

Parent/Student Handbook

2016-2017

SS. Peter and Paul Catholic Grade School

Collinsville, Illinois

Diocese of Springfield in Illinois

SS. Peter and Paul School
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Dear Parents and Students,

“What greater work is there than training the mind and
forming the habits of the young?”
St. John Chrysostom

Welcome to SS. Peter and Paul Catholic School! In choosing SS. Peter and Paul School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of SS. Peter and Paul School for the 2016-2017 school year. This agreement states that you intend to abide by the policies of SS. Peter and Paul School during the 2016-2017 school year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Michael Palmer
Principal

DECLARATION ON CHRISTIAN EDUCATION

“Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators. This role in education is so important that only with difficulty can it be supplied where it is lacking. Parents are the ones who must create a family atmosphere animated by love and respect for God and man, in which the well-rounded personal and social education of children is fostered. Hence, the family is the first school of the social virtues that every society needs. It is particularly in the Christian family, enriched by the grace and office of the sacrament of matrimony, that children should be taught from their early years to have knowledge of God according to the faith received in baptism, to worship Him, and to love their neighbor. Here, too, they find their first experience of a wholesome human society and of the Church. Finally, it is through the family that they are gradually led to a companionship with their fellow Christians and with the People of God. Let parents, then, recognize the inestimable importance of a truly Christian family has for the life and progress of God’s own People.”

Vatican II

MISSION STATEMENT

The mission of SS. Peter & Paul school is to create a Christ-centered, safe, and nourishing environment that helps students develop their full academic, emotional, physical, social, and spiritual potential.

A PARENT'S PRAYER

All loving God, you have given me these children entrusting them to my care to bring them up for You and to prepare them for everlasting life. Help me with Your heavenly grace so that I may be able to carry out this most sacred trust. Teach me both what to give and what to withhold; show me when to reprove and when to praise; make me gentle and yet firm; considerate and yet watchful, and keep me from both weak indulgence and too great severity. Grant that I may be able to lead them, by word and example, in the paths of wisdom and holiness. When this life is over, may we be united in our true home, Heaven, there to praise you forever.

PHILOSOPHY

The Catholic School has as its purpose the fourfold development of the child: spiritual, mental, physical, and social. We acknowledge that parents are the primary educators of their children. It is within this context that we enter into a partnership with the parents in the education of the child. We strive to create a Christian environment that is conducive to the fourfold development of the individual student. Within this atmosphere, students are directed to accept and appreciate the uniqueness of themselves and others.

The curriculum of a Catholic school provides a solid basis for the students to be well prepared to assume their role in society. The tradition of Catholic schools has been to provide a solid foundation upon which students can pursue a lifetime quest of knowledge.

We value the presence of Christ in all aspects of education. Therefore, our directive is that our students, having experienced the person of Jesus and a sense of Christian community, will choose to live their lives based upon values of the Gospel. They will seek ways to use the talents and gifts that they have developed in service to others and in building a peaceful, just society. We, both students and faculty, are always aware that one of our first obligations in a Catholic School is to respect the dignity of all members of the school community.

OBJECTIVES

We, the faculty and staff of SS. Peter and Paul School, will provide a Christian atmosphere in which the student can be trained in a Catholic attitude toward life. We will not only teach religion, but will permeate all instruction and all activities with the Christian Spirit. To achieve this end, we realize we must first foster growth in respect for self and others. We will enable our students to master the basic tools of learning by endeavoring to:

- Deepen their religious faith that they may make a commitment to living a truly Christian life
- Teach them how to think, to reason out problems that may occur in daily life, and to develop expression of thought in order to advance their learning process
- Prepare them to be life-long learners and to fulfill their roles within society along with its responsibilities and privileges
- Provide a learning atmosphere for them according to their individual needs, in so far as we are able
- Offer opportunities for them to develop self-discipline and grow in personal responsibility
- Encourage them to value physical fitness, maintain good health, and develop an attitude of cooperation rather than competition
- Heighten their awareness of the fine arts by offering instruction and experience in the field of art and music

Approved by School Board - 1992

PARENTS AS PARTNERS

As partners in the educational process at SS. Peter and Paul School we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers, administration, and staff with respect and courtesy when discussing student problems.

Stewardship -- A Way of Life: Growing as Disciples

Stewardship as a Way of Life means that as a parish we are focusing on our formation as disciples of Jesus Christ. Discipleship is a total conversion to a new way of life that identifies us as followers of Jesus. It's not a "Sunday thing" but something we do all the time. It transforms us.

When you have many disciples in your parish you can also expect some exciting outcomes. Following are some of the outcomes that other parishes and dioceses have experienced and that we hope to experience in the coming years as we develop a more vibrant, welcoming, prayerful parish that is eager to serve the needs of others.

- an active witness to the Catholic faith by our daily teaching and living, making discipleship a way of life;
- the entire family's participation at Mass in the parish every Sunday and Holy Day of Obligation;
- active involvement in the various parish ministries, each according to his time and talents;
- a respect for and cooperation with those who actually provide Catholic education - the priests, parishioners, and all school personnel - and their policies;
- each family to try to tithe, as we will be encouraging our parishioners toward the goal of giving at least eight percent of their income to the parish; and
- the full participation of the child, according to age and ability, to practice stewardship as well.

PARENT'S ROLE IN EDUCATION

We, at SS. Peter and Paul School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of SS. Peter and Paul School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good of his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at SS. Peter and Paul School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interest may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

ADMISSION POLICIES

SS. Peter and Paul School admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, national and ethnic origin in administration of its educational policies, admission policies, scholarships, athletic, and/or other school-administered programs.

To enter Kindergarten at SS. Peter and Paul School, a child must be five years of age by September 1. One year of preschool or similar intellectual/social environment is recommended. A child must be six years of age by September 1 for the first grade. A student who has not completed a Kindergarten program may not be accepted. It will be the determination of the administration if the student is ready for first grade. A birth certificate and Social Security card must be presented at the time of registration.

Parents accept the responsibility of training their children in the Catholic faith by word and example especially by receiving the sacraments of Eucharist and Reconciliation regularly and by taking their children to Mass every Sunday and on Holy Days of Obligation. It is the sacramental duty of parents and children to attend Mass as a family. Financial support for the parish is also an obligation that must be met.

AIDS POLICY

Any student with AIDS* who is enrolled or who is seeking enrollment will be permitted to attend school. The pastor, appropriate administrator(s), physician(s) and other professional personnel will individually evaluate a student who is known to have AIDS in order to determine if their behavior or physical condition poses a high risk for spread of the disease. One of the purposes of this evaluation is to prepare a specific plan for the education and care of the student.

The school will respect the right to privacy of the individual. Knowledge that a student or teacher has AIDS will be confined to those persons with a direct need to know. Those persons will be provided with appropriate information as well as procedures and precautions that may be necessary. Those persons will also be made aware of confidentiality requirements.

*Any reference to AIDS in this policy statement is to be read as referring to AIDS, ARC (Aids related complex) and HIV (Human Immunodeficiency virus, the virus that causes AIDS, also known as HTLVIII or LAV).

ARRIVAL/DISMISSAL PROCEDURES

School doors will open each day fifteen (15) minutes before classes begin. Students are to go directly to their classroom. Any student arriving before 7:30 a.m. and remaining after 3:00 p.m. will be sent to Latch Key and charged the appropriate fee. Teachers are expected to be in the building and/or near their classroom from 7:45 a.m. to 2:45 p.m.

Ss. Peter and Paul school will dismiss every Wednesday at 2 p.m. Free latchkey will be available from 2 – 2:30 p.m. for any student who cannot get picked up at 2 p.m. dismissal. Bus transportation will be available when Unit 10 is in session.

