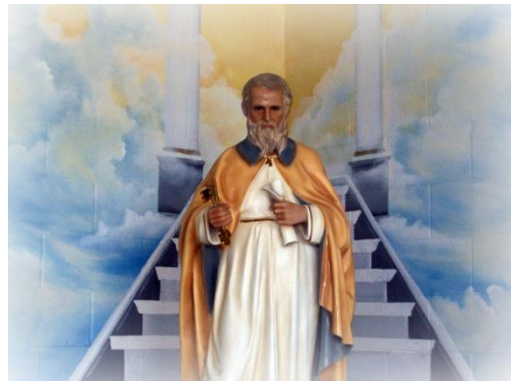


**ST. PETER CATHOLIC
SCHOOL**
Fulton, Missouri

**PARENT/STUDENT
HANDBOOK**



2011-2012

(Revised August 2011)

St. Peter School is an accredited Catholic elementary school recognized by and a part of the Diocese of Jefferson City, Missouri. The Diocesan Policy and Regulation Manual for Schools expresses official policies and regulations regarding all schools of the Diocese. The St. Peter Catholic School Advisory Board recommends local school objectives and policies for pastor approval. The principal, in conjunction with the board, determines how best to implement goals developed by the Diocesan School Office, which helps the Bishop set the direction of Catholic education in the Diocese of Jefferson City. The local objectives and policies of St. Peter School are in harmony with the Diocesan Policy and Regulation Manual for Schools.

Admission/registration/waiting list

The mission of St. Peter Catholic School is to build Catholic leaders now and for the future by educating the whole child in the foundation of the Catholic Faith.

LSP 5104

ADMISSION:

St. Peter School exists to further the educational mission of St. Peter Church. Therefore children shall normally be admitted in the following priority:

- A. Children of active parishioners (pastor determines active status).
 - a. Children from families with children already enrolled.
 - b. First child currently reaching school age.
 - c. Other children registered on approved waiting list.
- B. Children from families new to the parish.
- C. Catholic children from non-parish families (registered and active in another parish).
 - a. Children from families with children already enrolled.
- D. Non-Catholic children from families with students already enrolled.
- E. Catholic children from non-parish families.
 - a. First child reaching school age or enrolling new children.
- F. Non-Catholic children.

In accord with diocesan policy, 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 program.

LSR 5102

REGISTRATION:

1. Registration opens at 8:00 a.m. on the first Monday in March, for those not on the waiting list.
2. Registration closes June 30th. New students will be notified of acceptance by July 15th.

This registration timetable is established in accordance with the published St. Peter admission priority policy.

PRE-REGISTRATION AND WAITING LIST:

All parents/guardians (current St. Peter families as well as others seeking admission for their children) wishing to pre-register a child for the St. Peter waiting list may do so by completing a pre-registration form on or after the second Tuesday in October of the school year in which the child reaches the age of three.

If an opening occurs for a child and the parent/guardian 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.

TRANSFERRING STUDENT IN/OUT ST. PETER

1. In order to register, previous academic, health and discipline records must have been received by St. Peter office.
2. The principal, after consultation with the pastor, may admit transfer students to classes at maximum enrollment.
3. 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.

STUDENTS: Non-Discrimination

Every Catholic school in the Diocese of Jefferson City respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment, except as permitted by law.

STUDENTS: Proof of Guardianship

The school presumes that each parent has the authority to enroll the student, consent to various activities and programs, have custody of the student, or discontinue enrollment. In any situation where there is a custody agreement, the schools are to obtain the portion of that Agreement that stipulates custody and any other information pertinent for the school. Schools are to indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/student handbook along with a statement that indicates the parents are to notify the school immediately of any change in the agreement. When consent by both parents is required by court decree in any/all matters relating to school, the consenting parent represents that the other parent has been consulted, and he or she consents to this registration. Visitation schedules often fluctuate and sometimes vary from the original court decree. Therefore, unless the school is specifically notified in writing to the contrary by a custodial parent, the school will presume that the student can be released into the custody of either

parent upon request regardless of any visitation schedule which might be contained in a court decree.

Any non-parent having custodial rights must supply the school with complete documentation evidencing such rights.

DSP 5305

STUDENTS: Catholic Faith and Moral Standard

As a condition of initial and continued enrollment as a student in the diocesan schools, a student's conduct, both in and outside of school, must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.

DSP 6235

INSTRUCTION: Non-Catholic Student Participation

Non-Catholic students enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law.

Tuition and Fees for 2011-2012

To offer an educational curriculum of the highest intellectual quality

LSP 3101

St. Peter parishioners will be expected to support the church and school through time, talent and financial commitment (stewardship). The anticipated tithe from a school family is 5 % of gross income per month for 12 months. If this amount is not financially possible, parents may speak privately with the pastor and make other financial arrangements. No Catholic child will be denied a Catholic education because the family may be experiencing financial constraints, but good communication is expected. St. Peter School families will be sent quarterly updates on their tithing commitment.

1. Tuition for non-Catholic families will be \$270.00 per month per child for 10 months (August-May).
2. Each student is assessed a monthly Book fee of \$25.00 per month for 10 months.
3. Each family is assessed a yearly activity fee of \$25.00.
4. Tuition as well as book and supply fees are due the 1st of each month. A late fee of 10% of the unpaid balance due is assessed after the 10th of each month. If the 10th falls on a weekend or school holiday, the balance is due the next business day following the 10th.
5. St. Peter will withhold student records if all financial obligations owed to the school are not paid in full.

6. Tuition and fees shall be recommended by the principal, reviewed by the school advisory board and approved by the pastor on a yearly basis.

Elementary School Fees at a Glance (2011-2012)

Instructional Materials Fees:	\$250.00 or \$25.00/mth
Tuition/Tithe	\$270.00 per month for 10 months tuition for non-Catholic students 5% of income tithe for parish families year-round.
Lunch:	\$2.30 per lunch including one milk; extra milk is \$0.25. Money may be deposited into family lunch accounts from which daily fees are drawn.
Before and/or After School Care 3:30 to 5:30pm Reserve Spots Ahead of time	\$30.00 per week for daily after school use, or \$8.00 per day for occasional use. Students not enrolled in after-school care but who are not picked up by 3:30 p.m. will be sent to Bac Pac and will be charged a fee for that day's use. \$10.00 per week for daily before school use or \$3.00 per day for occasional use.
School Activity Fee	\$25.00 per family per year.

Pre- School Fees at a Glance (2011-2012)

Book Fees:	\$15.00 due by August 19th
Tuition:	\$115.00 a week or \$460.00 a month
Deposit:	One week (\$115.00) tuition paid

	in advance at registration (this will be refunded if written notification of withdrawal is received prior to May 1 st)
Snacks:	\$50.00 due by August 19 th to Mrs. Thomas

Arrival and Dismissal

To educate and encourage students in social and civic responsibility

ARRIVAL:

1. School Office will open at 7:15 a.m. After 7:15 must enter the main school building upon arrival and are to remain in the foyer from 7:15-7:30.
2. Upon arrival (after 7:30 a.m.), students are to proceed directly to the gym. If the homeroom class is already on the way to church, the student is to drop their belongings in the back of church and proceed directly to Mass. Classs will be dismissed from the gym at 7:50. All students who arrive after 7:50 should come in the front doors by the office.
3. The first bell rings at 7:55. A student is considered tardy after 8:00 a.m. If a student is late he/she must check in at the office. Habitual tardiness that interrupts the learning process will result in disciplinary action.
4. The school day begins at 8:00 a.m. Dismissal is at 3:15 p.m. Students in grades 5-8 may be kept until 3:20 to discuss behavior, homework, clean out desks etc. The parent will normally be informed if a longer detention is necessary.

