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THE DIOCESE OF JEFFERSON CITY POLICY & REGULATION MANUAL EXPRESSES OFFICIAL POLICY AND REGULATIONS REGARDING ALL ELEMENTARY SCHOOLS OF THE DIOCESE. THIS SAINTS PETER AND PAUL CATHOLIC SCHOOL HANDBOOK IS IN COMPLIANCE WITH THIS MANUAL.

INTRODUCTION AND GUIDING PRINCIPLES

SCHOOL MISSION STATEMENT

The mission of Saints Peter and Paul Catholic School is to assist parents in the formation of their children as disciples of Jesus Christ through academic, spiritual, moral, social and physical education to become responsible Christian citizens in a global society.

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 1305: Community and External Operation: Educational Authority in the Parish)**

NOTICE OF NONDISCRIMINATORY POLICY

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. The Diocese of Jefferson City has the obligation to publicize its non-discrimination policies, and a non-discrimination statement is to be part of each local school's handbook. **(DSP 5101: Students: Non-Discrimination)**

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. **(DSP 6235: Instruction: Non-Catholic Student Participation)**

CONFIDENTIALITY

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the Diocese of Jefferson City Catholic schools 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. **(DSP 5260: Students: Confidentiality)**

ADMISSIONS, ENROLLMENT & REGISTRATION

ADMISSIONS POLICIES AND PRIORITIES

(Local School Policy)

In order to maintain a high quality of education Saints Peter and Paul Catholic School, enrollment will be evaluated in the spring of each school year for the following school year for class size purposes, number of teachers, etc.

Enrollment in each grade and classroom will be limited to the maximum number of students permitted by the Diocese of Jefferson City and/or the physical capacity of parish facilities as determined by the pastor and principal in consultation with the school board.

- 1) Baptized members of Saints Peter and Paul Parish who are five (5) years old by July 31 will normally have first preference.
 - 2) Children of baptized members of Saints Peter and Paul Parish will normally have second preference.
 - 3) Catholic children, not belonging to Saints Peter and Paul Parish, but whose family has shown a minimum one year commitment to the school will normally receive third preference.
 - 4) Children of non - Catholic members of the school community who have shown a minimum one year commitment to the school as a family will normally be admitted next.
 - 5) Catholics not belonging to this parish sending a child here for the first time will normally be admitted next.
 - 6) It is at the discretion of the school that junior high students from local area schools may be admitted to Saints Peter and Paul after the final registration date of June 15th.
- This policy normally goes into effect only in the case when a waiting list develops.
 - New families to our school are to meet with the pastor prior to finalization of enrollment.
 - The pastor's signature on registration forms and a one-third deposit are needed in school office to make registration official.

The pastor and principal reserve the right to make an exception to the policy based on individual and/or extraordinary circumstances.

General Requirements for Admission:

- A. A child entering kindergarten must be five (5) years of age by August 1. Those who are Catholic and were not baptized at Saints Peter and Paul Catholic Church will need their baptismal certificate. For all new students the following documents are required:
 1. Official certificate of birth
 2. Baptismal certificate
 3. Immunization records (Shots must be up to date before entrance to school.)
 4. Certificate of transfer from school first attended, or report card.
- B. A pre-registration for all students will take place in the spring.
- C. Withdrawal from the school: The parent of any pupil leaving the school must notify the principal so that needed information may be obtained. Copies of academic records cannot be forwarded to another school without an authorization to release the records signed by the parent.

Registration Procedure

In order to promote good communication and fiscal responsibility by the school to the parish, registration is as follows:

- Registration for each new school year begins on April 15.
- Registration for all kindergarten students begins on February 1.
- Registration for all pre-school students begins on February 1.

All parents of new students in Saints Peter and Paul are required, as part of the registration procedure, to have a personal meeting with the pastor of Saints Peter and Paul Parish to discuss registration and financial commitment. This meeting is scheduled between May 1 and August 1 at the convenience of the family and the pastor. Any request for reduction in financial commitment to the parish or reduction in registration fees is handled by the pastor of Saints Peter and Paul Parish at that meeting. It is encouraged that all families who may be eligible apply for the "Free or Reduced School Lunch Program." This not only assists that family financially but provides further financial benefit to the school lunch program.

Registration materials include the financial commitment form for the parish or the tuition agreement form for non-parishioners, schedule of registration fees and other materials determined by the school office. **Registration is not accepted until the financial commitment form is completed and returned to the school office and the meeting with the pastor or his representative(s) is completed.**

EMERGENCY INFORMATION

The school will have on file emergency information that is complete and current for the each student. Any change in emergency information is to be given to the school as soon as possible.

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 5201: Students: Proof of Guardianship)

CLASS SIZE

The Saints Peter and Paul School Board has formulated the following ordinary policy, which has been approved by the pastor, regarding class size and student enrollment: All children of members of the parish are eligible for enrollment in any grade at any time. All of the children are to be baptized and parents are to be practicing their faith in this parish and committed to the financial support of the parish and school. Any exception is taken to the pastor.

The following optimum class size figures will be used as parish funds permit: Kindergarten - preferably 20, with a part-time teacher's aid to class of 25. First grade-maximum 20 - 25 with a part-time teacher's aid to + or - 25 . Grades 2 to 5,maximum size 25, with a part-time teacher's aid to + or - 30. Grades 6 to 8, maximum size of 30; teacher's aid to help grade papers in specific subject areas of math and reading or language arts. All the above policies are subject to available funds and the maturity level of students in the class.

TRANSFERS

When a student is to transfer from Saints Peter and Paul, sufficient notification is to be given to the principal. Records will be transferred to the enrolling school at that parent's written request providing all outstanding fees have been paid.

Outstanding fees are to be paid before records will be sent to Boonville High School upon the student's graduation from Saints Peter and Paul as well. If a family is experiencing financial difficulty, arrangements can be made with the pastor or the principal.

REGISTRATION FEES AND TUITION

REGISTRATION FEES

To be paid by both parishioners and non-parishioners: \$400.00 for first child, \$325.00 for second child and \$275.00 for each additional child in each family. Requests for fees to be waived due to unusual circumstances are to be made to the pastor.

All registration payments are due to the school office as stated in the registration payment policy in the school handbook. A 5% charge for late payment will be assessed only on the portion past due on the assigned dates, not on the full registration fee. Last payment is due October 1, unless other arrangements are agreed upon with pastor or principal.

It is stressed that all parents who have the need for special consideration due to financial difficulties need to speak with the pastor to alert him of their situation.

REGISTRATION FEE SCHEDULE

Payment of registration fees is in three (3) steps:

- 50% of fees due by June 1 (The school office will be open).
- 25% of fees due by first day of school.
- 25% of fees due by October 1.

REGISTRATION FEE REFUND

Families who decide not to enroll their child/children in Saints Peter and Paul School after they have paid the registration fees, but before the school year begins, will receive refunds as follows:

- Move out of parish or out of town: full refund.
- Academic, behavioral, other reasons agreed to by pastor and principal: full refund.
- No agreement with pastor and principal: 50% of registration is refunded.

Refunds for children who withdraw after the start of the academic year will be determined on a pro-rated basis with one-third of all registration fees kept by the school for fixed expenses.

PARISHIONERS

Parents are expected to meet their pledge of support for the parish and the parish school made as part of the covenant. Saints Peter and Paul Parish follows the Diocese of Jefferson City recommendation of 5% of family income to the parish, 1% to CSA and 4% to other charities.

