

**SCHOOL ADVISORY BOARD POLICIES
ST. PETER (Fulton) CATHOLIC SCHOOL**

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LSP 1101 School Education Philosophy and Mission

The foundation of our faith and our families is to make real the message of Christ and the Church, so it must be for our school. Our school needs to be a genuine experience of the Church in which evangelization and complete formation act as a foundation for academic excellence and civic responsibility.

We challenge ourselves to provide academic excellence through a commitment to a highly trained and dedicated faculty and a focus on the needs of students. We maintain high but attainable goals for our students, staff and school. We provide essential equipment and adequate facilities to enhance the learning environment.

We believe that students, parents, teachers, staff, and parishioners form a faith community. Each has a vital role in the educational mission of the Church. Through our academic setting we offer support and guidance to parents trying to fulfill their primary responsibility of educating their children.

The mission of St. Peter Parish School is to educate the whole child within the framework of Catholic beliefs.

2000 Administration

LSP 2130 Guides for Determining Salary for Lay Principal

A lay principal's salary shall be set by determining how much the person would earn on the teacher's scale and how much additional is deserved because of added tasks and responsibilities of the principal. (See grid in Appendix A)

3000 Business Non-Instructional and Government Operations

LSP 3101 School Fees

Fees for books, materials, etc., for each child and each family shall be recommended by the principal, reviewed by the school board, and approved by the pastor on a yearly basis. Current fees shall be communicated to the parents. Board policies related to fee payment shall be published in the parent/student handbook.

LSP 3101.1 Contribution

St. Peter School family parishioners will be expected to support the church and school through time, talent and financial commitment. (See School Fees and Support Form, Appendix 3101.1)

LSP 3101.2 Tuition for Non-Parishioner

Tuition of returning families and new families will be reviewed annually.

LSP 3101.3 Book and Supply Fee

Book and Supply fee will be reviewed annually.

LSP 3101.4 Outstanding Bills

All outstanding bills shall be cleared before the beginning of the new school year. All bills, book and supply fees, must be paid for the current year before a graduate receives a signed diploma, or for records to be transferred to another school.

LSP 3101.5 Late Fee

A late fee of ten percent (10%) of unpaid balance due is assessed after the 10th of each month for tuition, book and supply fee, after school care program fee, and ECLC fees. If the 10th falls on a weekend or school holiday, the balance is due by the next business day following the 10th.

4000 Personnel

LSP 4101 Faith Commitment

All persons within the Catholic School setting share in the basic mission of Catholic education. For that reason, all shall demonstrate by their attitudes, words, actions, and the integrity of their lives that they support the beliefs and values that underlie this form of education. They shall be either Catholics in good standing who are committed to the Catholic faith and to Christian living, or others who have a positive attitude toward the Catholic faith and a commitment to Christian living. They shall work with others within and beyond the school setting in a spirit befitting a Christian faith community.

LSP 4102 Professional Assignments and Expectations

Contracted teachers are to abide by the policies regarding teachers as printed in the St. Peter School Faculty Handbook.

LSP 4104 Statement of Non-Discrimination

Employment shall in no way be denied or limited because of a person's race, national origin, sex, or age unless permitted by law. Because of the philosophy of the Catholic School, preference in hiring may and should be given to qualified practicing Catholics.

LSP 4111 State Certification

All salary paid teachers will be required to have a minimum of a Bachelor's Degree with Missouri State certification or working toward certification, beginning with the school year.

LSP 4120 Health Requirement

During the hiring process and on a three-year basis thereafter, St. Peter School shall require some form of assurance that faculty and staff members are free from any disease that could threaten the health of the students or hinder the faculty or staff member from effectively performing required duties. (See Appendix 4120)

LSP 4501 Lay Salaries

The Board shall strive to maintain a base salary that is 85% parity to that offered in the local public school district's previous school year and recognize years of experience and levels of education. (See Appendix 4501).

LSP 4530 Annual Allowance

The school shall allow full time teachers up to ten (10) days of leave with pay each year, if needed. These days may be used for personal illness or for any critical illness, death or funeral of a member of the teacher's family. One of the ten days may be used for personal leave during a school

year. At the discretion of the administrator/principal, more than one of the ten days may be used for personal leave. After all sick leave has been used, a full day's pay shall be deducted from the teacher's salary for each day missed. A proportionate amount of leave shall be offered for part time teachers (e.g., a half time teacher is allowed up to five days or ten half days; one of the half days may be used for personal leave; the remaining days are limited to cases of personal illness or critical illness/death in the family).