DISMISSAL:

1. All students will be dismissed from their classroom to their designated area in the back of church. *Adoration of the Blessed Sacrament is every Tuesday, and the children will be required to remain silent during dismissal procedures on Tuesdays.*
2. Students will then be dismissed to their cars from the west door (facing the parish center).
3. Parents will drive up the back gravel drive off Wood Street and pull up single file, passing through the back parking lot, between the church and the parish center.
4. A faculty member will announce the arrival of each parent. Children will be able to see their car and acknowledge it as their family car.
5. Those students' names will be announced and the students will stand inside the door until their vehicle has pulled up to the door and stopped.
6. The students will then be dismissed to go directly to the car.
7. If a student is not in the back of church for any reason, the parent will have to circle back through or park in the front parking lot.
8. Any student remaining after 3:30 p.m. will go directly to Bac Pac and **a fee will be assessed.**

9. All teachers will be involved in arrival and dismissal duties during the first week of school. If you would like time to talk with them, please make an appointment.

Thank you for helping us make the most with the minutes we have with your children and enabling us to further their education by using our time wisely.

DSP 5210

STUDENTS: Absence and Tardiness

A. Absence

Excessive absenteeism may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.)

An absence of more than two hours is recorded as one-half day absence.

B. Tardiness

Excessive tardiness may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.)

The school handbook specifies times for the beginning of the school day. Any pupil who arrives after the stated times is considered tardy.

DSP 5211

STUDENTS: Written Excuses

When a child has been absent, the school requires a written excuse from his/her parent or guardian. All notes concerning absence are kept on file until the end of the school year. If a pupil is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal may investigate or delegate someone to investigate the situation.

In addition, schools are encouraged to establish or continue procedures whereby a parent is expected to phone the school if a student will be absent. This call, however, does not replace the written excuse as a matter of record.

DSP 5220

STUDENTS: Requests for Family Reasons

Parents occasionally wish to take their children out of school for several days because of family plans. The school administrator/principal and teacher(s) should discuss the child's progress and make recommendations to the parent. The school administrator/principal keeps a record of the recommendations made to the parent. The final decision, however, is the responsibility of the parent. Conditions, procedures, and time limits for making up work are to be specified in writing.

The school is not required to provide homework in advance to students who leave due to family plans. Teachers do so upon request and at the discretion of the individual teacher. Students are encouraged to take textbooks and access homework via the school website: www.saintpeterparish.net to keep up with the rest of the class.

ABSENCE:

1. If a student is going to be absent, parent/guardians are to contact the school by 9:00 a.m. the day of the absence.
2. A written excuse from parent/guardian is needed when the student returns to school. The excuse is to include the date and specific reason for the absence, or specifics concerning the illness.
3. When a student is absent, a member of the family may pick up daily schoolwork after 3:15 p.m. and until Bac Pac is dismissed on the day of the absence.
4. A student is allowed to leave school premises only with a written notice from the parents/guardians and the knowledge and permission of the principal and teacher. The school accepts no responsibility for any child who leaves the school premises without permission of the principal. Students may not leave the school premises early without parent/guardian or parent/guardian approved adult coming to the school for him/her.
5. Students needing to leave school because of family commitments, holidays, or vacation must notify the school prior to departure.
6. In order to participate in same day extra curricular activities or sport activities the student must have been present in school a minimum of ½ day. Students must have been present in school a minimum of ½ day on Friday to participate in weekend extra-curricular activities or sport activities. Exceptions must have principal permission.
7. A student is considered tardy when the time absent from school is less than one half day's absence at the beginning or the end of the school day. Departure from school prior to dismissal will count as a tardy.
8. A student must have zero tardies and zero absences to achieve perfect attendance.

STUDENTS: Release of Individual Students from School

Extraordinary care is taken in regard to early dismissal of individual students. Parents presume their child is under the care of the school during school hours. Consequently, an elementary student is never released early without explicit knowledge of his/her parent or legal guardian. Under no circumstance may a child be released to anyone other than the parent or guardian who is listed on the child's registration form or another person explicitly authorized in writing by the parent or guardian.

In the case where only one parent has custody of the child, the school must be apprised of any existing court order that would affect release of the student from school.

A student may never be sent home for assignments, books, or disciplinary reasons without parental communication, nor may any student be sent on errands outside the school and parish grounds for anyone.

<h2 style="margin: 0;">Dress Code</h2>
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To provide an intellectual and spiritual environment

Preschool students are not required to wear school uniforms.

LSP 5340

Clothing which is appropriate in a formal Catholic school is to 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 the community of St. Peter Parish. In general, any student dress or appearance, while not specifically outlined below, may be considered unacceptable if it disrupts the focus of the academic work of the classroom or if it violates the modest, neat and clean spirit of the standards.

◆ **Uniform Company**

Uniform plaid is the only thing that must be purchased through a uniform company. Our uniform company is French Toast. You may order online at www.frenchtoast.com or through fliers distributed through the school office.

◆ **Clothing in ill repair is not acceptable unless the damage occurs during the school day.**

◆ **Boys may not wear earrings and boys' hair must not be disruptive or interfere with learning.**

◆ **The only logos permitted are approved St. Peter School insignias/designs.**

◆ **All shirts and/or blouses must have a collar and must be:**

- polo or Oxford style and long or short sleeved with a fitted sleeve
- of solid uniform color (red, white, navy blue, light blue)
- tucked in, with the exception of during recess and physical education class
- long enough to cover the torso when arms are raised
- covered by a uniform shirt (in the case of plain white t-shirts)

◆ **Sweaters And Sweatshirts**

- must be of solid red, white, navy blue, or light blue
- may be worn with an exposed collar from a uniform shirt underneath
- may have current or previous St. Peter logo or P.E. design on them

- ◆ **Pants and Slacks must**
 - be of navy blue or khaki **twill (not denim material)**
 - not have cargo pockets
 - fit properly and not be baggy
- ◆ **Shorts**
 - may be worn during the period of April 1-October 31
 - must be navy blue or khaki **twill (not denim material)**
 - must be at least 2" below fingertip in length
 - may be Capri pants or cropped pants and skorts, with the same color/length/material specifications as shorts
 - may NOT be cargo style but may have painter's pockets
- ◆ **Dresses or Skirts**
 - must be twill navy blue or khaki or school uniform plaid (**not denim material**)
 - must be worn with tights or briefs underneath
 - may be worn with hose (girls grades 5-8)
 - hemlines for skirts and dresses will be no shorter than 2" above the knee.
- ◆ **Socks or Tights**
 - must be worn
 - must be in solid uniform color of red, white, navy blue, or light blue
 - must be visible outside the shoe
- ◆ **Shoes**
 - may be tennis shoes or dress shoes
 - must have closed heels and toes
 - may not have stacked heels; maximum heel height is 1 ½ inches
- ◆ **ALTERNATIVE UNIFORM FOR P.E. DAYS ONLY**
 - St. Peter School uniform t-shirt (including previous designs) may be worn.
 - Gym shorts that are solid black or solid black with a modest stripe and without a visible logo may be worn during shorts season (April 1-October 31).
 - Windpants that are solid black or solid black with a modest stripe and without a visible logo may be worn.
 - Fleece sweatpants/shorts are not permitted**, and any breakaway snaps must be sewn shut on windpants.
 - Tennis shoes are mandatory on P.E. days.**

Dress Code Guidelines for Out-of-Uniform Days and 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 long enough to cover the torso, even when the arms are raised.
- B. Lettering and graphics on any shirt must be tasteful and appropriate for the Catholic school environment.
- C. All shirts and tops must have shoulder straps at least 2 inches in width and must not allow undergarments to show.