All tuition, registration and miscellaneous fees payable to the school are to be paid prior to registration for the following school year. Report cards will not be given if any fees are outstanding. This includes registration fees for the current year. All parents having financial problems are to meet with the pastor to discuss their situation. If the pastor exhausts all areas of communications with parents, and parents do not respond, children will not be allowed to enroll until parents do respond.

TUITION FOR NON - PARISHIONERS

Tuition for non - parishioners and non - Catholic for the 2009 - 2010 school year is: \$3,000 for the first child in the family, \$2,250 for each additional child in the family. Tuition is to be paid in advance and may be paid all at once, 1/2 each semester, quarterly or monthly (10 monthly installments August - May).

- ★ Monthly tuition costs: tuition is payable August 1, September 1 and each month through May 1.
One child: \$300.00 per month; two children: \$525.00 per month
- ★ Tuition paid semi-annually: tuition is payable August 1 and January 1
One child: \$1,550.00 each semester; two children: \$2,725.00 each semester

All tuition, registration and miscellaneous fees payable to the school must be paid prior to registration for the following school year. Report cards will be held and registration for the following year will not be completed until all of these fees are paid. All parents having financial problems are to meet with the pastor to discuss their situation. If the pastor exhausts all areas of communication with parents and parents do not respond, children will not be allowed to enroll until parents do respond.

EARLY CHILDHOOD/PRE-SCHOOL

Registration

Registration begins February 15 for current school families and parish families. After March 15, enrollment is opened to other interested families. Normal school policies for admission priority will be followed.

Registration and tuition fees include morning and afternoon daily snacks and lunch each day. There is no reduction in tuition for days that lunch is not served at school (½ days, etc.), or if the student chooses to bring lunch.

Registration Fee

Registration fees are \$150.00. \$50.00 towards registration is due at the time of enrollment with two more payments by July 15 (\$50.00) and the first day of school (\$50.00).

Tuition Schedule and Payments

Full-time tuition is \$110.00 per week for each week school is in session. Tuition payments begin on or before August 17. There is no tuition the week that school is closed for Christmas break.

Tuition is to be paid in advance. No refunds are given if a child is not present on a day school is in session.

CALENDAR AND SCHEDULES

DAILY SCHEDULE

Supervision begins at 7:30 a.m. No children are to be dropped off before this time. The school day begins promptly at 8:00 a.m. Students arriving after that time are marked as tardy. Classes are dismissed at 3:00 p.m. All students must be picked up before 3:15 p.m. Any students waiting after then will be taken to the extended care program and normal program fees will apply. Exceptions are made for after school activities.

MASS SCHEDULE

Students attend Mass on Wednesday and Friday at 8:15 a.m. Wednesday is an all-school Mass. First Fridays are all-school Masses as well. Other Fridays students in grades k-5 and 6-8 will alternate. Masses will also be held on all Holy Days. School children will plan and fill most liturgical roles according to a normal rotation by classroom.

CANCELLATION OF SCHOOL

Normally, if the Boonville R-1 School District cancels school prior to the beginning of the school day for inclement weather, Saints Peter and Paul will cancel classes as well. However, the school reserves the right to continue with a normal school day if, in the judgment of the administration, conditions do not warrant cancellation.

For those days when school begins but weather conditions deteriorate, Saints Peter and Paul will make the decision to close or stay open independently of Boonville R-1 School District. However, parents are always free to pick up their children early if they so desire.

The emergency parent notification system will also be used when appropriate.

Information as to the canceling of school may be obtained from local radio and/or television. Early dismissal of school during the day due to severe weather will also be announced through local media. These media outlets will be notified: KWRT 1370 AM, KMMO 102.9 FM, KOMU-TV Channel 8, KMIZ-TV Channel 17, KCLR 99.3 FM.

All after school activities, including athletic events, are cancelled if Saints Peter and Paul Catholic School is closed. This applies even if other participating schools are open.

CURRICULUM, INSTRUCTION, AND GRADING

HOMEWORK

General Policy

Homework is an integral part of effective schooling and should grow out of class work. It is intended to supplement class work and deepen the understanding of material taught in class. The amount of homework will be determined in accordance with the student's age and ability. Homework, when assigned, is to be satisfactorily completed and submitted on time. All students are to have a notebook strictly designated for homework assignments.

If a child will not be in school for the day, parents are to call the school office by 8:30 am. Parents may designate a student to pick up their child's assignments or a teacher may assign a student. The assignments may be picked up at the office after 3:00 pm. When children return to school it is there their responsibility to check with instructors to be sure that assignments were correct. Normally, homework is due on the second day after returning to school.

If a vacation is taken during the school year, the assignments should be requested in writing prior to leaving and the assignments should be completed and returned upon the students return to school. The student is also to check for any changes or additions to the homework at this time.

Grades 6, 7, and 8 Homework Policy

Instructors place strong value on the completion of daily homework in the learning process. It is expected that all homework assignments will be handed to the instructors on time and completed thoughtfully. Instructors will keep records of all assignments not turned in on time or not completed thoughtfully.

Homework Offender: If three (3) assignments are missed in one (1) week, the student is considered a "Homework Offender." The student will be expected to **NOT** miss any assignments in the next entire week and parents will be given notice of the situation.

Academic Restriction: In the event of a missed assignment in that week immediate academic restriction will go into effect. This will include attending detention each day to work on assigned materials. A student remains in detention until no homework assignments are missed in a Monday through Friday period. If a student misses an assignment while on academic restriction, the restriction immediately becomes behavioral and the consequences for such a restriction goes into effect.

BOOKS

All books for classroom use are furnished through the school. Books are to be covered. If books are damaged or lost, a fine will be charged with approval of principal.

GRADING SYSTEM AND REPORT CARDS

Report cards will be issued four times a year at the conclusion each quarter: October, January, March, and May. Mid-term Progress Reports are sent home half way through each quarter. Parent-Teacher Conferences are usually held for the first quarter and third quarter report card. Parents are encouraged to contact their child's teacher at the first sign of a concern or problem.

A developmental diocesan report card will be used for grades 1st-3rd. The grading system for grades 3rd – 8th is as follows:

A+	-	99-100	C	-	80-82
A	-	95-98	C-	-	77-79
A-	-	93-94	D+	-	75-76
B+	-	91-92	D	-	72-74
B	-	88-90	D-	-	70-71
B-	-	86-87	F	-	Below 70
C+	-	83-85			

HONOR ROLL

For grades 4 - 8 the school maintains a Principals' Academic Honor Roll and an Academic Honor Roll. A 12 point system for honor rolls. A+ is 12 points; A is 11 points etc. 10.00 and above are the Principal's Honor Roll and 7.00-9.99 is the Academic Honor Roll. Physical education and music will be figured in but an "F" in either of these two classes or any class keeps a student off the honor roll.

Also, an "E" which means, "working at ability level" makes a student ineligible for the honor roll.

As of October 24, 2000, music and physical education were given letter grades. The decision was reached to include these subjects with the former core subjects in determining honor roll status. Core subjects, therefore will now be comprised of religion, reading, math, spelling, English, science, social studies, music and physical education.

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.
(DSP 5410: Students: Promotion and Retention)

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. **(DSP 5701: Students: Students with Special Needs)**

TESTING

All students will take standardized achievement tests in the fall. Students who appear to have learning difficulties may be tested by the public school officials in cooperation with the principal and teachers.

JUNIOR HIGH TEST POLICY

All tests will be sent home to parents in a folder on Friday only. Parents are to sign every test to insure they have been seen. Folders are to be returned to school by Monday of the following week. If packets are not returned consistently on time to instructors, tests will no longer be sent home but will be available for parents to view at school. Parents may contact the homeroom teacher and ask that tests not be sent home with the student.