If the contract is terminated before the completion of term, or if the teacher is hired after the first day of school, the teacher may take one(1) day of sick leave per seventeen (17) current year contract days worked, up to a maximum of ten (10) days.

The school pays for any needed substitute to replace a teacher using allowed leave days.

LSP 4530.1 Leave

Students learn best when instructed daily by the school's regular teaching staff who know both the students and the curriculum. For that reason, teachers are to be present every day of the school year when not prevented by personal illness or by critical illness or death within their family unless excused by the administration.

LSP 4532 Accumulation of Leave

A total of forty (40) days leave may be accumulated within the same school.

LSP 4534 Prolonged Absenteeism

If a teacher exceeds the annual or accumulated leave allowance, salary for each day of absence will be withheld in accordance with the individual teacher's daily wage scale. In cases of extended critical illness of the teacher or member of the teacher's immediate family, the teacher's salary may be adjusted only to the extent needed to compensate for the cost of the substitute.

Chronic absenteeism shall be a factor considered in determining whether employment is continued and/or a new contract will be presented. The principal, in consultation with the pastor, may request the resignation of the teacher.

DSP 4536 Family Medical Leave

Definition and Purpose

The Family Medical Leave Act of 1993 (FMLA) is a federal statute that requires employers to provide eligible employees with up to twelve (12) weeks of unpaid leave during any 12-month period under certain circumstances. This policy explains the conditions under which an employee may request time off without pay for a limited period with job protection and no loss of accumulated service if the employee returns to work. To determine the amount of FMLA leave to which an employee is entitled, the 12-month period is measured backward from the date that the employee uses any FMLA leave. In other words, any FMLA leave that was taken by the employee during the 12 months preceding the date that the employee takes additional FMLA leave will be counted to determine the amount of FMLA leave remaining.

Leave may be taken for the following reasons:

2/4/10

1. On the birth of an employee's child;
2. On the placement of a child for adoption or foster care with an employee;
3. When an employee is needed to care for a child, spouse, or parent who has a serious health condition; or
4. When an employee is unable to perform at least one of the essential functions of his or her position because of the employee's own serious health condition.

Eligibility

To be eligible for leave under this policy, an employee must have been employed by the parish for at least 12 months and must have worked at least 1,250 hours during the 12-month period preceding the beginning of the leave.

Notification and Reporting Requirements

To request leave, an employee must complete and submit to the parish a Notice of Request for a Family and Medical Leave of Absence Form. This form must be completed in detail, signed by the employee, and submitted to the school administrator/principal and pastor for approval.

When the need for leave is foreseeable, such as the birth of a child, the placement for adoption or foster care of a child, or planned medical treatment, the employee must provide a minimum of thirty (30) days advance notice or as much advance notice as possible under the circumstances when requesting leave. When the need for leave is not foreseeable, the employee is expected to give notice to the parish within no more than one or two working days of learning of the need for leave.

The parish will require medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, or parent. Following a request for leave, the employee shall obtain a Certification of Healthcare Provider Form from the parish and shall have the attending health care provider complete the form. For leave for an employee's illness, the certificate must state that the employee is unable to perform at least one of the functions of his or her position. If the employee is requesting intermittent leave or leave on a reduced-leave schedule for planned medical treatment, the certificate must state the dates on which such treatment is expected to be given and the duration of the treatment. For leave to care for a child, spouse, or parent, the certificate must include an estimate of the amount of time that the employee is needed to provide such care.

The employee must return the fully completed certification form to the school administrator/principal by no later than 15 days after his or her notice to the parish of his or her need for a leave. The parish may also require a second medical opinion and periodic re-certifications at its own expense. If the first and second opinions differ, the parish may require the binding opinion of a third health care provider, approved jointly by the parish and the employee and paid for by the parish. In addition, the parish may require periodic reports during FMLA leave regarding the employee's status and intent to return to work.