Students who forget items in their classroom must stop at the office and be accompanied by a staff member. Students are not allowed in the classrooms after 3:00 pm. Extreme care is to be taken during arrival and dismissal of students. There will be crossing guards at the intersection of Morrison Avenue and Johnson Street. Students should not cross at the school door crosswalk unless accompanied by a parent. Drivers should study the directives below and follow them carefully.

MORNING DROP-OFF

The buses will continue to let students out on Morrison Avenue. The students will enter the doors on the Morrison side. All students will enter the Morrison side doors. The east doors will remain locked until 8:00 a.m. Parents should pull up to the Morrison side gate and discharge the students at the fence only. Do not allow students to exit the car until you have reached the fence. Parents and Mass attendees may park in the marked spots. Parents who need to come into school must come in the Morrison side doors. Parents may also park in the Manning lot and students can cross at the crosswalk if accompanied by a parent or at the intersection of Johnson and Morrison where there are crossing guards. Students should never be discharged or picked-up on Johnson Street. The Johnson Street doors are always locked.

AFTERNOON PICK-UP

Drivers should enter via the southernmost gate off of North Morrison Ave.

Drivers who want to depart immediately should pull into the parking spaces in order with the vehicle facing the school building. Drivers may remain in their vehicles or come to the parish garage area to meet their students.

Drivers who want to remain by the garage area to socialize should park in the parking spaces near the southern most fence near Clay Street.

Drivers need to exit only through the gate nearest the school building. Drivers should not back up at any time, but instead pull forward to exit the parking lot.

Drivers are not allowed to park on Johnson Street. Drivers may use the Manning Hall lot with students crossing at the crosswalk in front of school or at the Johnson Street intersection.

Gates are to be opened by school personnel only in order to satisfy liability issues. The gates are opened at 2:10 p.m. to allow for the use of the lot by PE classes when needed.

Disciplinary Measures for Violations of Arrival and Dismissal Policy

The school faculty or staff does not provide supervision before 7:30 a.m. or after 2:30 p.m. Students remaining after 3:00 p.m. or for 10 minutes after the end of any after school activity (detentions, clubs, etc.) will be sent to Latchkey and charged the appropriate fee.

ASBESTOS MANAGEMENT PLAN

SS. Peter and Paul School has an Asbestos Management Plan, which is on file in the Principal's Office and is available during normal business hours in compliance with federal regulations.

ATHLETICS

Only students of Ss. Peter and Paul School who are in good standing may participate in the school-sanctioned sports. The principal and athletic director are responsible for implementing and enforcing this policy.

Special Instructions:

1. Anyone who plays on a school-sanctioned sports team must be enrolled at SS. Peter and Paul School.
2. The student must be in good standing in regard to grades and discipline.
3. Any student who transfers from SS. Peter and Paul School becomes ineligible immediately.
4. This policy will go in effect immediately. It does not affect any student currently playing on a team.
5. The transfer rule goes into effect immediately.

The purpose of school-sponsored athletic programs is to:

- *Teach the skills of games
- *Foster healthy exercise
- *Teach fair play
- *Give enjoyment to students

An Athletic Handbook will be available for all families on the school web site. A paper copy is available upon request. Please consult this book for questions concerning athletics. All concerns should be addressed to the coach, then the athletic director, then the principal.

Diocesan Requirement of Elementary School-Sponsored Athletic Programs:

1. Written permission of the parents
2. A current physical examination on file before the beginning of an athletic season
3. Proof of medical insurance coverage
4. Competent supervision by qualified adult coaches who understand the sport, child growth and development, and first aid
5. Students shall be grouped into teams on the basis of grade level and ability.
6. Proper physical conditioning prior to participation in games
7. Appropriate equipment, including properly-fitted protective gear, and well-maintained facilities
8. Reasonable scheduling of practices and games. Generally, this would exclude games requiring substantial travel time on weekdays, unless followed by a free day.
9. Sports schedules will be made in accordance with conference and Diocesan limitations
10. The principal shall approve athletic schedules.

SSPP Requirements

SSPP conducts weekly grade checks. To remain eligible, an athlete may not be failing any core subject (as defined by the handbook). The grade check is done every Thursday. If an athlete is failing a core subject, they are declared ineligible from Sunday to the next Sunday. The athlete must continue to practice, but cannot participate in any interscholastic contests.

The grade checks are made known to the head coach to ensure their knowledge of the situation. Athletes who are ineligible will be informed by the principal, who will inform the AD. The AD will inform the individual coaches.

ATTENDANCE/ABSENCE/TARDINESS POLICIES

Regularity of attendance and punctuality are important to the student from the very first day in school. The earlier a student learns that he/she has an important obligation, the more satisfactory his/her growth will be. If the student is ill he/she should not be in school. However, parents should realize that excessive absence for any reason hinders the student's progress in school and his/her general educational learning and growth.

Students are not to be absent for more than four days or tardy more than four times per grading period. State law states that parents are responsible for students being in school. **Students who have in excess of 10% absences in a grading period without a medical excuse will be awarded a lower level honor roll certificate.**

Ten percent absentee/tardy rate is considered excessive. Therefore absences/tardies totaling 16 for the year is deemed excessive. Excessive absence days or the equivalent including tardies can be cause for a student to be retained in the current grade for another year. The number of days is at the discretion of the Principal. If a student experiences a long-term illness, hospital stay, or recuperation from surgery, other arrangements will be made.

Diocesan Absentee Policy

Students who must be excused for medical, dental, funeral, or other reasons during school time are considered absent. A written notice must be sent in advance stating time, length, and reason for the absence. Vacations are dealt with in the same manner. All of these count towards total days absent.

SS. Peter and Paul Tardy Absentee Policy

The Fast Direct system counts three attendance categories, Absent, Tardy, and Left Early.

Full-Day Absent: (1) A student misses entire class day. (2) If a student is tardy in the morning and then left early before noon they will be marked with a Full Day Absent.

Half-Day Absent: A student will be counted as Half-Day Absent under the following circumstances: (1) Student misses AM classes. (2) Student misses PM classes. (3) If a student is one hour tardy in the morning and left early after 1:30 p.m. they would be marked Half-Day Absent. (4) If a student is tardy in the morning and then left early and returned, they would be marked with a Half-Day Absent.

Tardy: Absent any time from 8:00 – 9:30 a.m. This does not include those who come on a delayed school bus.

Left Early: Absent less than 1 ½ hours in the afternoon. Students will be marked Left Early if they leave school after their field trip returns.

For the protection of the student, parents/guardians are asked to call the school office no later than 9 a.m. on the day a student is absent. Parents/guardians will be called to verify a student's absence if parents/guardians fail to call the school office before 9 a.m.

In order for a student to leave school during regular hours, permission must be requested in writing by the parent/guardian. This note will be presented to the teacher, who in turn, will send it to the principal's office. It will be initialed and returned to the homeroom teacher indicating permission has been given. For the protection of the child, the school office will issue a pass, signed by a parent/guardian, stating the time of departure and the time of return. This pass must be presented to the teacher in order to return to class.

When a student is called in absent, homework will **not** be collected and sent home the same day. Homework will be collected the following day if the student will then be absent for an additional day. Homework will be held at the office until picked up.

Vacations during the school year are discouraged. A written notice must be sent to the teacher two weeks prior to the vacation. Vacations taken during the school session disrupt teaching schedules and the learning process. Parents/students will be responsible for all schoolwork missed during the time of the absence. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignments will be given in anticipation of the vacation. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. All work is to be completed within 5 school days after returning from vacation

AWARDS

(Student of the Month)

A student in each grade is awarded Student of the Month based upon criteria set by each teacher. Teachers will notify parents of their criteria. The award will be given after a Mass and parents will be notified. The award consists of a certificate and a narrative written by the teacher explaining how the student earned the award. Other awards may be given as available. The eighth grade student is School Student of the Month and is featured on the Vandalia Street marquee.