2. Shorts:

Shorts must follow uniform specifications in length and period worn but do not have to be of uniform color.

3. Shoes:

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.

Wind-suits, parachute pants, and nylon pants are permitted as long as they do not have breakaway side-seams (unless sewn shut).

6. Dresses and Skirts:

- A. Hemlines for skirts and dresses will be no shorter than 2” above the knee.
- B. Dresses must have shoulder straps at least 2 inches in width and must not allow undergarments to show.
- C. Tights and/or socks must be worn.

Curriculum and Instruction

Providing challenging opportunities for intellectual, creative, spiritual development within the framework of Catholic beliefs and values

St. Peter School fulfills all diocesan curriculum requirements and is accredited annually with an accreditation review every seven years. Curriculum guidelines are available for review in the School Office.

GRADING SYSTEM:

The grading system is in accordance with the diocesan policy.

1. The grading system used for kindergarten through second grade is a checklist of skill objectives.
2. The grading system for third through eighth grade is a letter grade system:
A, B, C, D, F.
3. The appropriate teacher may comment on conduct and effort for all subject areas.
4. Grade cards are sent home following each academic quarter.

A+ (99-100)	A (95-98)	A- (93-94)
B + (91-92)	B (88-90)	B- (86-87)
C + (84-85)	C (80-83)	C- (77-79)
D + (75-76)	D (72-74)	D- (71-70)
F Below 70		

If a student has an “F” average in 2 or more core subjects at the end of the first semester, he/she will be evaluated for possible retention. Parents will be contacted to discuss strategies to help improve their student’s academic standing.

REPORTING OF GRADES:

Grades K-3

Teachers of grades K-3 report on student progress/needs informally each Friday through the use of Friday Folders. Teachers of these students formally report on student progress quarterly.

Grades 4-8

Teachers of grades 4-8 report on student progress in the following ways.

- Student grades may be accessed online at www.optionc.com
- Four Week Interim: Teacher will print out Option C gradesheet after all grades have been entered. **Participation in extra curricular activities will be assessed at this point for students falling below the minimum requirements.**
- Quarterly Report Cards. **Participation in extra curricular activities will be assessed at this point for students falling below the minimum requirements.**

DSP 5410

STUDENTS: Promotion and Retention

All promotions, regular and special, are decided by the school administrator/principal in light of the teacher’s recommendation and in consultation with the parents and with the child, if appropriate. Such decisions are based on a total evaluation of a student’s growth in all areas of development.

If a student’s progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the school administrator/principal. As soon as possible, the teacher and/or the school administrator/principal shall talk with the parents/guardians and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student’s teachers and parents, the final responsibility for a student’s promotion or retention rests with the school administrator/principal.

During conferences and in a follow-up letter, the parents/guardians and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, is to be communicated to the parents/guardian. If the parents/guardians do not agree with the school administrator's/principal's decision, the school administrator/principal and the parents/guardians shall meet to discuss the rationale for the decision. While parent/guardian input is valued, it is ultimately the school administrator's/principal's decision whether to promote a student.

If a student with special educational needs is accepted in a school that does not offer a special education program, at the request of parents who are aware that a special education

program is not offered, the school administrator/principal and parents sign a written agreement concerning promotion and retention procedures for the child as well as the type of diploma to be awarded upon termination of attendance.

SPECIAL SERVICES:

DSP 5701

STUDENTS: Students with Special Needs

If a student with special needs (categorized such as EMR (Educable Mentally Retarded), EEN (exceptional educational needs), or other similar classification, or having a serious physical disability) applies for admission and/or is in need of special placement and admission is going to be denied, or a current student is being asked to withdraw, or being referred to another school, the administrator is to immediately consult the superintendent of Catholic schools so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgment as to whether or not, indeed, that is possible. Whenever possible, accommodations are to be made to meet the total needs of the student. A review committee can be convened by the Catholic School Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the superintendent of Catholic schools and/or associate superintendent of schools, the local administrator(s), parent representative, counselor, pastor, and other designated professionals. It will be the purpose of the review committee to help the school make a local decision. This review committee can also be convened or reconvened by the superintendent of Catholic schools or associate superintendent, if deemed beneficial, when a parent disagrees with a local school decision.

LSR 5701

1. St. Peter School offers special services (for example: learning disabilities, remedial, speech and reading) through the Fulton Public School District. If there is a concern, make an appointment with the teacher. St. Peter School might be limited in providing special services for certain students.
2. Enrichment and gifted curriculum is served within the scope of the regular classroom. Academic curriculum goes beyond diocesan standards at each grade level.
3. Tutoring is available through outside sources, parent volunteers, and faculty.

TESTING FOR SPECIAL SERVICES:

St. Peter School can offer special services through the Fulton Public School District. Special services encompass academics, behavior, intelligence, social concerns, and speech.

1. Make an appointment with the teacher to discuss concerns. If parent/guardian decides to request a special services evaluation, the teacher will relay the request to the principal.
2. The parent will contact the director of special services with the appropriate public school official and relay necessary information to the principal/teacher.
3. Final determination of the need for services will be made within 60 days.

HOMEWORK:

1. A reasonable amount of homework is necessary for progress, self-discipline, and self-motivation. Homework is designed to reinforce material already taught.
2. Homework is to be turned in on time if full credit is to be given.
3. Homework is posted online each evening and can be accessed via www.optionc.com.

LIBRARY:

1. Library hours are determined at the beginning of each school year.
2. The librarian, in cooperation with the teachers, will determine the method of checkout and time limit for return of books for elementary children.
3. Students will be notified of overdue materials. Checkout privileges are suspended pending return of materials.
4. Students must return books or pay a non-refundable replacement fee within one week of 3rd overdue notice in order to restore checkout privileges.
5. In case of lost or damaged items, student will be expected to pay replacement cost.

LITURGY:

1. Students attend Mass twice weekly on the following schedule:
 - 1st-8th grade on Wednesday
 - all-school Mass on Fridays including Preschool
2. Extra prayer services may be held at principal or pastor discretion.
3. Classes to attend Adoration of the Blessed Sacrament, reconciliation, and visits with the pastor at least once a week.

MUSICAL PROGRAMS:

Musical programs are part of the school curriculum, and participation is mandatory. Students who miss a scheduled performance will lose a letter grade. Students in grades 5-8 receive an alpha grade. The music teacher(s) and administration will determine dates of these programs.