To return to work, the eligible employee should contact the school administrator/principal at least two weeks in advance of his or her leave's conclusion to coordinate his or her reinstatement. In addition, an employee resuming work after a leave because of his or her own serious health condition must

give the parish a written certification from his or her attending health care provider. Certification must include the health care provider's opinion as to the employee's fitness to perform his or her job duties. The employee must furnish such a fitness or duty certification to the parish by no later than the date of his or her return to work. The employee's failure to supply such a certification shall cause delay or denial of his or her reinstatement and may result in termination of the employee's employment.

An employee's failure to provide a timely notice of his or her intention to take leave, or the failure to provide the required certifications of the attending health care provider may cause delay or denial of the leave which may result in termination of the employee's employment.

The employee should make an effort to schedule leave so that it does not unduly disrupt school operations when possible.

Intermittent or Reduced Leave

Leave may be taken on an intermittent or reduced-leave schedule if it is medically necessary for a serious health condition of the employee or his or her spouse, child, or parent. If an employee requests a leave that is foreseeable based on planned medical treatment and the employee would be on leave for greater than 20% of the total number of working days in the period during which the leave would extend, and the leave is either in order to care for a spouse, child, or parent who has a serious health condition that makes the employee unable to perform the functions of his or her position, then the parish may require the employee to: (1) take one interrupted period of leave for the duration of the planned treatment; (2) transfer temporarily to an available alternative position offered by the parish for which the employee is qualified that has equivalent pay and benefits, and which better accommodates recurring periods of leave than the regular position of the employee.

Special Leave Periods for Educators Near the Conclusion of an Academic Term

The following rules shall apply with respect to periods of leave near the conclusion of an academic term:

- (1) Leave more than 5 weeks prior to end of term:
If the educator begins FMLA leave more than 5 weeks prior to the end of the academic term, the parish may require the educator to continue taking leave until the end of such term, if the leave is of at least 3 weeks duration, and the return to employment would occur during the 3-week period before the end of such term.
- (2) Leave less than 5 weeks prior to end of term:
If the educator begins leave for the birth of the educator's child or the adoption or foster care placement of a child with the educator, or to care for a spouse, child, or parent who has a serious health condition during the period that commences 5 weeks prior to the end of the academic term, the parish may require the educator to continue taking leave until the end of such term, if the leave is of greater than 2 weeks duration; and the return to employment would occur during the 2-week period before the end of such term.
- (3) Leave less than 3 weeks prior to end of term:
If the eligible educator begins leave for the birth of the educator's child or the adoption

or foster care placement of a child with the educator, or to care for a spouse, child, or parent who has a serious health condition during the period that commences 3 weeks prior to the end of the academic term and the duration of the leave is greater than 5 working days, the parish may require the educator to continue to take leave until the end of such term.

If an educator is required to take leave until the end of an academic return, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA entitlement.

Spouses Combined Leave

Spouses who are both employed by the parish are entitled to a joint total of 12 weeks' leave (rather than 12 weeks each) for the birth or placement for adoption or foster care of a child or for the care of a sick parent. For any other qualifying FMLA reason, each spouse will be entitled to the full 12 weeks of FMLA leave, or that portion of leave remaining in the relevant 12-month period.

Coordination of Unpaid Leaves with Paid Time Off

In connection with any leave taken under this policy, an eligible employee must also use any available paid time off, such as any one or more of accrued sick leave, personal holidays, paid holidays, or workers' compensation leave. Upon the exhaustion of such paid time off, any remaining FMLA leave shall continue without pay. In addition, FMLA leave will run concurrently with any other type of paid or unpaid leave.

Status of Employee Benefits During Leave of Absence

Health Insurance

Group health care coverage will continue for employees on leave as if they were still working. Employees who are granted an approved leave of absence under this policy are advised to arrange to pay their share of premiums during the absence. If the leave is paid, premiums will continue to be paid through payroll deductions. If the leave is unpaid, employees are responsible for making sure the parish receives premium payments by the normal payroll dates.

Recovery of Premiums

If an employee chooses not to return to work, or does not stay at work for at least 30 days upon return (for reasons other than retirement), after an approved unpaid leave of absence, the parish may recover from the employee the cost of any payments made to maintain the employee's health insurance, unless the failure to return is because of a serious health condition or reasons beyond the employee's control. Benefit entitlements based on length of service will be calculated as of the last paid work day before the start of the unpaid absence.