(Hornet Medallion)

Each school staff member has the opportunity to select one student to receive a Hornet Medallion sponsored by the SSPP Student Council. Each staff member will develop their own criteria for selecting that student. **The awards will be given at Graduation and the Last Day assembly.**

(Hornet School Spirit Award)

Each SSPP student is eligible to earn the Hornet School Spirit Award one time. The student will be selected by the principal, athletic director, and Student Council moderator. The award will be based upon positive actions that show exemplary school spirit at school events. Special consideration will be given for extraordinary attendance at school functions.

BAND

We are able to offer band. However, it is necessary to charge a non-refundable \$200 fee per student to help cover expenses. The fee may be paid in installments, but must be paid in full before the end of April.

BEHAVIOR STANDARDS

Bus Behavior

Students must observe all Collinsville Community Unit School District #10 rules and all SS. Peter and Paul School rules regarding bus safety.

SS. Peter and Paul School enforces the following Unit 10 bus behavior guidelines:

1. Students should conduct themselves in a safe manner while waiting for the bus.
2. Students who transfer at public schools are to obey the teachers on duty.
3. Students should be careful in approaching bus stops. Students are to wait until the bus comes to a complete stop before attempting to enter the school bus.
4. The driver is in charge of the students and the bus. Students must obey the driver at all times.
5. In the interest of safety, noise is to be kept to a minimum. Unnecessary noise could divert the driver's attention and result in a serious accident.
6. When boarding the bus, students are to go quickly and quietly to assigned seat and remain there until their scheduled stop.
7. There is no eating or drinking on the bus.
8. No part of the body (hand, arm, head, etc.) may be outside the window.
9. No objects may be thrown out of school bus windows.
10. No glass containers, animals, pets, or weapons are allowed on the bus.
11. Books, packages, coats, feet, and other objects are to be kept out of the aisles.
12. Students are not to tamper with the controls or the equipment on the bus.
13. A driver shall not be required to transport a student when the student's conduct endangers the safety of others, uses obscene language, unacceptable signs, or does acts of vandalism.
14. Driver will not discharge riders at places other than scheduled bus stops or school.
15. Students should cross the street at least ten (10) feet in front of the bus and cross only when the driver signals that it is safe.

The above rules and regulations apply to any trip under school sponsorship.

School Behavior

SS. Peter and Paul School strives to put into practice a philosophy of strong moral discipline. Rules are displayed in each room. All students have a responsibility to obey the rules. Respect and responsibility on the part of each student is expected in the classroom. Actions that disrupt the teacher or other students will result in consequences. The school reserves the right to search a student's backpack, locker and desk, if just cause is suspected.

Classroom Guidelines

Students in all grades will have four basic rules to follow. These rules and consequences will be posted in every room.

1. Be Christ-like in word and action.
2. Respect others and property.
3. Listen and follow directions.

4. Come prepared to class.

If a student chooses to not abide by these rules, the following consequences will be assessed:

1. First offense = Warning (all grades)
2. Second offense = Loss of a fun activity (K-3), Referral slip to parents (4-8)
3. Third offense = Conference with principal (K-3), Detention (4-8)
4. Fourth offense = Call to parents (K-3), Conference with principal (4-8)
5. Fifth offense = In-School suspension/out-of-school suspension

Students will receive rewards for exemplary behavior. Those rewards will be left to each teacher to determine.

Hallway Guidelines

When in the halls, students are responsible for their own behavior, including causing any kind of disturbance, whether or not they are supervised. Running in the halls or on the steps is never allowed. Safety is the responsibility of each student. Students do not leave the room before the bell rings. Students will be quiet and maintain order while changing classes. Students will line up outside at the end of lunch recess or P.E. and will wait for the teacher to bring them inside.

Lunchroom Guidelines

Proper behavior is expected in the lunch line so that personnel can hear and be heard. Respect is to be shown to all cafeteria personnel. All food is to be eaten in the cafeteria. No food is to be taken outside or to the classrooms during inside recess. Tables, chairs, and floor should be left clean and in order. Parents may not eat with the students unless prior permission is given by the Principal.

Off-Campus Conduct

The administration of SS. Peter and Paul School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to cyber-bullying.

Playground Guidelines

Recess should be an enjoyable and relaxing time for all. No standard sports balls. Playground balls made of softer materials must be used. Students must play in assigned area.

General School Guidelines

1. Upon arrival, students handle all necessary business at the office. Students must be in the classroom when the bell rings or be marked tardy.
2. No student may leave the school grounds without the permission of the principal.
3. Objectionable language and obscene gestures are prohibited.
4. The throwing of snowballs and other objects that could cause harm to persons or property is prohibited.

5. Weapons/look-a-likes are not to be brought to school. Possession of weapons/look-a-likes or any objects capable of causing harm to persons or property will result in a formal notification to parents and immediate out-of-school suspension, with possible expulsion. The incident will be reported to police for possible charges of criminal misconduct.
6. Possession, sale, being under the influence, or use of alcohol or other illegal drug/look a-likes is prohibited on school property, transportation facilities, or at an approved school activity held on non-school property. For the first offense: A student will be suspended from school for five (5) days. In order for the student to be readmitted, a letter must be presented to the principal from a Rehabilitation Center/Counselor indicating that the student is receiving professional help. The principal must receive weekly reports from the Center/Counselor and be notified in writing when the student has completed the program. For the second offense: A student will be automatically expelled. The incident will be reported to the police for possible charges of criminal misconduct.
7. Possession, suspicion of use, or actual use of tobacco products on school property, transportation facilities, or at an approved school activity held on non-school property is prohibited. For the first offense: A student will be suspended for three (3) days. For the second offense: A student will be suspended for five (5) days. For repeated offenses: A student will be suspended for ten (10) days, with possible expulsion.
8. Fighting is prohibited on school property, transportation facilities, and at any approved school activity held on non-school property. Students involved in a fight will be disciplined according to the seriousness of the situation/grade level including: a detention, being sent home to return with parent for a conference with possible one day in-school suspension, suspension, or expulsion. First offense: detention; second offense (depending on the seriousness of the offense) one day in-school suspension, suspension, or expulsion. Subsequent offenses: three (3) day in-school suspension, suspension, or expulsion.
9. Verbal, physical, or mental harassment by students is prohibited on school property, transportation facilities, and at any approved school activity held on non-school property. Any student who verbally harasses a teacher, other authorized personnel, another student, or commits acts of intimidation or defamation will have a conference with the school counselor, principal, and parents. Further action will be determined. Any parent or other school family member who, in person or by any other means of communication, verbally harasses faculty, staff, administration, other authorized personnel, a student, or commits acts of intimidation or defamation may be reported to the proper authorities. The use of language or terms, which are obscene, lewd, or immoral, will be interpreted as evidence of the intent to harass. If the harassment takes place on school property or during a school activity on non-school property, the offending person will be asked to cease the harassment and/or leave. Continued harassment by a parent or other school family member may result in the student being expelled from school. **SEE BEHAVIOR INCIDENT POLICY.**
10. Sexual harassment of any student, faculty, or staff is prohibited by any other member of the school community. Sexual harassment is defined as conduct containing sexual suggestions that would be offensive to a reasonable person, including language, visual materials, physical contact, or threats and demands.