ALGEBRA POLICY

The school advisory board developed and the pastor approved the following policy, November 2005:

Saints Peter and Paul School offers both algebra and pre-algebra in the eighth grade. Pre-algebra is the eighth grade-level class. Algebra is a freshman - level class.

Students qualify for the algebra class in the eighth grade by:

- ★ Being recommended by the seventh-grade mathematics teacher, based on the student's performance on both class work and tests.

- ★ Passing the appropriate algebra readiness test with a score of 80% or better.

Saints Peter and Paul School informs parents of the algebra policy each year beginning with sixth grade. Any questions about placement in the algebra class are discussed with the seventh-grade mathematics teacher and the principal.

LIBRARY

Students will have a regular weekly library time. If a student does not return his or her book on the scheduled date of return, no new book will be issued until the book is returned. If a library book is lost or damaged, the student is to pay for it.

PHYSICAL EDUCATION

All students in grades five through eight (5 - 8) are required to dress in appropriate shoes and clothing for physical education class. Dress should include: athletic shoes suitable for the gymnasium or for outdoor activities; white socks; green and white shorts and shirt. Warm up suits and sweat clothes may also be worn to gym class. Clothing worn to physical education class should be different than clothing that is worn the rest of the day to school. Gym clothes should be taken home and washed weekly. Be sure that all clothing and belongings are clearly marked with the student's name.

Students in grades kindergarten through four (k - 4) are not required to change for class but are to wear appropriate shoes and clothing for activities. Hard-soled shoes, sandals and boots are not appropriate for play on the gym floor. Girls may wear slacks or shorts under their dresses if they desire. For safety reasons no jewelry, watches or other accessories may be worn by boys or girls during gym class. Students are responsible for the care of their valuables during class. Valuables are to be locked in the student's gym locker or left in the desk in the classroom.

Participation in the physical education program is required of all students unless a student brings a written excuse stating the reason the student may not take part in gym classes signed by a parent. If a student is temporarily disabled, send a note listing the dates to be excused.

Physical education awards will be given at the end of the year during the Awards Assembly. In order to receive a satisfactory grade in physical education class, students are to wear appropriate clothing and participate in the activities. Disciplinary action will be taken against those who do not abide by these rules.

No gum or candy is allowed in the gym. No one will be allowed to leave the gym for a drink or to use the restroom unless he/she receives permission from the teacher. Poor sportsmanship in any form will not be tolerated. Each person will treat his/her classmates in the manner in which he/she would like to be treated.

RECORDS

Permanent records for each student are kept on file in the office. Each teacher is responsible for keeping records of student progress.

Record of attendance is kept on file.

Reading and Math records are kept and updated each year. Parents have the right to inspect all school records dealing with their children. All statements placed in a record are to be factual and not of conjecture or opinion.

REMEDIAL SERVICES

CHAPTER I remedial services are offered at Saints Peter and Paul School. Students at Saints Peter and Paul are eligible for these services in the Boonville Public School District.

FEDERAL PROGRAM MESSAGE

Saints Peter and Paul School participates in several State and Federal Programs including the Federal Lunch Program, Chapter I (remedial reading, math and language arts) and Chapter II, supplementary education equipment. Diagnostic testing of a student for education problems are available through the Boonville public school or the public school district in which the student resides, upon request of Saints Peter and Paul School and/or the student's parents.

EXTRA CURRICULAR ACTIVITIES

Extra curricular activities are an important part of the school and student life. These include, but are not limited to, basketball, track, dramatics, spelling contests, and math competition. These activities are generally held after school and are in addition to regular schoolwork. Therefore students must be doing sufficient work and all daily-required assignments must be successfully completed in the regular classroom, before attempting these activities. Parents will be notified if a student is not doing sufficient work. Deficient work may result in not being allowed to participate in the activity.

A 6th, 7th or 8th grade student who has failed two or more scheduled subjects or failed to make standard progress in special education, normally shall be ineligible for extra-curricular activities the following semester regardless of promotion to the higher grade. Quarter grades will be averaged for a semester grade and grades below 60% will be considered failing. All classes will be considered for eligibility standards.

Please note these are the guidelines set forth by M.S.H.S.A.A. They use below 60% as failing and Saints Peter and Paul uses below 70% as failing. Therefore, a student could receive a semester grade of an "F" and still be eligible as long as the semester grade is not below 60%.

If a student is absent a 1/2 day or more on a day of an after school activity, the student will not be eligible to participate in that activity. If the event is on Saturday then the student must not have missed more than 1/2 of the last day of classes. 11:30 am will be the mid-way point in the day (3.5 hours) Extra-curricular activities are any school sponsored event.

COOPERATIVE SPORTS/ACTIVITY SPONSORSHIP

Saints Peter and Paul Catholic School shall annually determine participation in a cooperative sponsorship program with Laura Speed Elliot Middle School.

Guidelines and rules established by the Missouri State High School Activities Association shall be followed.

Normally, the cooperative program will be for 7th and 8th grade volleyball, football, wrestling and track.

Saints Peter and Paul students will be allowed to participate subject to the school's own eligibility criteria and policies.

Practice and/or games for volleyball/football at LSE always take priority over Saints Peter and Paul basketball until the end of the volleyball and football seasons. (This is the policy of Saints Peter and Paul School, not LSE.)

- Commitments have been made to the respective LSE team,s and the players have contributions to make on the court and the field.
- Practices for volleyball/football count towards the minimum fourteen practices required by the Missouri State High School Activities Association of which Saints Peter and Paul is a member school.

Students participating in more than one sport are to participate in only one practice or game per day.

- Students are not to participate in basketball activities later in the evening after participating in volleyball or football practice after school.
- If there is no practice or game with LSE, students may participate in basketball practice.

DRESS CODE

The dress code will be followed for every day school is in session. However, there will be days, generally referred to as “free dress days,” where students may wear other appropriate clothing of parent’s or their choice or other attire fitting a theme for the day (example: Catholic Schools Week). These days will be announced in advance.

Dress code requirements are:

- Solid color shirts with collar or turtleneck in white, light blue or navy blue or a spirit shirt in school colors. Shirts may be pull-over or button-up styles in short or long sleeves, sleeveless shirts are not to be worn. Shirts are to be tucked in. Sweater or sweatshirt (in white, light blue or navy blue) may be worn over collared shirt or turtleneck. Spirit shirts (T-shirt, sweater or sweatshirt) are to be Warrior green or white with school name, logo or mascot. **No insignia allowed on any shirt, sweater or sweatshirt except for school name, logo or mascot.** Spirit shirts are to be purchased through the school.
- Solid color pants or skirts in navy blue, black or khaki. If pants/skirts have belt loops, a belt must be worn (grades 4 - 8 only.) Skirts must fall within three (3) inches of the knee. Capri and cargo pants are allowed. All pants are to be worn at the waist and be neat in appearance. No logos or insignias allowed.
- Solid color walk shorts/skorts in navy blue, black or khaki may be worn in lieu of long pants from April 15 -October 15. If shorts/skorts have belt loops, a belt must be worn (grades 4 - 8 only.) **Shorts/skorts must fall within three (3) inches of the knee.** All pants are to be worn at the natural waist and be neat in appearance. **No logos or insignias allowed.**
- No denim jeans may be worn at any time. No type of athletic clothing may be worn at any time except proper clothes for physical education classes during those classes.
- Students must wear shoes at all times. Shoes with laces must be tied securely. No shoes with high heels, strapless sandals or flip-flops are permitted (safety requirements.)
- Students are not to wear sunglasses, hats or inappropriate headwear while in the school building.
- No jewelry is to be worn in visibly-pierced body locations. Modest (no hoop/dangling) earrings for girls will be allowed.
- No makeup is to be worn except to cover blemishes.
- Visible tattoos are not permitted
- With regard to both boys’ and girls’ appearance, the principal and pastor shall be the judge of hair, neatness, extremes in appearance, and other aspects of grooming.
- The dress code is optional for Pre-School students (they may choose to observe the dress code if they wish.)