Job Restoration

Following an FMLA leave, the parish will restore an eligible employee to his or her job or to an equivalent position. If, however, a reduction in force, reorganization, closing, cessation of operations, or other event has eliminated the employee's job, then the parish will no longer have an obligation to reinstate the employee under the FMLA.

5000 Students

LSP 5101 Statement of Non-Discrimination

St. Peter School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school except where permitted by law. It does not discriminate on the basis of race, color, national and ethnic origin on admission policies, scholarships and loan programs, athletic and other school administered programs except where permitted by law.

LSP 5102 Admission Age

A child entering Kindergarten must be five years old by August 1st. A child entering first grade must be six years old by August 1st, unless he/she has successfully completed a year in an approved Kindergarten program.

LSR 5102 Registration

Registration opens at 8:00 a.m. the first Monday in March for those not on the waiting list. Registration closes June 30. New students will be notified of acceptance by July 15. This registration timetable is established in accordance with the published St. Peter School admissions priority policy.

LSR 5102.1 Pre-Registration and Waiting List

All parents (current St. Peter School families as well as others seeking admission for their children) wishing to pre-register a child for the St. Peter School waiting list may do so on or after the second Tuesday in October of the school year in which the child is at the age of two years prior to enrollment eligibility. (A school year will be considered August 1 through July 31.)

If an opening occurs for a child and the parent declines admission at that time, but wishes the child's name to be placed on the following year's waiting list, the parent will be informed that the child's name will go to the bottom of the waiting list for the following year's grade level.

LSP 5104 Admission Decisions

Diocesan and School Advisory Board admission policies shall be promulgated in writing to all parents and parishioners and included in the local student/parent handbook. Parents must sign a statement of conformity. Every effort is made to serve children of supporting parishioners. Cooperation of parents with the Church and school can be an important criterion in approving the admission and annual registration of the applicant.

LSP 5315 Weapons and Dangerous Instruments

The possession, conveyance, use, or storage of weapons or look-alikes on school property, at

school-sponsored events, or in or around a school vehicle is prohibited. This ban applies to students, employees, and visitors, except for those acting in a law-enforcement capacity. A weapon will generally be defined as a gun or knife but may include any device used in a threatening manner such as to stab, strike or purposely inflict injury on another person. Administrator is responsible for reporting weapons violations to law enforcement officials.

LSP 5230 Student Records

Students Transferring In

In order to register, previous academic, health and discipline records must have been received by the St. Peter School office.

The principal, after consultation with the pastor, may admit transfer students to classes at maximum enrollment.

Students Transferring Out

The state-required immunization record along with other general health data (vision, hearing, height, weight, etc.) shall be forwarded when a student transfers to another school unless parents specifically request to the contrary.

When a student transfers from the school, the school must obtain a release of information prior to sending a copy of the student's cumulative and discipline record to the new school. The original cumulative, discipline and attendance records shall be retained in the inactive portion of the school file.

Parents may, if desired, request to see a copy of the records sent to the receiving school. St. Peter School may charge a fee to the parents to cover the cost of copying and mailing the records. Ordinarily records are sent directly to the school.

St. Peter School will withhold student records if all financial obligations owed the school are not paid in full.

LSP 5340 Dress Code (Adopted November 2003)

Clothing which is appropriate in a formal Catholic school should be modest, neat and clean. Learning is a formal activity and how a person dresses affects one's behavior and attitude towards any activity. Good grooming is important to the well being of every student at St. Peter School. It reflects not only the individual but also the school and community of St. Peter Parish. In general, any student dress or appearance, while not specifically outline below, may be considered unacceptable if it takes away the focus of the academic work of the classroom or if it violates the modest, neat and clean spirit of the standards.