11. No student or group in the process of conducting a protest or demonstration may disrupt the educational process or interfere with the operations of the school by acts legally defined as intimidation, disorderly conduct, or criminal defamation at any time. Any student who does so will be disciplined.
12. No person may take or destroy personal or school property. Anyone caught stealing defacing, damaging, or destroying personal or school property will be required to immediately notify parents and/or be required to make restitution. They may also be suspended, expelled, and/or charged with theft, robbery, and criminal damage to property.
13. State law prohibits gambling by persons under the age of eighteen. No gambling is permitted on school property, on transportation facilities, or at any approved school activity, held on non-school property. Any student who does so will be disciplined.
14. The use or possession of fireworks on school property, on transportation facilities, or at any approved school activity held on non-school property is prohibited. Such use or possession will result in notification to parents, a parent conference with possible in school suspension, or suspension.
15. Unauthorized use of the Fire Alarm System is prohibited. Any student involved in the unauthorized use of the Fire Alarm System will result in notification to parents, a parent conference with possible in-school suspension, or suspension.
16. Students shall not participate in academic dishonesty, including: obtaining or accepting assigned work answers from another student, obtaining or accepting answers to tests, using not permitted information or materials, or any action intended to obtain credit for work not one's own. Any student caught engaging in this behavior will be disciplined.
17. No skateboards are allowed on the school grounds at any time.
18. Students and teachers are not allowed to chew gum once school starts at 8:00 a.m. Students are allowed to chew gum during dissection in Science, but must dispose of it upon leaving the Science Lab.

BLOGS

Engagement in online blogs such as, but not limited to Twitter®, Instagram®, Facebook®, and other social media, may result in disciplinary actions if the content of the parent's or student's blog includes defamatory comments regarding the school, the faculty and/or other students or the parish.

If the school becomes aware of a negative posting by a student or parent on a website outside of the school, or made during the school day, the student may be assigned consequences for the post that causes school students or staff members to feel threatened or compromised. If a parent's website is in question, a conference with the pastor and principal may be requested. Disciplinary action may be taken in response to postings containing threats, bullying, inappropriate pictures, allegations of inappropriate behavior, or such content that is likely to cause disruption in the school.

BOOKS

All books are to be covered. Students are not permitted to deface their text or workbooks in any way. Writing or drawing on the book cover is not permitted, as this will damage its surface. Parents will be responsible for the replacement cost of any lost or damaged books.

BEHAVIOR INCIDENT POLICY (STUDENT ASSISTANCE PROGRAM)

Purpose

The purpose of the policy is to give students, parents, staff and the community at large a clear statement concerning the school's stand against violent behavior and the consequences that will follow violation of the policy.

Objectives

1. To ensure the safety of students and staff, their property, and the property of the school.
2. To maintain a safe, supportive, Christian, nurturing, non-punitive school environment highly conducive to learning.

Definition of Bullying (Respect and Protect)

An infraction occurs whenever anyone harms—or threatens to harm—a person's body, feelings, or possessions by any means, verbal or written. It is unwanted, repeated, and there is a power difference. The action need not be deliberate. Unintentional intimidation is included in the definition and subject to the consequences.

(Children's definition of **intimidation**): Any mean word, look, sign, or act that hurts a person's body, feelings, or things.

Statement of Policy

1. No one is entitled to be **intimidating**. No form of **intimidation** is accepted from anybody at school, on school-sponsored transportation, or at school-sponsored activities away from school.
2. No student, staff member, or any other person shall be allowed at any time for any reason (whether in the school building, on the school grounds, or anywhere else during school-sponsored events) to intimidate, threaten to harm, or cause harm to any person or property. Such unacceptable behavior includes, but is not limited to:
 - a. **Physical Infraction**: Any act that does harm to person or property by means of physical action.
 - b. **Social Infraction**: Social behavior that hurts a person. (ex. Conning a student of money or into doing something, making fun of a person, exclusion, sabotaging a friendship, stealing, touching in an unwelcome manner).
 - c. **Verbal Infraction**: Verbal means more than oral or spoken language. It includes expression through words written or uttered. (ex. Revealing a secret, calling a person names, constantly criticizing, lying, spreading a mean rumor, threatening harm, or use of profanity).
 - d. **Visual Infraction**: **A visual infraction can overlap** physical, social, and verbal **intimidation**. The person wants the target to see the action and to feel intimidated by the action. (ex. Displaying a weapon, drawing degrading pictures, making sexual suggestive

movements, gesturing obscenities).

Consequences of Violating this Policy

The school administration will determine appropriate consequences for violating this policy. Consequences may include any of the following:

1. Administering approved disciplinary practices and procedures
2. Notifying the principal or other designee
3. Notifying parents, guardians, or legal custodians
4. Notifying law enforcement officials
5. Suspension from school
6. Recommendation for expulsion
7. Recommendation for transfer

Level One:

Minor infractions of school rules. These acts are not usually severe. They are spontaneous actions stemming from immaturity, lack of self control and lack of skill in managing anger and resolving conflicts. The purpose of level one is to correct the behavior, and teach the student what would have been appropriate.

Level Two:

Interventions for students who break their promise at level one soon after making it. They may commit a minor violation a second time against the same person. The student hasn't taken level one seriously or just doesn't get it. The student may not yet be willing or able to control violent impulses. Level two is for repeated, but not severe incidents.

Level Three:

These infractions are considered more serious. First time use of racial slurs, sexual harassment, or verbal assaults on any staff member or student. Some students are placed at this level for first-time violations, but most arrive here because the less restrictive interventions have not motivated them to stop using **intimidation**. These students need stronger measures to get their attention and motivate change.

Level Four:

This is for students who are involved in **intimidation** to the extreme, such as physical assault. Level four is for students who continue to abuse power. Their continued abuse of power may be calculated and cunning or their impulses may be out of control. The school is obliged to use the most stringent means of influencing these students to make non-violent choices.

Level Five:

Students who have shown no progress, despite earlier measures of intervention. The school has exhausted its resources.

Consequences may result in the following:

Level One:

1. Written report
2. Verbal discussion with child, and a review of rules
3. Check mark on behavior list

Level Two:

1. Written Report
2. Verbal discussion with child, and a review of rules

3. Check mark on behavior list
4. Lower level (three infractions in one day) results in parent notification
5. Upper level (two infractions in one day) results in parent notification
6. Referred to SAINT

Level Three:

1. Written Report
2. Verbal discussion with child, and review of rules
3. Lower level (three infractions in one day) results in parent notification
4. Upper level (two infractions in one day) results in parent notification
5. Written contract
6. Detention
7. Referred to SAINT

Level Four:

1. Written report
2. Verbal discussion with child, and a review of rules
3. Written contract
4. Detention
5. In school suspension
6. Out of school suspension
7. Referred to SAINT

Level Five:

Handled by administration and any other outside resources
Amended June 30, 2016, by SS. Peter and Paul School Board.

BUZZY ETIQUETTE

All students, parents, and staff are asked to show respect toward Buzzy. No inappropriate touching, gestures, or speech. Do not assume that you know who is in the suit. It may be an adult, teacher, or a minor student. We ask that you show respect to the members of Team Buzzy as well. They have a high standard of conduct as they represent SSPP. Part of the allure is to keep the identity of Buzzy secret. Events and weather may require switching wearers.

CELLULAR PHONES/ELECTRONICS

Students may have cellular phones during school hours under the following conditions:

1. Phones must be kept in the OFF position from 8:00 a.m. to 2:30 p.m.
2. No cell phones may be used for picture taking.
3. No harassment or threatening of persons via the cell phone is permitted.
4. Cell phones may not be used for game playing, Internet, e-mail access, texting, gambling or making purchases of any kind.
5. Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.

If these items are lost or stolen, SS. Peter and Paul School assumes no responsibility for replacement.