Parents will be notified of any infraction of the dress code (by telephone and/or written form.) Parents will be asked to bring proper attire when an infraction occurs. Repeated violations of dress code will be dealt with by the school administration.

An exchange will be scheduled at a later date to sell/purchase clothing for the following school year.

Clothing fulfilling dress code requirements are available at many local retailers, from catalogs, or on-line various merchants.

Dress code attire will also be required for field trips, unless the nature of the field trip dictates otherwise. This will help reinforce a positive image of the school and will help with potential safety issues as parents and teachers are better able to identify the students.

Coats, Jackets and Items Intended for Outdoor Wear: These items are not to be worn inside the school building. The school is kept at a comfortable temperature in all rooms. Individual classroom teachers may permit these items if the temperature situation warrants.

The principal and/or pastor reserve the right to determine appropriateness of any item of dress not listed above.

8TH GRADE GRADUATION ATTIRE

Purpose:

8th grade graduation is an important moment in the lives of Saints Peter and Paul students, their families and the school. It marks a significant milestone and is worthy of special recognition and celebration. As a parish school, graduation is celebrated in the church with Mass as part of the larger church community. Appearance and dress for the event always needs to be in keeping with Christian values and reflective of the significance of the event and its location.

Guidelines:

For all students: Attire is to be modest and reflective a positive example of good taste as well as avoiding extremes in appearance.

Young Men

- Shirt and tie are to be worn
- Dress slacks: The khaki style is acceptable but dress slacks are encouraged. No jeans
- Belts are required
- A sport coat or suit is optional, not required

Young Ladies

- Slacks, blouses, skirts, pantsuit, etc. in keeping with modest taste are appropriate.
- Dresses of an appropriate nature are suitable as well. Off-the-shoulder, strapless or spaghetti straps are not in keeping with modest dress that would be appropriate for church.
- For dresses of the aforementioned type, a wrap or covering is required.
- Dress length is to be appropriate for young ladies.
- Blouses or dresses are not to be low-cut or reveal cleavage.

There will be items on hand, such as appropriate shirt/tie or belt for the boys or an appropriate wrap for the young ladies, for those students whose appearance at graduation doesn't meet these guidelines.

The principal and/or pastor shall be the final arbiters of these guidelines.

LOST AND FOUND ARTICLES

Items that are lost should be reported to the school office as soon as possible. Things that are found on the school grounds are to be sent to the office for the "Lost and Found" box. Attempts will be made to locate the owners of items found.

CONDUCT AND DISCIPLINE

CATHOLIC FAITH AND MORAL STANDARD

As a condition of initial and continued enrollment as a student in the diocesan schools, a student's conduct 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 5305: Catholic Faith and Moral Standard)**

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. **(DSR 5310: Students: Prohibition of Corporal Punishment)**

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. **(DSP 5315: Students: Weapons and Dangerous Instruments)**

HARASSMENT

Diocesan School Policy on Harassment

All Catholic schools 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. (DSP 5820: STUDENTS: Harassment)

BULLYING/THREATING BEHAVIOR

Purpose

Bullying and threatening behavior are antithetical to a safe and effective classroom and disrupt a teacher's ability to educate. The problem of bullying is cultural and multi-dimensional as sarcasm, ridicule, gossip, putdowns, cheating, etc. are often considered acceptable. The purpose of this policy is to reinforce the ability of teachers to educate, foster the formation of Catholic values in students, and live out Jesus' teaching to love others as one's self.

Definition

Bullying and/or threatening behavior is defined as: Any intentionally hostile or offensive verbal, written, graphic, demonstrative, relational, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, oppressing, or adversely controlling the student, and that is disruptive of the educational process. This may include, but is not limited to, verbal, graphic, or written activities such as name-calling, excluding, taunting, blackmailing, inciting to fight, terrorizing, or physical activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, touching, tripping, and damaging clothing.

Consequences

Instances of this behavior are to be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Procedure

The school will develop, implement, and maintain appropriate procedures to allow for student reporting of behavior meeting the definition of bullying or threatening behavior. Staff will be educated on procedures for handling these reports.

DISCIPLINE PLAN

Philosophy

It is school's belief that as a Catholic school it is our responsibility to assist parents in the development of their children as responsible, Christian members of society. To accomplish this, there must be a mutual respect and trust among parents, teachers, and students. Our school discipline policy will be consistent with Catholic Christian teaching, lead to the development of self-discipline, provide a safe and orderly environment for all members of the school community, and based on the responsibilities of all students.

Discipline in schools must be maintained in order to achieve maximum learning benefits for all students at all times. When a problem occurs, all students shall be treated with fairness, respect, and dignity, always keeping in mind that Christ is ever present in our school.

Goals

- 1) To assist students in incorporating Catholic Christian values into their daily life.
- 2) To develop a sense of community responsibility.
- 3) To assist students in developing the responsibility necessary for self-discipline.
- 4) To join with parents in a cooperative partnership in implementing the school discipline plan.

Basic School Rules

Rules are for all areas of the school, classroom, hallways, cafeteria, field trips, etc. Teachers may have their own classroom procedures and discipline plans that concur with the school discipline plan.

Students are to:

- Be in class on time.
- Use only appropriate language and behavior in class, hallways, cafeteria and all other areas.
- Not engage in fighting, verbal and physical.
- Respect yourself and others as a child of God and treat everyone, adult or student, the way you wish to be treated.
- Cooperate and act responsibly at all times.
- Follow the directions of adults the first time they are given.
- Not leave school grounds without permission.
- Care for school property.

Implementation

- Every year, teachers will discuss with their classes the discipline policy and develop guidelines for the classroom regarding what the basic rules "Look Like" and "Sound Like" within their classroom.
- Teachers will create an atmosphere in their classrooms where each student feels valued as an important member of the group.
- Teachers will provide instruction regarding requirements and limits within the school setting.
- Procedures will be utilized which hold students accountable for any transgressions of the basic rules. These procedures include: identification of the problem behavior, effect of that behavior on self and community, development of a plan to prevent the behavior from happening again, and making amends for the effects of the behavior.
- Procedures may include: conferencing with a teacher, isolation at a "safe spot" in the classroom to allow the student time to complete a plan, being sent to a "buddy room" to complete a plan or until the teacher has sufficient time to process the behavior with the student, conferencing with another teacher or the principal, and teacher/student/parent conferences. Student plans must be

accepted by the teacher as effective measures to deal with the situation. Parents will receive, and may be asked to sign, copies of behavior plans.

- Behavior plans may include: conferences with parents, teachers, and/or principal, restriction of activities, preferential seating arrangements, organizational strategies, apologies, school/community service, peer assistance, and other actions/activities which are related to the behavioral concern and lead toward reconciliation.
- At all times, all individuals will be treated with respect and dignity. Yelling, use of physical contact (except in cases where safety is a concern), disrespectful language, and belittling are not part of the disciplinary plan.
- Appropriate consequences relevant to the infraction will ensue. Below is a list of possible consequences that will be utilized depending on the situation. It will be up to the discretion of the pastor, principal, or teacher as to what consequences should be imposed according to the severity of the offense.
 - miss recess
 - write sentences or paragraphs
 - miss out on a reward
 - do some school service (i.e. clean desks, tables, etc.)
 - call to the parents
 - after school detention
 - in school suspension (ISS)
 - out of school suspension (OSS)
 - dismissal or expulsion
- This is just a sample list, and not to be taken as the only possible consequences. The school reserves the right to add to this list to meet the needs of the students and their individual circumstances.

