Any student who is sent home due to a potentially contagious symptom (e.g., fever, vomiting, severe cough) **MUST BE SYMPTOM FREE** for a minimum of twenty-four hours before being sent back to school. Therefore, if a child is sent home at noon due to a temperature of 100 degrees or more, he/she may not return until noon the next day. This guideline is for all children's welfare. Please remember to call 523-4899, extension 214, between 7:45 and 9:00 A.M. each day that your child is too ill to be at school. Parents must keep the health room informed of any changes in telephone numbers for those who may pick up the child. As noted above, prescription medications for certain ongoing illnesses can be given at school if they are in a marked prescription container and we have on file a dated permission slip signed by the parent. The note should indicate that the medication must be given during school hours. For those students requiring non-prescription medications, parents must send the medication (in its original container) to the health room with the consent form (available in the school office) signed by both a parent and a physician. Please note that Missouri State Law requires that all immunizations must be current and on file at school before the starting date each year. Over-the-counter medicines are strictly prohibited, and students found with such could face severe disciplinary action. **ALL** medications, both prescription and over-the-counter, are to be kept in the health room coordinator's office.

## **SAFETY**

### ***CHILD ABUSE AND NEGLECT***

St. Peter's staff are mandated by law to report suspected child abuse and/or neglect. Child abuse or neglect may include imminent risk of serious harm, death, serious physical or emotional harm, sexual abuse, or exploitation of a child (usually a person under the age of 18, but a younger age may be specified in cases not involving sexual abuse) by a parent or caretaker who is responsible for the child's welfare. All staff members and volunteers who have contact with children are required by the Diocese to complete the Protecting God's Children training and submit to background checks.

### ***TRAFFIC PROCEDURES***

*ECLC ONLY* uses the Legacy Center parking lot to park and walk the students into classrooms. The Legacy Center parking lot is also used by school and parish faculty and staff. Please do NOT use this parking lot for drop-off and pick-up. Although parking spaces are not marked, each faculty and staff member does have an assigned space.

*Drop-Off* for students in grades K-1 on Meyer Boulevard (north side of the school building)

Drivers pull up to the curb and proceed as far east as possible, stopping where safety patrol personnel will open the right passenger door(s) to allow student(s) to exit. Carefully proceed into traffic on Meyer Blvd. There is no parking on the south side of Meyer Blvd. between Holmes and Charlotte for parent drivers in the morning.

*Drop-Off* in Aggie Rieger Circle Drive (south side of the school building)

Drivers pull as far around the circle as possible before stopping at the curb where safety patrol personnel will open passenger door(s) for students exiting. There is no passing on the inside of the Circle Drive and no parking on Charlotte Street north of 65<sup>th</sup> street before 8:15 a.m.

*Reminders:* The speed limit on streets adjacent to St. Peter's property is 25 MPH. If you choose to park and walk students into the building, please park on the north side of Meyer Blvd. or the south side of Meyer Blvd. west of Holmes and cross at Meyer and Holmes with the crossing guard. Walkers and bikers must cross the streets with the crossing guard, and bikers must walk their bikes past the school on the north side before locking them on bike racks. The only other place designated for parking in the morning is the parking lot on the south side of the school building. Please have cars removed by 9:00 a.m., as the parking lot is used for morning recess.

*Pick-Up* for students in grades K-3

Students must be picked up by a parent, responsible adult, or older sibling, as communicated to the teacher. Parents may park in the parking lot south of the school building for pick up, as well as along Meyer Boulevard and in the Circle Drive. Please do not double-park, and please do not use the Legacy Center parking lot unless you have a student in ECLC. Charlotte Street, north of the school building, is not intended for parent parking nor as a turn-around lane.

### ***WALKING SCHOOL BUS***

Any student may choose to participate in a Walking School Bus. A “bus” is comprised of a group of 8-10 students who choose to walk to and/or from school. An adult supervises each bus. The buses have different schedules and routes, depending upon the desires of the participants and supervisors. More information will be provided through school communications.

### ***BUILDING***

Please note that all school doors are kept locked throughout the school day. Visitors may ring the bell near the door on the circle drive or may use the security code provided to parents to enter the building. In addition, there is a bell and security camera near the north lobby doors, for visitors who wish to enter from the Legacy side of the school.

### ***DRILLS***

Fire, tornado, and other safety drills are conducted throughout the school year.

## **SCHOOL LUNCHESES**

St. Peter's School offers a hot lunch every full day of school. Monthly menus will be sent home and posted on the website approximately one week before the beginning of each month. Meals cost \$3.50 and typically include a protein item, vegetable, bread, dessert, and one carton of milk. Students may also purchase milk separately. SPS Hot Lunch operates on a debit card system; each student has an individual account. All students are issued a lunch card, which is kept at school. The cost for lunch, milk, or additional servings (optional) will be deducted electronically with each purchase. Parents are asked to keep a positive balance on all cards. Checks made payable to St. Peter's School (please put “hot lunch” in the memo) may be sent to the school office. If an account drops to or below \$0.00, a statement will be sent home in Thursday's messenger envelope requiring funds to be sent immediately to school. Students with negative balances will not be allowed to charge lunches. Lunches are served between the hours of 11:00 A.M. and 1:30 P.M. There are microwaves in the Garden Room for students to use.