COMMUNICATIONS

Teacher Availability

Teachers may not be disturbed during class time (8:00 a.m. - 2:30 p.m.) Teachers will be available for conferences after school by appointment only. Appointments to talk with teachers on the phone may be arranged during the teacher's preparation times.

Principal Availability

The principal will be available to the parents. Please call the office to make an appointment. Any emergency will be handled immediately.

Parental Visit To The Classroom

Parents must make arrangements to visit a classroom with the teacher and principal. Such visits may be a distraction to a normal education day. SS. Peter and Paul School reserves the right to schedule such visits.

CONFIDENTIALITY

SS. Peter and Paul School adheres to the guidelines of the Buckley Amendment. **The school extends confidentiality to matters of academics, behavior, counseling, discipline, and school life. We will attempt to preserve the privacy of each student and parent/guardian.** Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parties involved may be notified upon the conclusion of any investigation.

CORPORAL PUNISHMENT

All faculty members and employees of SS. Peter and Paul shall never employ corporal punishment nor inflict physical abuse with respect to those entrusted to their care.

COUNSELING

A licensed clinical social worker is available at school for one half day a week to work with students in need of such services. The counselor has experience working in schools, specific training in child development, **intimidation** prevention, and behavior management. Counselors may see a student for up to three times without parental notification and consent, **if the student initiates the visit**. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever the concerns arise. **If a teacher initiates the visit, the parent will be notified before the counselor visits with the student.**

Counseling services provide help to improve skills in respect for self and others. From that, students can resolve conflict and deal effectively with stress in order to focus on learning and promote a non-violent learning environment through prevention and early interventions. The counselor works in collaboration with the Student Assistance Team, the faculty, and the administration.

Services are available to all students in the following formats: individual face-to-face sessions, classroom interventions, peer mediation sessions, small groups, family sessions, teacher-training sessions. Requests for counseling can be made by the student, the teacher, administration, counselor, or parents/guardian by contacting the school counselor verbally or through written request. All information is confidential and separate from academic records as are Student Assistance records.

CYBERBULLYING

SS. Peter and Paul School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Consequences for improper Internet use may include being removed from the privilege of taking Accelerated Reader Quizzes for one or more grading periods, being removed from leadership positions in a school club, detention and/or conduct grade of a U in one or more subjects. Violation of these rules may result in the loss of network privileges at SS. Peter and Paul Catholic School, Collinsville, Illinois.

DAILY SCHEDULE

The school doors are open at 7:30 a.m. and school starts at 8 a.m. Students who arrive before 7:30 a.m. should be taken to Latchkey. Latchkey personnel will escort the students to school before 7:45 a.m. No fee will be charged from 7:15 a.m. to 7:30 a.m. School ends at 2:30 p.m.

DETENTION POLICY (Grades 4 - 8)

Failure to follow the discipline code will result in a detention period. This forty-five minute period, beginning at 2:30 p.m. and ending at 3:15 p.m. will be held Tuesday and Thursday. If parents/guardians are not at school within 10 minutes, the student will be taken to the Latch Key and a fee will be imposed. Parents will be sent a copy of the Discipline Report slip bearing the teacher's signature, the reason for the detention, and the date of the detention. Parents will sign the form and return it to the teacher the next school day. Parents will also be notified by Fast Direct when a Discipline Report is given.

DISABILITIES

Ss. Peter and Paul School does all in its power to provide Catholic education to students with disabilities. Student must be fully integrated in all school programs in order to enroll. Students with diagnosed learning disabilities can receive accommodations on an individual basis if possible.

ELECTRONIC DEVICES

Students assume the risks associated with bringing electronic devices on school property, including cell phones, smart phones, iPads, iPods, etc. The use or possession of electronic devices is permitted in designated areas during the school day. Headphones and/or ear buds are not allowed in school. Use of electronic devices for educational purposes during instructional time will be at the sole discretion of the classroom teacher. No electronic devices are allowed during testing; any transmission of classroom materials will result in disciplinary action and a grade of zero for the students involved. Parents may not be contacted electronically by a student for dismissal if he/she is not feeling well. Only the office will determine whether a student needs to be sent home. The office staff will contact the parent. Students who violate this policy will be given a verbal reminder. A second violation will result in the device being confiscated. It will be held in the office until a parent retrieves it.

Any invasion of the privacy of another, including but not limited to using a cell phone, smart phone, or any other electronic device or photographic device to take and/or transmit pictures or videos of another without the person's consent is prohibited. This does not include images taken in circumstances where the person has no reasonable expectation of privacy, such as a spectator at, or participant in, an athletic/school activity. Students violating this policy will be subject to disciplinary action. Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images is prohibited. Students violating this policy will be subject to disciplinary action.

ELECTRONIC GAMES/C.D. PLAYERS, ETC.

No electronic games, CD players, iPods, MP3 players, etc. should be visible at school. Students seen using these items will be warned to put them into a backpack, etc. Students who fail to comply may have the item confiscated. Parents will be required to retrieve that item. If an item is confiscated a second time, it will remain in the office until the end of the semester. SS. Peter and Paul School assumes no responsibility for replacement if this property is lost or stolen.

Students in grades 4 through 8 may use E-readers, like Kindle, Nook, etc. or the applications during the school day. Students may not use smart phone applications **unless the teacher gives permission**. All E-readers must be clearly marked with the Student's name.

Each teacher may set their class rule as to when the students may use the device. Teachers have the option of reviewing material contained in the E-reader to determine if it is appropriate and suitable in the classroom. Students who abuse this privilege will have the device confiscated, notification sent to the parent/guardian, and sent to the office. On the first offense, the device will be returned to the student at the end of the school day. On the second offense, the parent will need to pick up the device at the end of the school day. On the third offense, the student will not be allowed to use the device for the remainder of the school year.

SSPP is not responsible for lost, misplaced, stolen, or broken devices. It is each student's responsibility to care for their own individual device. Students who abuse another student's device will serve consequences to be determined by the school's discipline policy.

EMERGENCY CLOSING OF SCHOOL

It is the policy of SS. Peter and Paul to close school when Collinsville Unit 10 closes for dangerous road conditions. SS. Peter and Paul School will NOT close for wind chill until it is in excess of -25 degrees. School closings may be listed on channels 2, 4 and 5. Parents will be called by the School **Messenger** System for notification. Please do not call the school or parish office for this information.

EMERGENCY INFORMATION FILE

Names and telephone numbers of two individuals **other than** the parents who will come to the school to attend to your student must be kept updated in the school file.

EMERGENCY PROCEDURES

SS. Peter and Paul School has implemented an emergency preparedness plan. Evacuation diagrams and emergency procedures are posted in each room. Drills and precautionary measures to be followed in the event of disaster from fire, storm, tornado, earthquake, or bus accident ensure the safety of the children.

ENROLLMENT

Order of Acceptance into Classes: Present students, siblings of present parish students, children of our parish members, children of other Catholic parishes, children of other denominations.

All new non-parish families will be allowed to enter school under the Order of Acceptance into Classes with an understanding that, if a class size reaches thirty students and a parish family wishes to enroll in that class, then that non-parish family will not be allowed to enroll their student into that class the next year. This will allow the parish member to enter the school that next year.

There will normally be a cap of twenty-five students per class in grades K-2 and thirty students in grades 3-8. Students applying beyond that number will be placed on a waiting list. The final list will be determined in August.

EXTRA-CURRICULAR ACTIVITIES OFFERED AT SCHOOL

Students have the opportunity to participate in extra-curricular activities. Co-curricular activities connected with specific classes available for students in upper grades are available and occur mostly during school time with some after school time.