PHYSICAL EDUCATION (PE):

1. Children are to participate in physical education (PE) class and to dress appropriately as specified by the PE teacher.
2. A child may be excused from class with written permission from parent/guardian.
3. **Tennis shoes are mandatory on PE days.**
4. Students in K-1/2 will receive participation grades 3rd-8th will receive a letter grade.

RECESS:

1. Students in grades K- 4 have a 15-minute morning recess. Students in grades K-8 have a 15-minute lunch recess.

2. RULES FOR INCLEMENT WEATHER will be followed as applicable

RELIGION:

1. Prayer is an integral part of each school day. All children are to participate in an appropriate manner.
2. Catholic religion is taught in each classroom.
3. All students receive a grade or evaluation for religion class.
4. All students are expected to participate actively in the Mass.

TESTING:

1. St. Peter uses a diocesan-approved testing program. These tests are usually given in the fall to the first through eighth grades.
2. Test results are made available to the parents/guardians.

TEXTBOOKS:

1. Students are responsible for textbooks issued.
2. Parents/guardians and students are responsible for the cost of a lost or damaged textbook.
3. All non-consumable textbooks in grades 3-8 must be appropriately covered.

ACADEMIC AWARDS:

An Awards Assembly takes place at the end of the school year. The following awards are typically given:

- Presidential Academic Award (5th & 8th)
- Nolin Courtesy Award (5th & 8th)
- Christian Social Development Award (K - 8th)

National Junior Honor Society

The National Junior Honor Society is an honorary society that promotes enthusiasm for scholarship, service, leadership, character, and citizenship. To be offered membership, an individual must epitomize these qualities.

The following guidelines will give further help in the definition of scholarship, leadership, service, character, and citizenship.

Scholarship:

The scholar:

Maintains at least a 90% gpa in grades 6-8. Midterm/Interim reports do not count.

- Displays a sincere desire to succeed academically and have a love of learning.

Leadership:

The scholar:

- Is resourceful in proposing new problems, applying principles, and making suggestions.
- Exercises influence on peers in upholding school ideals.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and without prodding, demonstrates reliability and dependability.
- Is thoroughly dependable in any responsibility accepted.

Service:

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Scouting; church groups; volunteer services for the aged, poor, or disadvantaged; family duties.
- Volunteers dependable and well-organized assistance, and is gladly available.
- Works well with others.
- Shows courtesy in assisting visitors, teachers, and students.

Character:

The student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- Must never have served OSS (Out of School Suspension), has had only one ISS (In School Suspension), and has had no more than two minor behavioral incidents (administrative detention, Saturday School/detention, timeout).

Citizenship:

The student who demonstrates citizenship:

- Respects freedom, justice, and the American form of government.
- Demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs.

Sports Banquet 5th - 8th grades occurs in the spring following the basketball season

DSP 6301

INSTRUCTION: Educational Outings, Field Trips, 8th Grade Trips

Field trips and outings are to be learning experiences; they are also privileges. Each teacher or moderator, in advance, explains to the school administrator/principal the proposed field trip, including student preparation, plans for supervision and transportation, and student

follow-up activities. If approved, the teacher follows the local procedures for the distribution and return of the field trip forms with parental signatures.

A school may, but is not required to, sponsor an end of year 8th grade trip. If it does, then the school must be ultimately responsible for the planning and implementation, including the assigning of chaperones and the establishment of rules. In addition, school personnel must be on the trip. If the school does not sponsor the trip, then DSP 6306 is to be followed, in which case the school must isolate itself from the planning, distribution of any information, and fundraising. If any fundraising is done, then the school name is not to be used. The school tax identification number is not to be used in any way for this trip, and any contracts are not to use the school name.

DSP 6305

INSTRUCTION: Chaperones and Drivers for Field Trips [Educational Outings]

An adequate number of responsible adult chaperones are to accompany the students. Ordinarily at least one adult will accompany every five students in the lower grades and every 10 in the upper grades - but some situations or younger students may require more. Trips involving a great deal of travel should be discouraged.

Transportation for field trips shall be provided by licensed public carrier or by insured private vehicles. Bus drivers must have a valid commercial drivers license and a valid school bus status. Drivers of private vehicles must be either a parent or guardian and at least 25 years of age. The school does not carry insurance to cover the use of private cars. Therefore, parent volunteer drivers and teachers/school personnel who use their own cars are to furnish proof of insurance and proof of a valid driver's license prior to departure on the field trip. Appendix #6305 provides a form that must be completed by anyone providing transportation for a school-sponsored event.

DSR 6305

INSTRUCTION: Chaperones and Drivers for Field Trips [Educational Outings]

All regular chaperones and drivers must complete the Protecting God's Children program.

Student Services

To provide an intellectual and spiritual environment that enhances the individuality of each student

ACCIDENT/ILLNESS/MEDICATION:

DSP 5520

STUDENTS: Drug/Medication Administration

Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the student's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the student's parent or guardian.

Each school must have a written policy in regarding to oral medication administration. The policy shall include procedures for obtaining and filing in the school or other appropriate facility the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, schools should require that the medication be kept in a locked cabinet.)

LSR 5520

1. Parents/guardians will be notified if a student becomes ill or is injured seriously.
2. Parents/guardians must notify the office if there is a change in phone number, address, employment, or medical information.
3. Medication
 - A. All medication must be kept in the school office. Students, therefore, are not to keep or carry medication (including aspirin and/or cough drops) on their person unless directed to by a physician. Send all non-prescription medication to the school office in a plastic Ziploc bag with the student's name on it.
 - B. If medication is needed at school, please come into the School Office; a form will need to be filled out (prescription and non-prescription medication) and signed in order for school personnel/volunteers to administer the medication. Prescription medicine must have a pharmaceutical label with physician's directions to be accepted at school. Your pharmacist can give you an extra bottle to be used for the medication sent to school. Your doctor may be able to schedule all doses of medication to be taken at home.
 - C. Please do not send more than one week's supply of medicine at one time.
 - D. Students with chronic or specific problems requiring medication for emergency situations should have their medication properly labeled as listed above. Specific written instructions must be provided as to when and under what circumstances medication is to be given. This information must be provided and signed annually by the student's doctor.
 - E. Medication will be properly disposed of if it is left at school for more than two weeks. (Exception #D above.)
 - F. Indicate if medication is to be refrigerated.
4. Contractible Disease – students will not be allowed to attend school.

CONTAGIOUS AND COMMUNICABLE DISEASES:

Any student who is liable to transmit a contagious disease through day-to-day contact (such as measles, chicken pox, and tuberculosis) shall not be permitted at school or school-sponsored activities as long as the possibility of contagion exists. Parents need to notify the school office if their child has a communicable disease. Students with Pediculosis Capitis (head lice) shall not be permitted at school or school-sponsored activities until live lice and viable nits are eradicated and a written statement from a physician or a County Health Nurse

states that this is so. Students may then return to school after a visual check by a St. Peter School official who may also conduct periodic visual checks.