Family members may bring special lunches to **only** their children (e.g. McDonalds, Mr. Goodcents) during lunch hours. Due to space limitations, lunch visitors are limited to family unless prior approval has been obtained from the school office. Kindergartners also have an afternoon snack provided at school. Forgotten lunches, properly labeled, should be placed on the shelves outside the school office.

## **ATHLETIC PROGRAM**

St. Peter's School offers all students from the fifth through the eighth grade the opportunity to participate in three sports: basketball, volleyball, and track. Fourth graders may participate in instructional basketball (January and February) and in track in the spring. Soccer is sponsored through the Brookside Soccer League. Football is available for fifth through eighth grade boys in the fall. The sports programs are operated by volunteer coaches who have devoted a great deal of time to the physical and emotional development of the student athletes. Please call any member of the Athletic Committee if you are interested in volunteering as a coach, team manager, or in any other capacity to enhance the sports program. Catholic Conference Board rules and league guidelines will be followed for all sports. For example, students are expected to participate in no less than twenty-five percent of every contest. For a complete listing of the Catholic Conference Board rules and guidelines, please go to [www.plkc.org](http://www.plkc.org). The Diocesan Catholic Conference Board has established eligibility rules for every child (Grades 5-8) involved in the sports program. According to that policy, a weekly determination of eligibility will be made. The teachers, administrators, or coaches, as appropriate, will indicate whether attitude or

sportsmanship is a source of concern or whether academic ineligibility has been established. For students to remain academically eligible, they must maintain a minimum grade of "C-" in each class. For the first time that a student's grade falls below "C-," he/she will be warned and an administrator or teacher will notify the parents. If the grade remains below "C-" following that warning, the student will be ineligible. An administrator may make exceptions for a student working to the best of his/her ability. Athletes who are ineligible are informed on Monday or Tuesday and excluded from playing in the week's games (Tuesday through Tuesday); however, the students may attend all practices. In addition, attendance in school the day of an athletic contest is required for participation. If the game is on Saturday, attendance at school on Friday is expected unless a school administrator approves an exception to this rule.

## **OTHER PROCEDURES AND GUIDELINES**

### ***BIRTHDAYS/CLASSROOM PARTIES***

Children's birthdays are celebrated in different ways, depending on the grade level. If you wish to recognize your child's birthday at school, please check with his or her homeroom teacher for details. Food must be in individual portions ready for distribution; please do not send drinks as part of the celebration. Invitations for parties outside of school can not be distributed in the classroom. Birthdays are announced each morning over the public address system, and honorees are allowed to wear Out of Uniform Day attire. June birthdays will be celebrated in December, July birthdays in January, and August birthdays in February unless classes are in session on the actual date.

Every classroom has two holiday celebrations each school year. The teachers will establish dates and times. In addition, the students have a "field day" at the end of the school year.

### ***INTERRUPTIONS/FORGOTTEN ITEMS***

Please make every effort to communicate with your children prior to dropping them off in the morning regarding any after school arrangements (rides, activities, etc.). We will deliver parent messages to students at the end of the school day; parents are requested to call before 2:30 so that appropriate lists may be compiled in a timely manner. These should be related to emergency situations which families could not settle before the student left for school. Children will not be called to the phone during the day. Any items (lunches, homework, backpacks, etc) delivered to the students are to be left on the shelves in front of the school office. These items must be marked with both the child's name and homeroom teacher. Students are responsible for checking the table. They will NOT be called to the office.

### ***LOST AND FOUND***

All lost articles will be kept on a table outside the Garden Room near the stairwell leading to the school lobby. Items unclaimed at the end of each month will be given to a charity or the PTA. Please label all of your child's clothing and possessions used at school.

### ***SCHOOL PICTURES***

On school picture day, students may dress up. Girls may wear skirts, shorts, dresses, or slacks. Boys may wear pants, nice shorts, and shirts. All items should be in good taste with no inappropriate messages or advertisements. No halter tops, tank tops, short shorts or skirts, bike shorts, camouflage, sweat pants, etc. are allowed. Students may also wear school uniforms.

### ***SCHOOL FAMILIES***

For several years students have formed “school families” with other SPS students. Each school family includes one student from each grade, K-8. The eighth grader acts as the “head” of the family, and each family has a faculty advisor. School families participate on service projects such as decorating pumpkins for nursing homes and/or parish seniors, raking lawns of neighbors of St. Peter’s, and delivering May Baskets. They also attend all-school Mass together once monthly. Additionally, each family has an adopted senior from our parish.

### ***VISITS TO CLASSROOMS***

Parents are always welcome in our school. Arrangements should be made with the classroom teacher in advance of the visit. For the safety of our children and for the efficient conduct of classes, all visitors and volunteers must report to the school office to sign in and receive a visitor’s sticker before entering other areas of the building; in addition, they must sign out when they leave. As a courtesy, we request that all cell phones be turned off when in the school building.