Athletics: Soccer (K-8), Basketball (4-8), Volleyball (5-8), Track/Running Club (5-8)
Academics: Spelling Bee (K-8), Speech (5-8), Math Club (7-8), Science Olympiad (7-8),
Chess (4-8)

Service: Student Council (K-8), Chorus (3-8), Band (4-8)

FAST DIRECT

This allows parents to access grades, homework, and teacher correspondence. All parents are encouraged to use this system. Fast Direct may not be used as a public forum by parents against administration, teachers, staff, or other parents. Violation may result in access denial.

FACILITIES USE

Any use of school and/or parish facilities must be approved by the facilities director in the parish office and by the principal before setting a date in the calendar.

FIELD TRIPS

All field trips must be educational in purpose. Field trips are planned by the teacher and subject to approval of the principal. The right and privilege of a student to take part in field trips is at the discretion of the teachers and the principal. Parents should be aware that all rules of conduct and standard of behavior, as deemed by SS. Peter and Paul School, apply to any field trip. Parents have the right to refuse to allow their child to participate in a field trip. Students who do not attend a field trip will remain at home

with the parent and will be marked absent for the day. Students who are participating in the field trip must ride the bus to and from the field trip with their class.

Student dress code will be decided by the teacher and must be appropriate for the trip.

The school issued permission slip must be signed by parent/guardian permitting the child to participate. Telephone calls will not be accepted in lieu of written permission. Faxed permission forms will be accepted. The parent signature indicates that they will assume responsibility and liability. Students not returning a permission slip and stated money CANNOT go on the field trip. Students who are not allowed to participate in field trips due to disciplinary reasons will be required to remain in school.

All monies collected for the field trip are non-refundable.

Field Trip Guideline

The number of chaperones is at the discretion of the principal. For supervisory and safety reasons it is important that the chaperones sit with and remain with their child(ren). Socializing with other chaperones is secondary to providing thorough supervision of students assigned to your care. To allow thorough supervision, other children, including students' siblings, are not allowed to attend field trips. Chaperones are limited to a maximum of two parents/guardians. The number may be limited by the principal or teacher. Extra chaperones are not allowed to join the field trip at the site without the express permission of the principal.

All chaperones need to have completed the Protecting God's Children session and have an approved background check. The Diocese of Springfield in Illinois does not allow any exceptions.

School rules apply on field trips. Students are to respond promptly to directions from adults and are to remain with their groups. Chaperones are to enforce school rules, but should leave discipline to the teacher. The teacher should be informed of infractions of rules. Parents are asked to dress in accordance with the school non-uniform dress code and are asked not to smoke when on the field trip.

Chaperones are not allowed to consume alcoholic beverages at any time during the length of the trip. Chaperones are encouraged to refrain from smoking.

Children who bring money are welcome to purchase souvenirs should the entire group visit a shop.

Chaperones are assessed their share of field trip expenses which includes admission fees. This amount will be outlined in the initial permission slip for the field trip. Chaperones are not guaranteed a place on field trip buses. Room parents will be offered any available seating first and the remaining seating shall be awarded by a lottery system. Any remaining chaperones not seated on the bus must provide their own transportation.

8th Grade Class Trip

The consumption of alcohol at any time during the 8th grade class trip is expressly prohibited. A \$100 security deposit will be required before attending the trip. The deposit will be refunded if the alcohol policy is followed. The school representatives will report to the administration any violations during the entire trip.

FINANCES

The pastor, in consultation with the Parish Finance council, is responsible for the parish finances.

Refund Policy

SS. Peter and Paul School reserves the right to refund any part of the tuition upon student transfer. Such refund will be sent in a timely manner from the Parish Finance Office with approval of the Pastor. All book fees and other special fees (Graduation, Gowns, Retreat, Field Trip, etc.) are non refundable.

Church Contributions

School families are expected to contribute to the support of this parish on a weekly basis through the use of Sunday envelopes. Presently, the cost per pupil is more than double the tuition. Regular donations to the parish are seen as one proof of parish membership and therefore eligible to receive in-parish tuition rate. The tuition fee is not to be confused as a church donation.

Pre-Registration

Pre-Registration for each new school year will be held in **February**. Payment of the **\$100** registration fee guarantees your child(ren) has a place in their specific grade at Ss. Peter and Paul School. Any exceptions must be approved by the finance office and administration.

Tuition

All school families must pay tuition using one of these methods:

Option 1:

Check/Cash: Pay tuition in full by July 1st and receive a 3% discount.

Credit Card: Pay tuition in full by July 1st and receive a 3% discount.

Option 2:

Direct Pay Option – SS. Peter and Paul will debit your bank account

Tuition is paid July – April (10 months for Preschool) and

July – June (12 months for K-8)

You have the option of paying the tuition of in 2, 3, etc payments also. A \$15 processing fee is required and will be included with the first month's payment. Choose one of these with draw dates: (1st or 15th) If the withdraw date falls on the weekend or bank holiday, the tuition payment will be debited to your account on the next banking day.

Forms must be completed and turned in to the finance office as soon as possible.

There will be a \$35 fee charged for any payments returned due to insufficient funds, accounts closed, etc. No exceptions.

Fund Raising & Tuition

Ss. Peter and Paul School sponsors 4 major fundraising events during the school year (Auction, Golf Tournament, Trivia, and another to be determined) The Auction is chaired by Grade 4 parents and shadowed by Grade 3 parents. The Golf Tournament is chaired by Grade 6 parents and shadowed by Grade 5 parents. The other two fundraising events are chaired by Grades K-2 parents. All families are requested to participate in one

form or another (collecting donations, volunteer, monetary, etc). Individual families are required to fundraise a set amount through additional fundraisers. These include Scrip, Fall Brochure, Yankee Candle, and others. Families are required to raise a profit of \$250 for 1 child, \$350 for 2 children, \$450 for 3 children, \$550 for 4 children or more. Parents must keep track of their total, but will be reminded of their commitment around registration time. Parents may opt out of fundraising by paying the required amount. Any shortages will be added to the final tuition payment.

Release of Records When Fees Or Tuition Are Paid

School Code 122-2.3.12 requires that the unofficial record and health record be sent within ten (10) days of notice of the student's transfer to another school. The unofficial record consists of the following: written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student prior to transfer.

Such records must include the name and address of SS. Peter and Paul School, the name of the student to whom the records pertain, the name and title of the school official transmitting the records, and the date of the transfer. (A duplicate copy of the last report card is sufficient record of academic grades.) This will include the health record.

When outstanding fees are paid, the School Code requires that the official record be sent within ten (10) days. The official record consists of the following: the formal record showing dates of enrollment, courses studied, grades, credits and awards received, bearing the signature and title of the certifying official, the seal of SS. Peter & Paul, if any, and the date of the issue.

Students will be given an incomplete for grades until financial requirements are met. Other records will be sent in accordance with Illinois State Law.

Delinquent Tuition Policy

If you are enrolled in the Ss. Peter and Paul tuition payment program and we receive a chargeback due to insufficient funds you will be automatically assessed a \$35 Returned Payment Fee. A returned payment fee will be assessed for each payment attempt that is returned and there will be no exceptions. Fees are subject to change in future academic years. The tuition reattempt including the returned payment fee will be processed on the next scheduled tuition withdraw date. If your normal date is the 15th of the month, we will reattempt on the 1st of the month, etc. It is the parent's responsibility to communicate with the finance department immediately if there are special circumstances to be considered.

FINE ARTS PROGRAMS

To fulfill our commitment for a well-rounded student, SSPP sponsors two fine arts programs each year. The Christmas program features the band, chorus, and the students in grades K-4. The Spring Fine Arts Festival features the band, chorus, and all of the students plus an art display of the students' work throughout the year. A grade will be given for program practice and participation at the event. Attendance at the programs will count as an assignment/test grade. Students should alert the program teachers well in advance of their absence out of consideration for the rest of the students.