BEFORE/AFTER SCHOOL CARE PROGRAM:

After School Care program is offered daily when school is in session Mon. - Fri. 3:15 – 5:30 p.m. A one time \$10.00 non-refundable enrollment fee is required. Cost is \$ \$30.00 per week for daily after school use. Occasional users of the program are charged \$3.00 per day for before school or \$8.00 per day for after school. A late fee of 10% of the unpaid balance due may be assessed after the 10th of each month.

LSP 6601

EXTRA-CURRICULAR ACTIVITIES:

1. St. Peter School attempts to meet the needs of all students. Activities outside the classroom are offered throughout the year to students at varying age levels. These may vary from year to year depending on the demand and availability of coaches and parents who are willing to supervise. Some enrichment activities which might enhance class work may take place during classroom time. If you have a skill or talent, which could be shared with the students, please contact the school office.
2. A student must maintain a “C” average with no more than one “D” to participate in extra-curricular activities. If the student receives an “F” or more than one “D” during a report period (interim or quarter) he/she will have special conditions placed on the academic agreement limiting their participation for a period of up to ten school days. If after the ten days improvement has been shown, the student will be returned to eligibility. If after the ten days the student has not achieved a “C” average, he/she will be allowed an additional five school days to improve. If improvement has not been accomplished at the end of 15 school days, the student will remain ineligible until the next report period (interim or quarter).
3. The following activities are offered, at a minimum, to students in appropriate grades:

Bellarmino Speech League	(5-8)	Boys’ Basketball	(5-8)
Diocesan Sketch Day	(6-8)	Girls’ Basketball	(5-8)
Diocesan Music Day	(varies)	Cross Country	(5-8)
Diocesan Science Fair	(5-8)	Girls’ Volleyball	(5-8)
Art and Enrichment	(K-8)	Cheerleading	(7-8)
Student Council	(K-8)	D.A.R.E.	(5)
Essay Contests	(varies)		
Spelling Bee	(4-8)	Geography Bee	(4-8)
Safety Patrol	(5)	Aquinas Academy	(6-7)
Pep Club	(K-8)	Band (thru Fulton)	(5-8)

IMMUNIZATIONS:

1. All students are required to be appropriately immunized. The immunization requirements are in accordance with the regulations established by the Missouri Department of Health. The school must maintain a record of current immunization status of all students.
2. **ALL** students must be properly immunized **BEFORE** the first day of attendance. Students not properly immunized will not be permitted to attend school.
3. Visual and auditory screenings are done annually at school. Scoliosis screenings are also conducted each year.

INSURANCE:

DSP 5575

STUDENTS: Student Insurance

Parents/guardians may take out a student accident insurance policy, if there is not a standard policy in schools that are part of the Diocese of Jefferson City. Schools are to arrange for a school insurance provider to provide forms for student accident insurance which covers children during school hours and when traveling between home and school. Medical care and attention related to accidents, injuries, incidents on school grounds, and/or at school related activities are covered under the student's/parent's insurance, not the parish's or diocese's insurance.

LOST & FOUND:

There is a lost and found box in the office. Children and parents are urged to check the lost and found box if they are missing an article. Every year we have many items unclaimed. We will donate unclaimed items to charity.

LUNCH:

1. St. Peter School has a nutritious hot lunch program.
2. Lunch money may be deposited into a family account.
3. Separate checks must be issued for the lunch program payable in advance. The cost of a lunch tray is \$2.30 per student. Money for milk (for brought lunches and “extra milk”) may be added to the lunch account.
4. St. Peter School participates in the federally sponsored **Free and Reduced Lunch Program**. Letters concerning this program are made available at the beginning of each school year. Participation in the program is held in the strictest confidence.
5. Snack fee for kindergarten students is \$45.00 per year.
6. Students **MAY NOT BRING SODA TO SCHOOL TO DRINK WITH THEIR LUNCH.**

PARTIES:

1. St. Peter School children may have holiday parties for Halloween, Christmas, and Valentine's Day.

2. Birthday treats may be brought to class with teacher permission and are to be shared from 3:00 p.m. to 3:15 p.m. Exceptions are to be cleared through the homeroom teacher.

SPORTS:

St. Peter School offers extra-curricular volleyball, basketball, cheerleading and cross-country programs for fifth through eighth grades. A sports physical is required of all student athletes.

WELLNESS POLICY:

St. Peter School recognizes the relationship between student well being and improving student achievement. The school will provide developmentally appropriate and sequential nutrition, physical education, physical activities, and other areas of the curriculum to assure student wellness. The wellness policy will be implemented in a multidisciplinary fashion. The primary goals of the wellness program are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement. The principles of continuous quality improvement will serve as the basis for the deployment of this policy. You may access the full wellness policy in the school office.

Organizations and Groups

To provide a friendly atmosphere for creativity and experimentation within the curriculum

DSP 1305

*COMMUNITY AND EXTERNAL OPERATIONS: Educational Authority in the Parish
The pastor of each parish, canonically appointed to be the head of the Catholic community, has pastoral authority and concern in all facets of parish life. In educational matters, he works with the parish Catholic school board. The parish Catholic school board is an advisory board established to assist the pastor, school administrator/principal, parish council, and finance council in fostering the education mission, goals and objectives of the Catholic school. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/principal.*

DSP 1430

SCHOOL ADVISORY BOARD:

A Catholic School Advisory Board acts as a representative group to give general guidance for discretionary action of the principal and staff. The pastor's approval is required for any board policy. Membership consists of the pastor, the principal and six lay members elected to a three-year term.

HOME & SCHOOL ASSOCIATION:

DSP 1430

COMMUNITY AND EXTERNAL OPERATIONS: Home and School Associations

There must be the closest cooperation between parents and the school faculty and staff. In fulfilling their task, schools are to collaborate closely with the parents/guardians. Associations and meetings of parents/guardians are to be established and held in high esteem. Each Catholic elementary school shall establish and maintain a home and school association to help parents/guardian in fulfilling their role as Christian educators and to provide educational assistance in Christian family living. (School) Associations and meetings of parents are to be set up and held in high esteem. (Code of Canon Law, Canon 796.) The home and school fulfills its purpose by supporting the school and collaborating with faculty and staff.

LSP 1430

The goal of the Home and School Association is to assist in the advancement of Catholic education and the welfare of all the St. Peter School children.

Membership shall consist of parents and guardians of students of St. Peter Catholic School, the pastor, principal, and members of the faculty. ALL parents/guardians are to participate in and support the Home and School Association.

The association usually meets four times during the school year. (September, November, February, and April)

PANTHER ATHLETIC BOOSTER CLUB:

The Panther Athletic Booster Club is open to family membership for all parents and parishioners and the Fulton community. Membership is \$25.00 annual dues. The Booster Club supports our athletic program, helps purchase additional equipment and sponsors volleyball and basketball tournaments.

VOLUNTEER PROGRAMS:

St. Peter welcomes all who wish to be involved in the school. We actively seek volunteers in areas of our needs. Volunteers are required to attend a diocesan-sponsored in-service on working with youth (Virtus).

Communication

To promote cooperation among parishioners, parents, faculty, and students

COMMUNICATION TO PARENTS:

- Monthly Newsletters: A monthly newsletter is sent out from the office to update school families on upcoming events. Notify the office of anything you need

included. Teachers are expected to contribute articles about class, as well as student stories, poems, etc. as requested by principal, every other month.