- ◆ **Shirts/Blouses: can be Red, Navy, White, Light Blue in color**
- ◆ **All shirts and/or blouses must have a collar.**
 - Polo or Oxford style
 - Long or Short with a fitted sleeve
 - Solid color
 - White T-Shirts without printing may be worn underneath

- Shirts must be tucked in while on school grounds with the exception of recess and Physical Education classes.
 - Shirts must be long enough to cover the torso even when arms are raised.
- ◆ **Sweaters And Sweatshirts –of uniform color(red, blue, light blue, white) may be worn with a uniform shirt underneath. Hooded sweatshirts and sweaters are not permissible. Approved St. Peter School logos are allowed but all other logos are not permitted. Previous St. Peter School Sweatshirts (even those that are gray) are permitted. All new designs must be uniform color.**
- ◆ **Slacks (Navy Blue, Khaki)**
 - Twill pants of Navy Blue or Khaki may be worn, not stretch or jean material
 - Cargo pockets, baggy pants are not allowed.
- ◆ **Shorts (Navy Blue, Khaki)**
 - Walking Style Shorts of Navy Blue or Khaki may be worn only during the period between the beginning of day light saving time in April and the date of the return to Standard Time in October.
 - Shorts must be at least 2” below fingertip in length.
 - Capri Pants, Crop Pants, Skorts all fall under the categories and specification of shorts.
- ◆ **Skirts of Navy Blue, Khaki and/or School plaid are acceptable**
 - Must be no shorter in length than 2 inches above the knee.
 - Tights or brief shorts must be worn under skirts.
 - Girls in grades 5-8 may wear hose.
- ◆ **Socks**
 - Sock and/or tights must be worn.
 - Must be in solid, uniform color (White, Navy Blue, Khaki, Red)
 - Socks must be visible.
- ◆ **Shoes**
 - Tennis shoes or Dress shoes may be worn.
 - All shoes must have closed heels and toes.
 - No stacked heels.
 - Heels on dress shoes should be at maximum 1 1/2”.

- ◆ **ALTERNATIVE UNIFORM ON PE DAYS ONLY**
 - St. Peter School Uniform T-Shirt or previous St. Peter Shirts in good condition.
 - Gym shorts-Must be black without visible logos. Shorts may have white stripes on the sides. May be worn only during short season and/or PE.
 - Windpants-Must be black without visible logos. Pants may have white stripes on the sides. Sweatpants are not permitted. Breakaway snaps must be sewn shut.
 - Tennis shoes are mandatory on PE days.

Dress Code Guidelines for Out of Uniform Days-School Events

These guidelines are to be followed for out of uniform days and all School events (Concerts, Awards assemblies, Picnic days, etc.)

1. Shirts and Tops:
 - A. Shirts and tops must be tucked in, with the exception of sweatshirts and sweaters.
 - B. Shirts and tops must be long enough to cover the torso, even when the arms are raised.
 - C. Lettering and graphics on any shirt should be tasteful and appropriate for the Catholic School environment.

- D. All shirts and tops must have sleeves.
 - 2. Shorts:
 - a. Must follow uniform specifications in length and period worn but do not have to be uniform color.
 - 3. Shoes:
 - A. Shoes must follow uniform specifications.
 - 4. Clothing must fit.
 - A. Clothing must not be so tight that the outline of underclothing can be identified
 - B. Oversized (baggy) clothing including but not limited to sweatshirts, “jams” and baggy slacks will not be permitted.
 - 5. Sweatpants are not permitted.
 - A. Wind-suits, parachute pants, and nylon pants are permitted, as long as they do not have breakaway side-seams (unless sewn shut).
 - 6. Dresses/ Skirts:
 - A. Hemlines for skirts and dresses will be no shorter than 2” above the knee.
 - B. Dresses must have at least a shoulder width (2 inch) strap.
 - C. Tights and or socks must be worn.
- Clothing in ill repair is not acceptable unless the damage occurs during an accident during the school day.

LSP 5355 Suspension (Revised 02/01)

A student typically will not be suspended by the principal until there has been a conference with the parents or preferably with the parents and student. The principal retains the right to suspend a student without a parent conference if deemed necessary. The school is urged to use a form of in-school suspension, whenever possible. Suspensions of more than one day require, in addition to the above, a written notice to the parents of the reasons for the suspension. The time period of suspension may not exceed five (5) consecutive school days. A written record of the reason for the suspension with the date and a summation of the parent conference is kept on file in the school.

A student could be suspended or dismissed from school for possession of a controlled substance or alcohol, striking a teacher, serious infraction of a continued disregard for school rules, possession of or using a weapon on school grounds or at any school function.

All work must be completed upon return of the student. Full credit will not be given for work completed during an out-of-school suspension.