SERIOUS BEHAVIOR VIOLATIONS

- 1) Students engaged in any of the following types of behavior as listed below, or other such serious offenses, at any time while on school property, at school- sponsored activities, or in vehicles being transported to or from school- sponsored activities, shall be seen as soon as possible by the principal or the principal's designee:
 - a) fighting
 - b) stealing
 - c) cheating
 - d) vandalism
 - e) use of abusive or disruptive language
 - f) engaging in harassment,
 - g) possession of pornographic material, including but not limited to: music, CD's, tapes, photos,
 - h) being under the influence of drugs or alcohol,
 - i) threatening or causing real or potential harm to any member of the school community: students, teachers or staff.
 - j) Students engaged in these types of activities will participate in a conference with the principal and the student's parents. They may be subject to in or out of school suspension for a period of up to 10 school days, be asked to make restitution, and/or perform community service, or be dismissed or expelled. A behavior plan will be developed to assist the student in the development of positive behavior alternatives. Students will be placed on a special behavioral agreement with conditions for the remainder of the school year and further incidents of this nature may result in expulsion from Saints Peter and Paul Catholic School. Appropriate juvenile authorities may be asked, with approval of the diocese, to be involved when necessary. Students may be asked to participate in counseling as a condition to remaining in school.

- 2) Students found in possession of any of the following or similar items on their person, in their backpacks, purses, or lockers, at any time while on school property, at school-sponsored activities, or in vehicles while being transported to school-sponsored activities, may be subject to immediate dismissal or expulsion and may be referred to the appropriate legal authority with approval of the diocese..
 - a) Dangerous weapons including: guns, knives, explosives, clubs, or any instrument or device used to inflict physical injury, harm, or intimidate another person.
 - b) Non-prescription drugs, drug paraphernalia, alcohol, tobacco products, including any substance or item which a student represents to be one of the above. (All prescribed medications and over the counter drugs must be kept and dispensed from the health room per medication policy.)

- 3) Lockers, desks, and storage spaces used by students are considered school property; as such these may be checked or searched at any time, should the school staff feel that this is necessary to maintain a safe and orderly environment. Students may be required to empty pockets, purses, and backpacks if there is probable cause.

- 4) The principal retains the right to modify these procedures, and take disciplinary action as appropriate, on a case-by-case basis after consultation with the pastor and/or diocesan school office.

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 and superintendent of Catholic schools regarding the dismissal or expulsion. All dismissal and/or expulsions must be approved by 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. **(DSP 5360: Students: Dismissal and Expulsion)**

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. The superintendent of Catholic schools will then approve or deny the dismissal or expulsion. **(DSR 5360: Students: Dismissal and Expulsion)**

PLAYGROUND

Fighting is unacceptable. Settle differences as Christians with teacher or principal as mediator if necessary. No rock or snowball throwing. No weapons, look-a-like weapons, knives or sharp objects, squirt guns or cap pistols are allowed. All bicycles are to be put in racks provided. Students are not to tamper or play with the bicycles. No playing or running on terraces or in the trees behind school. Hats are not to be worn indoors. No jam boxes, headsets or hand held video games are to be brought to school.

Students are to leave the grounds by 3:15 pm.

ATTENDANCE, ABSENCES & TARDINESS

ATTENDANCE

- A. A written excuse, stating the reason and the dates of absence, with the parents' signature is required for all absences. If your child is absent, please call the school office before 9:00AM to report it. This is for the safety of your children and our peace of mind. Excessive absences shall be questioned by the principal. **Students will not receive credit for make-up work unless the teacher receives a written excuse stating the reason for the absence. Homework will not be sent unless a phone call is received stating the reason for absence.**
- B. All students are responsible for their own make-up work. Normally, a student will have one day to make up work for each day missed. If a student is absent for 5 days or more, the student and parents are asked to confer with his or her teacher to determine the deadline for make-up work.
- C. Students who arrive at school after 8:00 a.m. will be counted as tardy for attendance. Excessive tardiness will be questioned by the principal.

DIOCESAN POLICY ON ABSENCE & TARDINESS **(DSP 5210: 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 #5510.)

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 #5510.)

The school handbook specifies times for the beginning of the morning and afternoon sessions. Any pupil who arrives after either of the stated times is considered tardy.

ABSENCE

Attendance is critical to the continual learning process and every effort should be made to make sure that your child is on time and in attendance. An absentee form is sent to the office by the end of homeroom time each morning. Absences that exceed 10 or more days in a semester will be considered excessive and could result in a student receiving no credit, repeating a class, a semester or the entire year.

Any absence that exceeds 10 consecutive days is to be accompanied by a doctor's excuse in order for the missed work to be accepted. Work, tests, quizzes, assignments, etc. that are assigned on the days of the absence (s) that exceeds 10 days, will not be accepted unless a doctor's excuse is provided. Absences exceeding 10 days will be reviewed by the principal.

TARDINESS

Tardiness is to be avoided at all costs as it places a burden on instructor and class presentation. Parent will be notified of a student's fourth tardy and the student will be sent to the principal for each additional tardy. Students are to report to the office for admission slips to class when tardy. Any unexcused tardy will eliminate a student from the perfect attendance award at the end of the year. Students are tardy after 8:00 am.

(Please see Homework Policy with regard to obtaining homework for students and due dates upon return to school.) A note from parents is necessary for students to remain indoors during recess. Each day will be divided into two attendance periods, am and pm.

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 delegates 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 5211: Students: Written Excuses)**

TELEPHONED EXCUSES

Telephoned excuses do not meet the legal requirements for having a child excused from school or sent home with other persons. Only in a real emergency will changes be made with telephone requests, and then the orders must be followed-up with a written note.

REQUESTS FOR ABSENCE 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. **(DSP 5220: Students: Requests for Family Reasons)**

PERFECT ATTENDANCE

Perfect Attendance

Students who have been present **each day** school is in session for the **entire day** will be recognized as having achieved Perfect Attendance.

Excellent Attendance

Students who have been absent for no more than one-half day will be recognized as having achieved Excellent Attendance.

The principal will make a determination should situations not addressed in the guidelines above arise.

ABSENCE WITHOUT PARENT AND SCHOOL'S CONSENT

Absence without parent and school consent will be defined as absence from school without the parent's (or guardian's) or school's prior knowledge and consent and includes departure from the school, extra curricular activities, or field trips without the parent's (or guardian's) and school's knowledge and consent.

Normal Steps to be taken in the event of an absence without parent or school's consent:

- Parents will be notified immediately and local authorities may be contacted.
- If the student is involved with activities at the public school, the public school will be contacted.

Consequence:

For every hour a student is away from school, the student normally will be required to spend the same number of hours in detention doing service work for the school.