- Classroom updates: individual classroom teachers may send a weekly, monthly, or quarterly update of classroom happenings.
- St. Peter School offers a web-based gradebook program. Parents of students in grades 3-8 can access their grades online and view any missing assignments. Parents and students can web note a teacher with any questions. This program can be accessed at www.optionc.com. Passwords and User IDS are given at the beginning of the year. Teachers update the gradebook a minimum of once a week. This does not apply to late student work.
- EMAIL: The staff email addresses are found on the webpage. All teachers have email through our school service provider.

PARENT-TEACHER CONFERENCES:

DSP 5405

STUDENTS: Parent/Teacher/Student Conferences

It is highly recommended that each school plan to have conferences at reporting time at least once a year. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development.

APPOINTMENTS:

1. If you wish to speak to the principal or a teacher regarding any matter that requires extensive discussion, you must first make an appointment. Discussion of student progress should take place at school.
2. Parents do not go into a classroom during school hours to speak with or give children something. If you need to see your child, do so during lunch or recess, after checking in at the school office. Exceptions will be made for emergencies.

GRIEVANCE PROCEDURE:

LSR 1901

If a problem arises, this procedure is to be followed:

1. Make an appointment with the teacher or teachers at once. Don't wait. Call the office and leave a message for the teacher to call you for an appointment time.
2. If, after seeing the teacher, you are still dissatisfied, then consult with the principal.
3. If you still feel that the problem requires resolution, call the pastor to make an appointment for a meeting of all parties involved.

DSP 1901

COMMUNITY AND EXTERNAL OPERATIONS: Grievance

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, principal, pastor) shall be resolved through the Administrative Recourse Procedure. Since the parish school board is an advisory board, it is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the board

for advice on a serious issue. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to "Grievances" as defined within the Administrative Recourse Procedure policy and regulation.

DSR 1901

COMMUNITY AND EXTERNAL OPERATIONS: Administrative Recourse

A. Definition

A "Grievance" is a formal complaint about any serious issue regarding a school or its personnel that needs a formal process of reconciliation in order for it to be resolved.

B. Purpose

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may from time to time arise affecting the welfare or working conditions of persons associated with the school.

C. Basic Principles

- 1. Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.*
- 2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The failure of a grievant to act within the time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. (By mutual written agreement, however, the time limits may be extended.)*
- 3. The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.*
- 4. There is to be no retaliation against any party or participant in the grievance procedure.*
- 5. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.*
- 6. Records of formal proceedings at every Level shall be kept and made available to all parties involved.*
- 7. Levels One and/or Two of the Grievance Procedure may be waived upon the written request of both parties and the grievance brought directly to the next level.*

DSR 1901 (cont'd)

D. Procedure

1. Informal Attempts at Resolution

Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a party may not pursue a grievance through the formal procedures outlined in this policy unless the party has first engaged in informal attempts with the local chain of authority to reconcile the difference beginning with the person whom the grievance is against. The normal chain of authority is: (1) teacher; (2) principal; (3) pastor. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.

2. Formal Grievance Procedures

In the event that informal attempts at resolving the dispute have been unsuccessful, the formal grievance procedure outlined below shall be observed. For complaints to be resolved through the Formal Grievance Procedures, the following shall apply: (i) if the complaint relates to a principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; and (ii) if the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE.

LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL

The grievant shall reduce the complaint to writing and submit it to the school administrator/principal within fifteen (15) days following the occurrence of the event. The school administrator/principal will hold a meeting within seven (7) days following receipt of the written statement of grievance. The school administrator/principal, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the school administrator/principal shall provide the grievant with a written decision.

LEVEL TWO: PASTOR

If the grievant is dissatisfied with the school administrator's/principal's written decision, the grievant may appeal the decision in writing within five (5) days to the pastor. If the Formal Grievance Procedure begins with LEVEL TWO, the grievant shall reduce his/her complaint to writing and submit it to the pastor within fifteen (15) days following the occurrence of the event. The pastor will hold a meeting within seven (7) days following receipt of the written statement of grievance or the appeal, as applicable. The pastor, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

DSR 1901 (cont'd)

LEVEL THREE: SUPERINTENDENT OF CATHOLIC SCHOOLS

If the grievant is dissatisfied with the pastor's written decision, the grievant may appeal the decision in writing within five (5) days to the superintendent of Catholic schools. If the Formal Grievance Procedure begins with LEVEL THREE, the grievant shall reduce his/her complaint to writing and submit it to the superintendent of Catholic schools within fifteen (15) days following the occurrence of the event. The superintendent of Catholic schools or a designated representative of the superintendent of Catholic schools will hold a meeting on the matter within ten (10) days following receipt of the appeal. The superintendent of Catholic schools will render a decision in writing stating findings of fact and conclusions within ten (10) days of the hearing and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator/principal.

LEVEL FOUR: DIOCESAN SCHOOL RECOURSE COMMITTEE

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Diocesan School Recourse Committee (DSRC), a committee composed of three members appointed by the bishop. The committee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than fifteen (15) days after receipt of the written appeal. The grievant is entitled to attend the meeting. Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by committee members as well as the interested parties. The DSRC will render and communicate its recommendation to the bishop who will notify the superintendent of Catholic schools and the grievant of his ruling. The decision of the bishop will be final and binding.

DSP 1902

COMMUNITY AND EXTERNAL OPERATIONS: Penalty Status During Administrative Recourse

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the superintendent of Catholic schools to speed up the procedure. Either the person(s) registering the complaint or the person(s) to whom the complaint is registered can make this request. The request can be granted or denied.

TELEPHONE:

1. Students may not use the phone without permission.
2. Students **are not** to call home for materials or books that have been forgotten.
3. Emergency calls may be made with the permission of an adult.
4. Parents may leave a message asking for a return call.
5. The use of cell phones is not permitted during school hours. All phones in visible sight, in use, or that audibly ring will be confiscated and may be retrieved by a parent/guardian of the student.

STUDENT INTERNET, EMAIL AND OTHER TECHNOLOGY USE

INSTRUCTION: Student Internet, E-mail and Other Technology Use

All schools allowing students to have access to the Internet, e-mail and other technology are to have a written policy regarding usage in their student and parent handbooks. This policy is to include at least the following:

- 1. Internet, e-mail and other technology access and use in school is a privilege, not a right.*
- 2. The use is always to be consistent with Catholic teaching, doctrine, morality and values.*
- 3. Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Christian mission.*
- 4. Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Christian and legal standards.*
- 5. Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.*
- 6. Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Christian and legal standards.*
- 7. Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to school personnel names and addresses.*
- 8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Christian standards.*
- 9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.*
- 10. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.*

In addition to the above, the school, after consultation with the superintendent of Catholic schools, can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses technology to defame, bully, or assault the character or being of the school, diocese, any of its employees and/or students. This includes any such negative postings, verbal or pictorial, on such websites as MySpace, Facebook, YouTube, etc. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.

Students will not be allowed to use cameras to record other students/staff during school without prior approval from the principal or faculty member. Diocesan guidelines state that pictures and videos of our students should not be placed on internet websites at any time.

VISITORS:

Parents are welcome in the school. When visiting a classroom for any reason, check in at the office first. Do not go directly to the classroom. If parents wish to talk to their child's teacher, they must arrange for a private conference by calling the office.