GRADING SCALE

- A - 100 - 93
- B - 92 - 85
- C - 84 - 77
- D - 76 - 69
- F - below 69

Physical Education, Music, and Art and Computers will be graded Satisfactory (S), Needs Improvement (N), Unsatisfactory (U).

GRADUATION

Any 8th grade student receiving an F average in two (2) **core** subjects (Religion, Reading, Math, English, Science, and Social Studies) will be allowed to participate in Graduation Ceremonies. However, the diploma will not be signed. The report card will state, "Transferred to ninth grade" instead of "promoted to ninth grade."

GRIEVANCE PROCEDURE

DEFINITION

A grievance is a dispute or difference of opinion raised involving the interpretation or application of the written policies of Ss. Peter and Paul School.

PURPOSE

The primary purpose of the grievance procedure is to secure, at the lowest possible administrative level and in the most informal manner possible, equitable solutions to problems which may arise affecting the welfare and working conditions of the salaried personnel of the school.

Conflict Resolution (Parent)

Should a parent disagree with a policy or procedure in a classroom or in the school, the parent:

- 1) brings the matter to the attention of the teacher or staff member involved
- 2) brings the matter to the attention of the principal
- 3) brings the matter to the attention of the pastor.

No other staff, school board members, or parents are involved in this process.

Conflict Resolution (Student)

The proper procedure for settling a student or parent concern is to first meet with the appropriate faculty or staff member. If a satisfactory resolution does not occur; the concern may then be brought to the attention of the principal. If a resolution still does not occur, the concern may be brought to the pastor. The pastor is the final authority on matters involving the school. No other staff, parents, or school board members are involved.

Formal Grievance Procedure

In the event that informal attempts at resolving the dispute have been unsuccessful, the formal grievance procedure outlined below is to be observed.

Level One – Principal

The grievant shall reduce the grievance to writing and submit it to the principal within ten (10) days following the occurrence or knowledge of the event on which the grievance is based. The principal, in turn, will arrange a meeting within ten (10) days following receipt of the written statement of grievance. The principal and the grievant shall be present for the meeting. Within ten (10) days following the meeting, the principal is to provide the grievant with a written decision on the grievance.

Level Two – Mediation Panel

If dissatisfied with the decision of the principal at Level One, the grievant may file a written appeal to the Mediation Panel. This written appeal must be filed within ten (10) days of the principal's written Level One decision. No particular format need be followed so long as it contains a clear statement of the problem(s) and all the factors relied upon by the grievant in support of his/her position. The appeal must be filed with the Mediation Panel, in care of the Parish office, with a copy to be delivered to the principal.

The Mediation Panel will schedule a hearing to be held within two (2) weeks of receipt of the written appeal. Notice of the time, date and location of the hearing shall be sent to the principal and grievant as soon as possible, but in no case later than the third day preceding the scheduled hearing date. The hearing date may be rescheduled, if the participants' schedules do not permit all to attend the originally scheduled date. However, in such case every effort shall be made to hold the hearing as soon as reasonably possible after the written complaint.

The purpose of the hearing with the Mediation Panel is not to obtain a binding decision, since this authority rests exclusively with the pastor. Rather, the Mediation Panel will strive to resolve the dispute by facilitating discussion and offering an impartial, objective recommendation regarding its resolution. Because of the nature of the Mediation panel's role, its hearing will not be conducted in a formal, adversarial or judicial manner. Instead, both parties and any witnesses the parties may designate will be given the opportunity to explain their positions in a narrative manner. Members of the Panel may ask questions of the parties and their witnesses to insure a clear understanding of all pertinent factors. A party may ask questions of the other party and the other party's witnesses in order to clarify that party's position. Since proceedings before the Mediation Panel are meant to mediate and not adjudicate, neither party may be represented by an attorney or any other representative.

The Mediation Panel shall consist of three members chosen from a pool of prospective members selected by the pastor prior to the beginning of each school year. No member of the pool may be an employee of SS. Peter & Paul Parish, the spouse of an employee of SS. Peter & Paul Parish, a member of the SS. Peter & Paul School Board, or the parent of a student in SS. Peter & Paul School. Each member of the pool shall be at least 21 years of age and a practicing member of the Catholic Church, but need not be a member of SS. Peter & Paul Parish. No relative of the principal or grievant may be selected as a member of the Mediation Panel.

The Mediation Panel assigned to mediate a particular dispute shall be selected in the following manner:

- (1) one member selected from the pool by the grievant
- (2) one member selected from the pool by the principal
- (3) one member selected from the pool by the pastor

The Pastor shall designate one panel member as the chairperson and that person shall conduct the hearing and be responsible for delivering the Panels written recommendations to the parties and the pastor within two (2) weeks of the end of the hearing process. Although the parties have input into the selection of the Panel members, no Panel member shall in any way be considered an advocate for either party. All three members are charged with mediating the dispute in an impartial manner. To this end, the Panel members shall not be advised by whom each was selected.

In conducting the hearing the Mediation Panel chairperson shall be guided by the purpose of the Panel: to mediate the dispute and to offer an impartial, objective recommendation to the parties. To this end, the chairperson shall insure that each party and witness is given the opportunity to explain his/her point of view fully without interruption. Questions from the panel or the other party are not to disrupt this right and the chair may require that they be noted in writing and held until the party or witness has concluded his/her statement.

The hearing process may be carried over to a second date if necessary to guarantee a full disclosure of the problem to the Mediation Panel. When the hearing process is completed, the Panel shall produce a written recommendation to be delivered to the grievant, principal and pastor within two (2) weeks of the close of the hearing process.

If the hearings before the Mediation Panel result in an agreed resolution between the parties, the written recommendation shall simply state the terms of that agreement. If the parties cannot agree to a resolution in the course of the Mediation Panel hearing, the Panel shall draft its own recommended resolution. This recommendation shall state the factors relied on in arriving at the recommendation submitted as well as the recommendation itself.

The Mediation Panel shall attempt to reach a consensus as to their recommended resolution. If this is not possible, but two (2) members can agree on a recommendation, that shall be the Panel's recommendation.

Level Three – Pastor

In the event that either party is not satisfied with the recommendation of the Mediation Panel at Level Two, the grievance may be appealed within ten (10) days to the pastor. This appeal is to be presented in writing to the pastor and must be accompanied by copies of the principal's decision and the recommendation of the Mediation panel. Either the grievant or the principal has the right to request a meeting with the pastor. The pastor shall communicate his decision with supporting reasons in writing to both parties within twenty (20) days of receiving the written grievance. The decision of the pastor is final.

HEALTH POLICIES

All medications, including non-prescription drugs, given in school shall be prescribed by a licensed doctor on an individual basis as determined by the child's health status. Acutely ill students will be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists. Students will not be allowed to have any drugs, oral (including cough drops) or topical, in their possession on the school grounds. Consequences are listed in the school rules under information on possession of other drugs. (See general school guidelines, page 16)

Special circumstances exist for a health problem that can be expected to be of a long duration. When such a condition exists the following policy will be adhered to.

A. **Prescription Medication**

To assure school attendance for students who must use medication in the treatment of chronic disabilities or illness.

Any student who is required to take oral medication during the regular school day must comply with school regulations. These regulations must include the following:

1. Written orders from a physician detailing the name of the drug, dosage, and time interval the medication is to be taken. Forms are available at the school office.
2. Written request and permission from the parent or guardian requesting that the school comply with physician's order. Forms are available at the school office.
3. Medication must be brought to school in the original container appropriately labeled by the pharmacy or physician. Immediate access to reliever inhalers is vital. Students are encouraged to carry their inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.
4. Every medication given must be recorded on a medication log that includes date, time, dosage, and signature of the person giving the medication.