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. **(DSP 5370: STUDENTS: Release of Individual Students from School)**

- A. Students leaving early or arriving late must be accompanied by a written note. Limit appointments only to emergency-type cases, so that your child will not miss important material covered during class time.
- B. If it is necessary to take your child out of school for whatever reason the dismissal must be done **through the school office ONLY**. Children will be released only to the custodial PARENT(S), unless the school has prior authorization **IN WRITING** to release the child to other persons. Notify the office if you anticipate any of these situations causing difficulty. We will gladly work with you.
- C. All students must be signed in and signed out through the school office when leaving early or arriving late. The school does not call the student from class until the parent arrives.
- D. No child may leave the school or the school grounds without the written permission of his or her parents and or the approval of the principal and the teacher. We ask that such requests be made only in case of necessity.

TRANSPORTATION

DROP-OFF, PICK-UP AND PARKING PROCEDURES

Morning Arrival and Drop-off

- The lot will be opened at 7:30 a.m.
- **All students**, including those that ride the bus, enter school through the south doors.
- Parents bringing pre-school students are to walk the student to the pre-school room (Park in the north lot or on the street).
- Vehicles enter the playground lot using the south-most entrance and proceed in circle fashion around the lot to the northern edge (side next to building steps).
- If traffic is unusually heavy, parents are to pull past the steps to the beginning of the exit drive so multiple cars can unload at once.
- Students are to exit vehicles from the passenger side only and along the northern lot edge only.
- Students are **not** to move in front of or in between vehicles.
- There is **no parking** on the playground lot.
- The lot will be closed to traffic at 8:00 a.m.

Afternoon Departure and Pick-up

- The lot will be opened no more than 15 minutes before dismissal time.
- All students will be dismissed at the same time through the south doors (Students who ride the bus will use the west steps to board).
- Pre-school students must be picked up at the classroom.
- Vehicles enter the playground lot using the south-most entrance and proceed in circle fashion around the lot to the northern edge (side next to building steps).
- Parents are to pull up to the beginning of the exit drive so multiple vehicles can load at once.
- The teacher-on-duty will dismiss students down the steps as their ride comes around.
- Students are to enter vehicles from the passenger side only and along the northern lot edge only.
- Students are not to move in front of or in between vehicles.
- There is **no parking** on the playground lot.
- If the student is not present for pick-up, the vehicle will have to exit the lot and circle back around so as not to delay others.
- Students needing to go to vehicles parked on the street are to use the west stairs and cross only at the designated crosswalk.
- **Students will not be allowed to go to the temporary north parking lot unless accompanied by a parent.**

Parking

- Parking is available on the temporary north lot before, during, and after school. There is additional street parking, subject to posted restrictions.
- For supervision purposes, students must be accompanied by the person bringing them in the morning to the southern doors.
- Parents who choose to park in the north lot for afternoon pick-up must come in front of school to pick-up the student(s) from the south doors.
- Vehicles enter the lot via 7th Street and exit on Spring Street (One-Way Traffic).
- The playground lot will be closed to parking during school hours and certain school events.

BUS SERVICE

For all information concerning bus transportation please contact First Student (882-7421) The school does not have control over the bus system, so please call First Student with requests and suggestions.

Due to increased bus traffic, parents who pick up their children should do so **ONLY** on the school blacktop or north of the blacktop exit on Seventh Street past the bus zone. From 2:45 pm to 3:30 pm Seventh Street is a one-way street going north. Please park on correct side of street.

All students in Saints Peter and Paul School who ride the bus to or from school or school activities are subject to transportation rules and regulations as well as school rules until they get off the bus at their school or their homes. Any misbehavior which distracts the driver is a **VERY SERIOUS HAZARD** to the safe operation of the vehicle and as such jeopardizes the safety of all passengers.

BICYCLES

The school is not responsible for bicycles brought to the school. For safety reasons bicycles cannot be ridden on the school grounds. Students must **WALK** your bike when on school grounds and park them in the bike rack located on the side of the building. Students are "strongly" encouraged to lock their bikes.

REMINDER: ON THE DAYS THAT THE PUBLIC SCHOOL IS NOT IN SESSION AND SAINTS PETER AND PAUL IS, THERE WILL BE NO BUS SERVICE

STUDENT HEALTH AND SAFETY

HEALTH SERVICE PROGRAM

The Missouri Immunization Law states that every child attending school must have been immunized against certain diseases with boosters being received at certain age levels. Immunizations records of each student are reviewed annually to identify those in need of immunization. Parents will be required to show proof of immunization if needed.

Eye, ear, and other tests are made available to our students at certain points during the year through the cooperation of various local agencies.

Kindergarten and transfer primary students are screened for speech and hearing deficits within the first month of school. During the course of the year; vision, hearing, dental and lice screenings, as well as scoliosis screening of grades 5 - 8, are performed by qualified personnel.

Our school receives funds from the Missouri Department of Health to provide a basic school health services program. This service is not to replace the care your child receives from your regular doctor or clinic. Some of the services that will be provided are basic emergency and first aid care, screening exams, administration of medication for your child with a doctor's order at your request and health information. A consent form must be signed by the parents and be on file prior to the child's being seen by the nurse.

STUDENT INSURANCE

Parents/guardians may take out a student accident insurance policy. 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. **(DSP 5575: Students: Student Insurance)**

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 (see below). 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.) **(DSP 5520: Students: Drug/Medication Administration)**

Local School Policy:

- 1) All medication, whether prescription or over-the-counter, must be in its original container labeled with the student's name.

- 2) Written instructions with consent must be received from the parent/guardian for dispensation of over-the-counter medicine.
- 3) For prescription medication, written instructions from the prescribing physician must accompany the consent from the parent/guardian.
- 4) All medication will be kept in a locked cabinet in the school office along with the written instructions and consent from the parent/guardian.
- 5) Prescription medications will also be accompanied by the prescribing physician's instructions.
- 6) All medications shall be given by the school secretary and a written record kept on a chart with the student's name, the date, the kind of medication given and the amount given.
- 7) The school secretary shall consult with appropriate persons (public health nurse, public school nurse, etc.) regarding dispensing medication as needed.
- 8) OTC and prescription medication is not to be in the student's possession at school.
- 9) Parents are to contact the principal if there is a special need.

At the end of each school year, any unused medication will be disposed of and the instructions filed. Written instructions/consent must be updated at least annually.

CHRONIC INFECTIOUS CONDITIONS

Each individual situation involving a chronic infectious condition (such as: AIDS, Hepatitis B, etc.) shall be carefully considered on a case-by-case basis, and, in such cases, Saints Peter and Paul School follows Diocesan School Policy 8000.

HEAD LICE POLICY

All children will be checked periodically for head lice. A class will be checked when there has been a reported case of lice in that class. If a child is found to have head lice, the parent will be contacted by the school and the child will be sent home. The school needs proof of purchase of the medications used to treat the child and a recheck of the child before he/she is permitted to return to school.

IMMUNIZATION

It is unlawful for any student to attend school for longer than one month if he/she has not been immunized as required under the rules and regulations of the Missouri Division of Health and can provide satisfactory evidence of such immunization. If within the month, the school receives satisfactory evidence that the immunization process has begun, he/she may continue to attend school as long as the immunization process is being accomplished in the prescribed manner. It is unlawful for any parent or guardian to refuse or neglect to have his/her child immunized, unless the child is properly exempted.

All students in kindergarten and first grade will be required to have documentation of having received TWO (2) doses of measles vaccine on or after the first birthday. All students entering kindergarten, 1st, 2nd & 7th grades are required to have 3 (three) doses of Hepatitis B vaccine.

OUTDOOR/INDOOR RECESS

Students will be encouraged to play outdoors, when weather permits. All children are to participate in outdoor recess because adequate supervision of students is not possible if even one or two students are inside. If your child is not well enough to take part in outdoor recess, they are probably not well enough to attend school.