Discipline

To develop an environment conducive to creating a positive self-image and to educate and encourage students in social and civic responsibility

The goal of discipline is to provide an environment that fosters Catholic virtues. We strive to create an atmosphere in which each child and staff member is respected. Discipline is aimed at encouraging children to grow in responsibility, integrity, courage and faith. Students are to put God first in all endeavors. Students are to submit to the authority that God has placed over them. Each student is to respect and obey teachers, administrators, and all other responsible adults.

DSP 5260

STUDENTS: Confidentiality

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the schools that are part of the Diocese of Jefferson City operate under a "spirit of confidentiality." This means that outside of the sacramental confidentiality between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

- 1. Information that concerns violation of the law;*
- 2. Matters involving the health and safety of the student or any person;*
- 3. Serious moral issues;*

4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with school administrator.

The school administrator/principal, after consultation with the Catholic School Office, may chose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

DSR 5310

STUDENTS: Prohibition of Corporal Punishment

Corporal punishment is not used under any circumstances in the diocesan schools. The school administrator/principal is responsible to report immediately to the superintendent of Catholic schools any violation of this prohibition. Any extreme or unusual form of punishment or any touching of a child in a manner that is considered punitive is to be avoided.

DSP 5315

STUDENTS: 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. This prohibition expressly includes those persons licensed to carry concealed firearms. Schools are to formulate specific local policies regarding reporting weapons and dangerous instruments to law enforcement.

REQUIRMENTS FOR STUDENT BEHAVIOR INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. Students are to be responsible for their own behavior, homework, classroom studying and their courtesy towards others.
2. Students are to follow building, playground, and classroom rules as they are published, posted or directed.
3. Parents/guardians will be contacted if a student is unable to maintain reasonable behavior.
4. An option available to the teachers and principal, as a form of discipline, is an after-school detention. In this event, the parents/guardians will be notified in writing. Parents/guardians are to respond in writing (or with a phone call). If the scheduled detention is to be altered, it is the responsibility of the parent/guardian to arrange the change with the principal.
5. If the student's behavior threatens the safety or well being of him or others, immediate action is taken, and the principal is notified.
6. A student who consistently demonstrates behavior counter to the philosophy of the school, or commits an act of negligent or gross disregard for Christian values, will be asked to withdraw from the school or will be expelled.

GUM & CANDY

Chewing gum is not allowed on school premises.
Healthy snacks may be eaten at recess.

DISCIPLINE POLICY:

St. Peter School constantly strives to improve its discipline policy because more learning takes place in an environment without behavioral and discipline problems. Students with a sense of discipline and the ability to make good choices will be better prepared for their future. At St. Peter we will implement this program to help and promote students to make good choices and take responsibility for their actions. We believe that if our requirements and consequences are clear, then it will help students make good choices.

When Students Make Wrong Choices ??

As a school we believe that natural consequences are the most appropriate form of discipline. For example, if your student were to write or draw on school property, we believe it is appropriate for your student to clean the desks in his/her classroom. We believe this follows the Church's teaching of reconciliation or righting the wrong that has been done.

Each situation and student is unique. All discipline is handled on a case-by-case basis. However, we have separated some general behaviors into three categories and labeled them Type A, B, and C. Type A behaviors are those that go against the basic expectations listed above. Type B behaviors are those that are more blatantly inappropriate behaviors. Type C behaviors are serious violations against required behavior. The following are guidelines that will be used in most cases. For type A and B behaviors, warnings are good for the length of one graded quarter. This gives the student a chance to start with a fresh slate four times within the year.

Type A (yellow form)

Requirements/Violations:

- † Show Christian concern and respect for all people and property. This includes polite, helpful behavior to all persons and in all places.
- † Use appropriate Christian language and actions.
- † Be prepared for, attentive, and participate in class. This includes having all necessary materials.
- † Show good sportsmanship, cooperate and have a Christian attitude when playing.
- † Be attentive and participate respectfully in the liturgy.
- † Follow all handbook guidelines and all directives, both written and spoken.

Consequences

1. The student will receive a written warning that is signed by the teacher, student and parent.
2. After three written warnings the student will meet with the principal to determine an appropriate consequence and make a plan of action to eliminate the behavior. In most cases Christian service or detention will be assigned.

Type B (blue form)

Requirements/Violations:

- † Serious disrespect to a teacher, any adult, or student in the school.
- † Harassing.
- † Stealing, cheating, lying or forgery.
- † Use of obscene language and/or gestures.
- † Fighting
- † Willful damage done to property belonging to others or school.

Consequences:

1. No warnings are given. A disciplinary slip is filled out and signed by the teacher, student, and principal. A copy of this slip is to be signed by a parent/guardian and returned to the teacher on the next school day. The student is expected to complete one hour of service/detention. The teacher and principal will decide upon type of service.
2. The second Type B violation will result in the student completing two hours of Christian service. A disciplinary slip is filled out and signed by the teacher, student, and principal. A copy of this slip is to be signed by a parent/guardian and returned to the teacher on the next school day.
3. If the student should commit a third or more Type B violation within the same graded quarter, all disciplinary slips will be sent home for parent/guardian signature. The student will have an in-school suspension (length to be determined by principal and teacher and in accordance policy). A conference with the student, parent, teacher, and principal will be required at this time.

Type C (green form)

Requirements/Violations:

- † Serious fighting
- † Blatant disrespect (physical or verbal) to teachers, staff or supervisory assistants.
- † Smoking or possessing smoking materials on parish property
- † Use, possession, distribution or selling of any controlled substance.
- † Truancy
- † Possession of any type of weapon/paraphernalia.
- † Serious, willful damage of property of others.
- † Possession, display or sale of immoral or pornographic materials.

Consequences:

1. First offense: Notification and conference with parent/guardian, student, teacher and principal. In-school suspension (length to be determined by teacher and principal).
2. If a second Type C violation should occur within the same graded quarter it would result in immediate OUT OF SCHOOL SUSPENSTION with no class credit and a conference with the principal, parent/guardian, teacher, student and pastor.

In the event of severe aggression and/or continual blatant disregard of expected behaviors, St. Peter administration reserves the right to, in consultation with the Catholic school office, permanently dismiss or expel any student, if the parents are not meeting the school's recommendations.

Striking a teacher, staff member, and/or volunteers will normally result in immediate dismissal or expulsion.

DISMISSAL/EXPULSION:

In case of incorrigible behavior, or when conduct threatens the physical or moral welfare of anyone in the school community, the principal, in consultation with the pastor and the Catholic school office, may expel a student. Dismissal from school will be carried out according to directives in the Policy and Regulation manual for schools. If the consequence for inappropriate behavior affects participation in extra-curricular activities, the coach/sponsor will be notified.

DSP 5360

STUDENTS: Dismissal and Expulsion

The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the student in the process of expulsion or dismissal.

The term "expulsion" is:

Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term "dismissal" is:

Termination of a pupil as a student from the school less than permanently (indefinite or for a given term).

In cases of serious misconduct which could lead to expulsion, the parents are so advised immediately and in writing. They are urged to take advantage of assistance from school, parish, or social service agencies which can help the student with his/her difficulties. Careful documentation must be kept of all disciplinary proceedings.