LSP 5575 Student Insurance

Students who participate in extra-curricular activities must have a signed statement verifying that they have insurance through their own family.

LSP 5810 Child Abuse Investigation Policy

The Diocesan Policy regarding Child Abuse Investigation will be followed.

6000 Instruction

LSP 6101 School Calendar--Number of Days (revised 05/02)

The annual term for the diocesan schools shall consist of at least 174 student attendance days and at least eight inservice days for the faculty--including diocesan-sponsored days. Three days will be added to the schedule for snow days. The school can dismiss once a month at 1:00 for teacher inservice.

LSP 6225 Class Size

Maximum class size should not exceed thirty (30) students. In areas where the majority of students have learning difficulties or in preschool, kindergarten, primary classes, or double graded classes, it is recommended that the maximum class size not exceed twenty (20) students. When implementing this policy, the principal shall consider the many factors that affect class size: teacher experience and expertise, student ability, size of classroom, available assistance, financial considerations, etc.

In grades K-2, if the class size exceeds 20, accommodations will be:

21-25 students: add a half-time aide to the class

26-27 students: add a full-time aide to the class

28-30 students: consider class restructuring (e.g., splitting and/or combining with other grades)

(K/1 to have class restructuring at 28)

30 students: class restructuring

In grades 3-4, if the class size exceeds 22, accommodations will be:

23-29 students: add a half-time/full-time aide

30 students: class restructuring

In grades 5-8, if the class size exceeds 25, accommodations will be:

26-29 students: add a half-time/full-time aide

30 students: class restructuring

LSP 6235 Participation in Religious Activities

Students will have the benefits of religious education courses, participation at Mass, and other opportunities for prayer and reflection. Basic school requirements for student participation apply to all students, Catholic or non-Catholic.

LSP 6240 Homework Assignments

Homework is an essential part of the school program. Homework is to be provided in order to apply and reinforce previously learned material. Homework is to be turned in on time if full credit is to be given.

LSP 6603 Co-Curricular Activities: Eligibility

A student must maintain a “C” average with no more than one “D” to participate in extracurricular activities. If the student receives one or more “F” or more than one “D” at a report period (interim or quarter), he/she may not participate for a mandatory period of ten (10) school days. If, in the teacher’s/administrations opinion, the student has shown significant effort to maintain a “C” average for the ten days, the student will be returned to eligibility. If, at the end of ten days, the student has not achieved a “C” average, he/she will be allowed an additional five (5) school days to improve. If, at the end of fifteen (15) school days/period, improvement has not been accomplished, the student will be ineligible until the next report period (interim or quarter).

Physical examinations are required for participation in strenuous athletic activity. This includes all school-sponsored athletics.

LSP 6604 Co-Curricular Activities: Values of Athletic Program

The athletic program shall be such that it teaches self-discipline, good sportsmanship, fairness, and that it instills in students Christian values and behavior. Especially at the elementary level, participation, skill development, and teamwork shall be emphasized more than competition. Eligibility of students to participate is based on satisfactory effort put forth in schoolwork. Practice time shall be approved by school administration. All coaches for sports activities will be on a voluntary basis.

7000 Planning and Accreditation

LSP 7101 Diocesan Accreditation Standards

To continue striving for excellence the St. Peter School Advisory Board shall require St. Peter School to participate in a regular in-depth self-study (accreditation) according to diocesan requirements

LSP 7101.1 School Long Range Plan for Accreditation

The School Advisory Board will review annually, with the principal, the progress on the Long-Range Plan for continued accreditation.

8000 Communicable Diseases

DSP 8000 Communicable Diseases

Diocesan guidelines shall be followed regarding communicable diseases. See DSP 8000 (7 pgs.)

9000 Statutes and Guidelines for Consultative Bodies

LSP 9301 Basic Responsibilities

The Advisory Board recommends general guidelines but does not apply the guidelines to specific cases. That is done by the school principal and staff. The Advisory Board shall support the established procedures for parents and students to follow when classroom or school concerns arise (first the teacher; then principal, pastor, school board, and review committee if necessary).

The pastor, in consultation with the principal, may establish a local review committee to handle serious matters where injustice is claimed by a parent and/or student. The pastor may consult all or part of the board, if he chooses.