Parents are to make sure their children are appropriately prepared for outdoor play in cold weather. The students are encouraged to wear coats, hats and gloves.

During inclement weather students will remain in the classroom. Generally this will be during rain or extreme cold. Inside recess will be supervised by the teachers. Table games and quiet play will be utilized.

CHILD ABUSE

Saints Peter and Paul Catholic School requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect or observes the child being subjected to conditions or circumstances which would result in abuse or neglect will immediately report or cause a report to be made to the principal or his designee who will consult with the superintendent of school and then decide who is responsible for making a report via the Child Abuse Hotline to the Missouri Division of Children Services as required by law. Any person who in good faith participates in making such reports or in any judicial proceeding resulting there from will be immune from civil or criminal liability. It shall not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused.

SEXUAL ABUSE OF MINORS (DSP 5825: Students: Sexual Abuse of Minors)

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. i 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 ii 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*.

BRINGING AN ALLEGATION

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
2207 West Main

P.O. Box 104900
Jefferson City, Missouri 65110-4900
Telephone: (573) 635-9127

COMPLETE POLICY

The complete policy (DSP 5825) can be found in the Policy and Regulation Manual for Schools, Diocese of Jefferson City with the principal or pastor.

FIRE AND TORNADO DRILL

Fire and tornado drills are conducted throughout the year. In the event of a Civil Defense tornado warning, students will be taken to safe areas and will remain in school under supervision until the warning is over. It is considered a serious offense to take a drill lightly and not proceed to proper areas in a silent, respectful manner.

ASBESTOS

In accordance with government regulations let this serve as notification that Saints Peter and Paul Catholic School has on file in our school office an asbestos management plan which is available for inspection.

EPA MESSAGE

The school has periodic surveillance performed every June and December and the diocese performs a re-inspection of our facilities every three (3) years. The last re-inspection was completed in 2003. All the asbestos that creates an immediate health hazard has been either removed or contained to provide a safe environment for the students and staff members.

LUNCH AND CAFETERIA

FEES

Hot meals are served daily for \$2.00 or \$10.00 per week. Sack lunches are permitted but state regulations forbid the bringing and drinking of sodas with cold lunch. Milk is available for 35 cents per carton.

Students may go home for lunch with a signed permission slip signed by parents.

FREE/REDUCED LUNCH ELIGIBILITY

Free or reduced price lunches are available for those meeting state requirements. The school will send home forms to each school family at the beginning of the year. If eligible, please fill out the sheets, as the school benefits when more families participate in the program. The school lunch program receives \$2.14 for each free meal served and \$1.73 for each reduced price lunch served.

PAYMENT

On the first Friday of each month every family will receive a lunch bill in the Friday folder for the previous month. Payment is due within 10 days of billing. Prompt payment ensures that the program continues to operate on its own.

SECONDS

The school normally makes available second servings at a nominal additional cost to students in grades 4-8. There may be occasions when this is not possible due to cost or availability.

Cafeteria Responsibilities

- Students will walk while entering and leaving the cafeteria.
- Students will use arm's length voices when talking in the cafeteria.
- Students will raise their hands before leaving their seat.
- Students will leave the area at least as clean as they found it.
- Everyone will be treated with dignity and respect.

Consequences for Infractions

- Step 1: verbal warning/reprimand.
- Step 2: student will be assigned to a place by themselves.
- Step 3: student will be removed from the cafeteria to another supervised area like the office.
- "Natural Consequences" will be used (ex: students will clean up after themselves).
- Office referral will be used for physically dangerous or unsafe behavior or for overt insubordination.
- Excessive noise from a class will be reported to the teacher.

COMMUNICATION AND APPOINTMENTS

COMMUNICATION

Communication between home and school includes, but is not limited to: weekly newsletters, Friday folders, parent - teacher conferences, inserts in the parish bulletins and monthly calendar information. Parents are to call with their questions, concerns and suggestions whenever such arise.

It is important that teachers inform parents of any concern they have about a student's progress. Teachers do not have to wait until grade cards to share their concerns. Copies of all written communication are to be maintained.

PROBLEM SOLVING

Parents are required to make an appointment to speak with the teacher first, then the principal if the concerns continue, and finally the pastor. The importance of formal discussion rather than informal is stressed when speaking with an instructor or the principal about your child's difficulties. Formal appointments are expected. Do not just drop in to discuss a problem or concern; call so that all can prepare for good solid discussion

APPOINTMENTS WITH TEACHERS OR PRINCIPAL

Parents wishing to speak to the principal or a teacher regarding any matter that requires extensive discussion, are to make an appointment. It is unfair to go to a teacher before or after school without first making an appointment, as this is their time to prepare their lessons and to spend time with their students.

Parents are not to enter any classroom during school hours to speak with, the teacher, their child, or give their child something. It is disruptive to the learning environment. Of course exceptions will be made for emergencies.

Classroom visits are encouraged for the purpose of observation if scheduled in advance.

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. **(DSP 5405: Students: Parent/Teacher/Student Conferences)**

Normally, Saints Peter and Paul will hold parent/teacher conferences at the end of the 1st quarter and at the end of the 3rd quarter.

TELEPHONE USE BY STUDENTS

Telephone use by students will be granted in case of necessity to notify parents of urgent matters only. Generally, forgotten assignments or other work are not urgent matters. Have students make any "after school" social arrangements before coming to school.

SCHOOL BOARD

The School Board consists of ex-officio members and six elected members. The ex-officio members are: the pastor, the assistant pastor, the vice-president of the Home and School and the principal.

School Board meetings are normally scheduled the third Thursday of the month, excluding July and December, in the school at 7:00 p.m.

ADDRESSING THE SCHOOL BOARD

The school board will hold open meetings and will meet every month. Any parish member can request to voice an opinion at any board meeting by making a request to the pastor, principal, or school board president one week prior to the meeting. The party making the request will then be placed on the agenda, or directed where to go with his or her concern. Executive session may be required, depending on the subject matter.

PARENTAL PRIVILEGES, RESPONSIBILITIES AND DUTIES

Parents, as the primary educators entrusting their child to Saints Peter and Paul, have privileges and responsibilities:

- The privilege to quality Catholic religious education.
- The privilege to a school atmosphere free from disruption and conducive to the education process.
- The privilege to be informed about education programs available.
- The privilege to have competent teachers and school staff.
- The privilege to be informed of a child's progress or lack of progress.
- The privilege to examine their child's school reports.
- The privilege to be informed of the rules and regulations of this parish school.
- The privilege to request their child be excused from school to keep medical and dental appointments.
- The privilege to discuss the grading system with individual teachers.
- The privilege to have their child receive an appropriate quality education.
- The privilege to have school administrators fairly and consistently enforce reasonable rules and regulations.
- The privilege to be ensured of confidentiality of school records per diocesan policy.
- The privilege for their child to attend a physically safe school plant.
- The privilege to be told reasons for suspension, dismissal or expulsion of their child

To cooperate with the goals and philosophy of Ss. Peter and Paul School, parents have these responsibilities:

- The responsibility to share their faith and values with their child.
- The responsibility to be their child's primary educator.
- The responsibility to see their child attends school regularly and on time.
- The responsibility to emphasize discipline and responsibility.
- The responsibility to supervise completion of homework.
- The responsibility to notify appropriate school administrators promptly of a child's absence.
- The responsibility to attend parent-teacher conferences.
- The responsibility to respond to school inquiries.
- The responsibility to pay designated tuition and fees on time.

VISITORS

All visitors, parents, etc. are required to report to the office as they enter school. Parents are to leave forgotten lunches, messages, etc. in the office to avoid interrupting class.