### ***TEXTBOOKS***

Students' textbooks are the general property of the school. Children are expected to handle all books with care and respect. Mutilating and defacing books will devalue them for future use. Parents will be charged for book replacement for damaged or lost books. Backpacks or book bags are to be used in transporting books to and from school.

### ***SCHOOL SUPPLIES***

A list of school supplies is issued each summer. Pencil bags and assignment notebooks must be purchased from the school. Some additional supplies, such as Bibles for incoming sixth graders, are also purchased through school only. Please be sure that all items are clearly marked with your child's name, and keep the supplies replenished throughout the year. For younger students, notes will be sent home if materials are needed.

### ***ELECTRONICS***

Electronic equipment such as Game Boys and other game systems, headphones, I-Pods, cell phones, pagers, etc. are not to be used during the school day. Cell phones (and other electronics) are to be turned off and kept in backpacks or locked in lockers (for students in grades 6-8) until afternoon dismissal. Cell phone calls and/or text messages cannot be made or received during school hours. Electronic items such as those named above that are used during the school day without permission from school personnel will be held in the school office and returned to the student, who must be accompanied by a parent, after school. St. Peter’s School appreciates donations; however, any electronic (including computers and printers) donations must first be approved by the Technology Committee to ensure usefulness and compatibility with technology already in the building. Please contact the assistant principal with questions regarding technology donations.

### ***COMPUTER USAGE***

All students are expected to act responsibly when using the school computer network. Students in grades 3-8 are to comply with the User Agreement and Permission form. The User Agreement and Permission forms, signed by both students and parents as part of the registration process, are on file in the office. Students that fail to comply with the Agreement may face disciplinary procedures.

### ***RIGHT TO AMEND***

The Principal retains the right to amend or deviate from any and all regulations for just cause.

## **PARENT TEACHER ASSOCIATION**

All activities provided or sponsored by the PTA are made possible through volunteerism. The PTA sponsors major fundraisers each year: Flower Sale (mandatory fundraiser)—each school family is expected to bring in a minimum of \$200 in sales or donations or participate in the buy-out option; Book Fairs—held twice during the school year, all proceeds from the book fairs fund the library, as well as Accelerated Reader; Auction—each school family is asked to donate an item, service, or money (or secure items for the auction); and SCRIP—school families and parishioners are encouraged to buy gift cards at face value for every day needs, such as groceries, restaurants, movies, gas, clothing, etc. The PTA purchases gift cards at a discount and profits from purchasing, as the retailers return a percentage based on sales. St. Peter’s Social Services benefits, as well, as the PTA donates a portion of the proceeds.

PTA’s fundraising efforts supplement the school’s operating budget and funds projects needed for daily school operations, such as the library, computer programs, some field trips and transportation, some maintenance of the school building (restroom renovations, new flooring, whiteboards), the crossing guard at Meyer and Holmes, lunchroom monitors, technology and computers, security, flowers and plants for the school and parish grounds, scholarships for graduating eighth graders, and additional funding for inclusive education.

The PTA is responsible for many other events and activities throughout the school year, such as Trivia Night, Gift Wrapping at Christmas, Teachers’ Christmas Fund, Lounge Lizards, and many more. The PTA Executive Board meets once per month; PTA general meetings are listed on the calendar.

## **ST. PETER’S SCHOOL BOARD**

St. Peter’s School Board is established by the pastor, in accord with diocesan policy, to assist him and the principal in the governance of the parish school. When the School Board meets as pastor, principal, and members, and agrees on a policy matter, the decision is effective and binding on all. The School Board is consultative in the following sense: the members cannot act apart from the pastor and principal and cannot make decisions binding for the parish school without the approval of the pastor and principal. Consultation also means the decisions will not be made in major matters until and unless the School Board has been consulted.

The areas in which the board has responsibility and will be consulted are the following:

1. long-range, directional planning;
2. policy development, formulation, and adherence to diocesan policies and school philosophy;
3. financing, including budgeting and policies for financial management;
4. public relations;
5. selection of the principal;
6. evaluation of the principal’s relationship with the board;
7. major curriculum changes, especially concerning education in human sexuality and religious education; and
8. facilitation of communication among school-related groups.

School Board meetings are held monthly; dates are indicated on the school calendar. Additional meetings for further committee work may also be held during the month. Board and committee meetings are open to non-members. Non-members who wish to address a board or committee meeting should notify the appropriate chairperson to be included on the next available agenda. Currently serving on the School Board are Fr. Steve Cook and Janet Spallo (ex-officio members), PTA representatives Anne and Paul Pautler (one-year term), and athletic director Kathy Thiemann-Borque. The six elected members serve a three-year term, with a limit of two terms. The members are as follows:

Janice Bode, President (444-8417)	June 2011
Salvatore Monteleone, Vice President (444-2881)	June 2012
Neil Swanson, Secretary (523-0044)	June 2011
Jill Hathaway, Treasurer (361-0086)	June 2012
Chrystal Johnson (333-3399)	June 2013
Teresa Moore (523-2760)	June 2013