In extreme cases of incorrigible behavior or when conduct threatens the physical or moral welfare of anyone in the school community, the school administrator/principal, normally in consultation with the pastor, can immediately suspend a student until a final decision is made. (See DSP #5355.)

After the school has exhausted all avenues of assistance for the student, a recommendation may be made to the pastor regarding the dismissal or expulsion. All dismissal and/or

expulsions must be reviewed with the superintendent of Catholic schools for compliance with the law and diocesan policies and regulations. A statement of dismissal or expulsion is made in writing, including the reasons for the dismissal and a complete listing of dates and efforts made to help the student to avert dismissal.

DSR 5360

STUDENTS: Dismissal and Expulsion

If a dismissal or expulsion is pending, the superintendent of Catholic schools is to be notified immediately. The superintendent of Catholic schools will review the case, consult legal counsel if necessary, and make recommendations back to the school.

DSP 5820

STUDENTS: Harassment

Policy: All Catholic schools part of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school or PSR shall be subjected to any type of harassment.

Harassment is defined as any unwanted and unwelcome behavior that interferes with the student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Sexual harassment deserves special mention.

- 1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."*
- 2. No student shall be subject to sexual harassment as a student.*
- 3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.*
- 4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school administrator/principal. Any information reported shall be treated as confidential. All claims of sexual harassment are to be immediately reported to the superintendent of Catholic schools and/or chancellor and/or review administrator and shall be thoroughly investigated by the school principal after consultation with and direction from the Superintendent of Catholic schools.*

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith.

STUDENTS: Sexual Abuse of Minors

PASTORAL POLICY REGARDING ALLEGED CASES OF SEXUAL ABUSE OF MINORS BY CLERGY OR OTHER CHURCH PERSONNEL OF THE DIOCESE OF JEFFERSON CITY

INTRODUCTION

Since 1990, the Diocese of Jefferson City ("the Diocese") has had a policy and procedures to give guidance to its employees, volunteers, religious and clergy in the Diocese on the subject of child abuse and to address the needs of persons affected by child abuse. The following policy and procedures have been adopted to address the particular situation in which a member of the clergy, or an employee, volunteer or religious working in the Diocese or in any parish, school or agency of the Diocese (the latter hereinafter referred to collectively or individually as "church personnel") is accused of sexual abuse of a minor. For the purpose of this policy, any person under 18 years of age is considered a minor. An allegation of this type of abuse has serious consequences for the person alleged to have been abused and his/her family, for the person accused, and for the larger community.

It is the policy of the Diocese that no person with a substantiated allegation of sexual abuse of a minor will serve as a member of the clergy in active ministry or hold a position working in proximity to children as an employee or volunteer in the Diocese or in any parish, school or agency of the Diocese. All priests, deacons and other church personnel who minister in the Diocese are expected to be familiar with this policy and to comply with the procedures adopted to implement the policy. The Diocese will make available the resources required to implement the policy and procedures. By following this policy, the Diocese hopes to offer spiritual and psychological assistance as needed to any victim/survivor and to respect the civil and canonical rights of the accused while seeking to assist him or her. Proceedings pursuant to this policy shall be conducted in compliance with civil law and in accordance with ecclesiastical law; in particular the *motu proprio*, *Sacramentorum Sanctitatis Tutela* of Pope John Paul II, the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons of the USCCB*, and the *Code of Canon Law*.

A. BRINGING AN ALLEGATION

1. A person may bring an allegation of sexual abuse of a minor by a member of the clergy or other church personnel by calling the Chancery Office and asking to speak with the Review Administrator or by writing to the Chancery Office. The address and telephone number are as follows:

Address:

Chancery Office, Diocese of Jefferson City
P. O. Box 104900, 2207 West Main
Jefferson City, Missouri 65110

Telephone: (573) 635-9127

The complete pastoral policy regarding alleged cases of sexual abuse of minors by clergy or

other church personnel of the Diocese Of Jefferson City is located in the Policy and Regulation Manual for Schools. This can be accessed on request at the school office.

Crisis Plans

CRISIS PLANS:

In the event of a crisis situation (e.g., fire, tornado) St. Peter School personnel will direct students to respond according to the established crisis plan. The plan is available for review in the St. Peter School office or in the classrooms.

RADIOLOGICAL EMERGENCY PLAN:

The St. Peter School has an Emergency Response Plan for the possibility of an incident at the Callaway Nuclear Power Plant. If evacuation becomes necessary, the students will be taken to the Hearnes Multipurpose Building on the University of Missouri Campus in Columbia, Missouri where they may be released to parents or guardians. In case of a power plant emergency, parents are not to call or come to the school to pick up the children, as this may cause difficulties for the faculty and administration who would be concentrating their efforts on protecting the students. If parents have questions or wish to see a copy of the plan, they may contact the school administration.

St. Peter School has an asbestos plan on file in the school office. If parents wish to see the plan, they are to make an appointment with the office staff.

WINTER WEATHER/HEAT:

Weather often requires modification to the school day. As a general rule, St. Peter School will not cancel classes due to heat and will try not to dismiss classes during the middle of the day due to inclement weather.

Heat: Students will be moved to air-conditioned parts of the building if heat becomes excessive and the window units are not capable of maintaining a comfortable temperature. Locations will be assigned as follows:

Grades Pre-K-4 in the gym or back of church

SCHOOL CLOSINGS:

1. If the decision to cancel school is made prior to 10:00 p.m., the information will be announced over the following stations on the 10:00 p.m. news report and posted on the school calendar on our website www.stpeterfultonmo.org.

KRCG-TV Ch 13
KOMU-TV Ch 8
KMIZ-TV Ch 17

KFAL/KKCA 900AM/100.5FM Fulton
KWWR 96FM Mexico

2. The radio stations begin their broadcast day at 6:00 a.m.
3. Should the weather or conditions become so severe during the day that it is decided to dismiss early, please listen to the radio stations listed above. All the necessary information will be broadcast as soon as possible and posted on the school calendar on our website www.stpeterfultonmo.org.
4. It is the FINAL decision for the parents/guardians to make as to whether or not to send their child to school due to road conditions and bad weather.
5. Three days are added to the schedule for snow days.

RULES FOR INCLEMENT WEATHER:

- Students are permitted to bring water bottles to school anytime the projected high temperature is above 90° Fahrenheit. (This is a privilege; students who misbehave with water bottles may have their privilege revoked.)
- Students are to wear hats, gloves, warm coats and boots on snowy days.
- Students are not to throw snow and/or ice.
- Students stay indoors when the temperature and/or wind chill falls below 15° Fahrenheit.

ST. PETER CATHOLIC SCHOOL'S HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the St. Peter Catholic School of Fulton, Missouri, Parent Handbook. I understand that it contains important information about St. Peter School's general policies and regulations and about my privileges and obligations as a parent/guardian. I acknowledge and understand that this Handbook is neither a contract nor a legal document. I further acknowledge that I have read and understand St. Peter School's policies and regulations and agree to adhere to these policies and regulations.

I further acknowledge that revisions to the Handbook may occur. I have received this Handbook, and I understand that it is my responsibility to read and comply with the policies and regulations contained in this Handbook and any revisions to it.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

[A copy of this Parent Handbook Acknowledgement is to be signed and returned to St. Peter School.]