Do not go to the classrooms unannounced. Students are not to bring relatives and/or friends to school to visit for any part of the day. Only former students of the school may request to spend some time with past classmates.

LINES OF COMMUNICATION, GRIEVANCE AND ADMINISTRATIVE RECOURSE
PROCEDURES

To be followed if problems with school arise.

Lines of Communication

1. Parents are to make an appointment with the teacher or teachers at once. Parents are to call the office and leave a message for the teacher to call for an appointment time.
2. If the problem requires further consideration, the parent is to make an appointment with the principal. The principal will call a meeting with parent and the teacher in order to discuss the problems further and try to solve them.
3. If the parent still feels that the problem requires resolution, the pastor is to be contacted for an appointment to meet with him and the principal.
4. The final decision in resolving a problem will be made by the pastor.
5. No one may come to the pastor with a complaint regarding school matters unless they have FIRST met with the teacher and principal.

NOTE: Lines of communication are strictly enforced. The above steps are to be followed in the order that they are presented.

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. **(DSP 1901: COMMUNITY AND EXTERNAL OPERATIONS: Grievance)**

Administrative Recourse **(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.

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.

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 standing 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.

Penalty Status Administrative Recourse (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. (DSP 1902: COMMUNITY AND EXTERNAL OPERATIONS: Penalty Status During Administrative Recourse)

HOME AND SCHOOL

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. **(DSP 1430: COMMUNITY AND EXTERNAL OPERATIONS: Home and School Associations)**

The Saints Peter and Paul Home and School Association fulfills its purpose by supporting the school and collaborating with faculty and staff. Home and School meets four times during the school year: September, November, February and May. There are educational programs and presentations for parents and many opportunities to share talents and abilities.

Home and School is responsible for raising a minimum of \$39,000 which goes to the operating budget of the school. All members are encouraged to help with as many Home and School functions as possible, to share suggestions for improvement and to be creatively thinking about the future of our school. The \$5.00 per family Home and School dues are included in the registration fee.

FUNDRAISING

Your assistance is requested in participating in meetings of and fundraising and other activities sponsored by the Saints Peter and Paul Home and School Association. We also ask your help in fundraising and other activities sponsored by Saints Peter and Paul Catholic School. Advance notice of any of these activities will be given.

EDUCATIONAL FIELD TRIPS

EDUCATIONAL OUTINGS AND FIELD TRIPS

All field trips and outings must be pre-approved by the local school administrator/principal. The written consent of parents must be obtained for every child participating in a field trip or outing. The consent is to include the basic information on the trip, such as where they are going, times, chaperones and mode of transportation.

No student may participate unless a signed parental permission slip for the specific event is on file with the school administrator/principal. The Diocese of Jefferson City sample Field Trip Permission Slip is included in Appendix #6301. **(DSR 6301: Instruction: Educational Outings & Field Trips)**

Permission slips will be sent home for EACH field trip for parent signatures. All student's who are part of the field trip during school hours are to be in seat belts. Drivers are required to sign a Field Trip Driver Form and submit a copy of their driver's license and proof of insurance. Students participating in extra-curricular activities are to also use seat belts as a safety precaution in transit to and from activities.

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. **(DSP 6305: Instructions: Chaperones and Drives for Field Trips)**

All regular chaperones and drivers must complete the Protecting God's Children program. **(DSR 6305: Instruction: Chaperones and Drivers for Field Trips)**

INTERNET & TECHNOLOGY USAGE

Access to the Internet is an unparalleled opportunity to interact with the world at large. The opportunity brings with it a number of responsibilities. In order to use the computer services available over the Saints Peter and Paul Catholic School Internet network you must read the following information and sign the Internet Usage Agreement.

- ❖ The use of the Saints Peter and Paul Catholic School network is a privilege that may be revoked by the individual teacher at any time for abusive or inappropriate conduct. Such conduct would include, but is not limited to, the placing of unlawful information on or through the computer system, accessing another person's files or e-mail, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages.
- ❖ Saints Peter and Paul Catholic School reserves the right for teachers to inspect any material stored in files to which users have access and will edit or remove any material that the school staff, in its sole discretion, believes may be objectionable. Users of the network will not obtain, view, download, or otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable.
- ❖ A Saints Peter and Paul Catholic School Internet connection is provided primarily for educational purposes under the direction of the school staff. Non-educational use may be limited at any time by one of the teachers.
- ❖ Information services and features contained on the Saints Peter and Paul Catholic School network are intended for the private use of its patrons. Any commercial or other unauthorized use of those materials, in any form, is expressly forbidden.
- ❖ Information contained on the Saints Peter and Paul Catholic School network is placed there for education or general information purposes, and is in no way intended to refer to any specific person, case, or situation.
- ❖ Saints Peter and Paul Catholic School does not warrant that the functions of the system will meet any specific requirements, or that it will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.
- ❖ Rules and regulations of system usage will be modified and added when needed. Users are subject to these additional rules and regulations.
- ❖ Installation of any software packages (especially games, screen savers, or any beta versions of software) without the permission of the teacher is prohibited. Violation of this portion of the agreement will result in immediate suspension of computer privileges.
- ❖ E-mail (electronic mail) must be used responsibly. Specific user responsibilities include checking e-mail regularly, remaining within the limited quota, and not interfering with the traffic by sending broadcasts or lists to individuals. Students are responsible for protecting their e-mail account and password. E-mail accounts are to be used by the registered user only. Any misuse will result in suspension of e-mail privileges.

Diocesan School Policy on Student Internet, E-mail and Other Technology Use
(DSP 6425: 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 and/or diocese 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.

ADDITIONAL INFORMATION

SACRAMENTS

In accord with the Diocesan policies, the sacraments of Reconciliation and Eucharist will be received by the children according to their individual readiness and under the guidance of the parents as educators of their children. The basic criteria for children to receive their First Eucharist are:

1. Are they asking and wanting to receive the Eucharist on their own accord?
2. Do they have basic knowledge of what the Eucharist is? Do they know the difference between Eucharist and regular bread?
3. Have they been catechized in regard to the Sacrament of Reconciliation?

The director of religious education will present workshops and information to all parents and work with them on an individual basis. The Sacrament of Confirmation is now administered to students in their later teen years.

MUSICAL

Each year the school attempts to hold a school musical at Thespian Hall. 8th and 7th grade students are normally the primary cast characters. There is much to be done in preparation for a musical and many members of the school and parish community participate. All are encouraged to join in and add to this special endeavor and enhance the experience for the students.

PICTURES

Student pictures are taken in the fall of the year and are returned in time for Christmas. Pictures are to be paid for the day they are taken. Spring pictures are also taken

ROOM MOTHERS

Room mothers are needed for kindergarten through fifth grade (k - 5). Room mothers plan parties for Halloween and Valentine's Day for preschool through fifth grade. Grades 6th, 7th and 8th do not have room mothers.

SCHOOL PARTIES

Planned parties for holidays and other special occasions will be at the discretion of the teacher and approval of the principal. Parents will be asked to help with the parties.

LOCKERS

Lockers are provided for junior high students. There are to be no inappropriate pictures of any type posted in or on student lockers. Lockers are to be kept neat and orderly.

Saints Peter and Paul Catholic School's Handbook Acknowledgment

I acknowledge that I have received a copy of the Saints Peter and Paul Catholic School of the Diocese of Jefferson City, Missouri, Parent Handbook. I understand that it contains important information about Saints Peter and Paul Catholic 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 Saints Peter and Paul Catholic 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 Saints Peter and Paul Catholic School.]