B. **Non - Prescription Medication**

Only long-term (five school days or more) non-prescription medications will be stored at school. A written order for long-term non-prescription medications must be obtained from the child's licensed doctor. Any student who is required to take long term non-prescription medication during the regular school day must comply with school regulations as stated under prescription medication. Additional information on non-prescription medications follows:

1. Only long-term non-prescription medication from a licensed doctor will be dispensed.
2. The non-prescription medications include aspirin, Tylenol, antacid, antihistamine, and any other over the counter medication.
3. No topical application of peroxide, calamine lotion, or any other medication will be used. Parents must come to school to administer these items to their son or daughter.
4. If injury occurs, the student will use soap and water and the parent will be informed if the child should require further treatment or needs to be sent home.
5. Long term (five school days or more) non-prescription medication obtained from a licensed doctor must be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.

C. Communication

Opportunities must be provided for communication with the student, parent, and physician regarding the efficiency of the medication administered during school hours.

1. Observe, evaluate, and report to student's parent, the health status and reaction at school to the medication that has been prescribed by the physician. It is the parent's responsibility to inform the physician of any complications.
2. Report to the parents those factors in the school that might seriously impede the recovery.
3. The parent(s)/guardian will be responsible at the end of the treatment regimen for removing from school any unused medication which was prescribed for their child.
4. Parent notification.

D. Immunization

1. All students must be in compliance with Illinois State Law Regulations concerning immunizations.
2. Any child who is not in compliance by October 15 of the current school year will be asked to remain at home until the child has the proper immunizations.
3. Immunizations are provided by the County Health Department if the parent desires.

E. Health Record

1. All children entering either Kindergarten or first grade and those entering sixth grade must have on file by October 15 of the current year, a complete written health exam by a physician.
2. All children entering sixth grade must have received the complete series of Hepatitis B shots prior to entering sixth grade.
3. All students entering Kindergarten, second and sixth grades must have a dental exam on file by October 15 of the current year.
4. Any child not in compliance with immunization will be asked to remain at home until proof of the exams/shots are on file at the school.
5. It is the parents'/guardians' responsibility to inform the school of any allergies, epilepsy, diabetes, etc. especially as these conditions may be noticeable during P.E. or recess.

F. Vision Exams

Vision exams are required for all students entering Kindergarten and any student enrolling for the first time in school.

G. Communicable Disease

A student who has been diagnosed with a communicable disease shall present a release from a physician before returning to class. Parents should avoid sending students to school if a communicable disease is suspected. Parents will be called if symptoms appear at school.

F. School & Illness: Should your child stay home?

The following guidelines will help you decide whether your child is too ill to go to school.

Child Is Too Ill

Your child is too ill to go to school if he or she has any of these signs:

- Seems very tired and needs bed rest (this is common with flu symptoms)
- Has vomiting or diarrhea
- Becomes short of breath or is wheezing
- Has a cough that disrupts normal activity
- Has distracting pain from earache, headache, sore throat or recent injury
- Has yellow or green drainage from eye(s)
- Breaks out in a rash; not all rashes require that a child stay home from school.

Check with your child's doctor.

Fever

Your child should not go to school if his temperature is above 100.5F. He may return to school when he is feeling better.

Contagious Disease

- Your child should stay home from school if he has a contagious disease. A contagious disease is one that can be spread by close contact with a person or object. Examples are: chickenpox, flu, vomiting, diarrhea, colds, strep throat and "pinkeye." A disease may be contagious before the child shows signs of illness. It is very hard to prevent the spread of some germs, especially in a school classroom. Good hand washing will help prevent the spread of germs.
- If your child has chickenpox or strep throat, ask your doctor when he may return to school. Generally, children who have active chickenpox should not return to school until all the lesions are dried and crusted. Children with strep throat should be on antibiotics for 24 hours and feeling well enough to concentrate.

Remember

- School is a child's work. It is important for normal development. If your child is absent often, it may be harder to keep up with the class. It is important your child does not miss more than a few days of school a year due to illness.
- Ask your doctor if you are not sure about keeping your child home.

If you have any questions, be sure to ask your doctor or nurse.

School and Illness: Should Your Child Stay Home? (PDF)

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HOMEWORK

Homework may be assigned to students Monday through Thursday. Homework will not be assigned to students on Friday evening except for Math. No tests or quizzes will be given on the first day of the school week. No projects will be due on the first day of the school week. No homework will be assigned during Iowa Test of Basic Skills (ITBS) testing.

Homework is assigned with a specific purpose. Homework assignments should reinforce the skills taught in the classroom. One of the most important objectives of education is to teach the child to study independently. In order to acquire the habit, homework is often assigned. The approximate time spent should be:

20 minutes	Grades 1 & 2
40 minutes	Grades 3 & 4
60 minutes	Grades 5 & 6
90 minutes	Grades 7 & 8

How Parents Can Help with Homework

1. Arrange a regular time to study and provide a quiet place to study.
2. Encourage children to continue interest developed in classroom subjects through hobbies, collections, pleasure reading, etc.
3. Check to see that all work is completed and that all books and materials are brought to school each day.
4. Refrain from completing your child's work.

Homework When Absent

When a student is called in absent, homework will not be collected and sent home the same day. Homework will be collected the following day if the student will then be absent for an additional day. Homework will be held at the office until picked up.

HONOR ROLL

Principal's Honors	Straight A's & no U's in specialty subjects
High Honors	1 B in one core subject & no U's in specialty subjects
Honors	2 B's in core subjects & no U's in specialty subjects

A student who exceeds 10% of school attendance days without a medical excuse will receive a lower honor roll level. Student attendance is an important part of the whole educational experience and will be a factor in awarding honor roll.

INJURED/ILL STUDENTS

We try to keep students in attendance, if possible. We do not take temperatures or make diagnoses. We will contact parents for any head injury or bleeding that does not stop. We will contact parents when a student has vomited. Please refer to Health Policies, Section F, page 33 for when the student can return to school.

INSURANCE

Insurance forms are included in the registration packet. If school insurance is wanted, the completed form and money must be turned in the first day of school.

According to the diocese, it is the normal procedure for parents who choose not to insure their children under the school accident plan to sign a "Waiver of Responsibility" and provide their own coverage or otherwise be responsible for payment of any accident expense. Waivers are in the school office.

INTERNET USAGE

Policy for the Use of Computers, the Internet and Electronic Mail:

To gain access to Fast Direct and the Internet, all students must obtain parental permission as verified by the signatures on the form inserted in the handbook. This form must be signed by the parent(s) and student and be on file at school before a student may access Fast Direct and the Internet. Should a parent prefer that a student not have Fast Direct and Internet access, use of the computers is still possible for other purposes such as word processing.

Access to Fast Direct and the Internet will enable students to explore thousands of libraries, databases, museums and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. SS. Peter and Paul has purchased filtering software to help minimize accessibility to objectionable material, but this software will not totally eliminate all potential problems. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communication apply. It is expected that users will comply with SS. Peter and Paul standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep or send anything that they would not want their parents or teachers to see.

Network storage areas will be treated like school desks. Network administrators will review communications to maintain system integrity and will ensure that students are using the system responsibly. Users are expected to remain within allocated disk space and delete Fast Direct or other material, which take up excessive storage space. Students should never download or install any commercial software, shareware or freeware onto network drives or disks, unless they have written permission from the network administrator. Nor should students copy other people's work or intrude into other people's files.

No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Students will not harass, insult, or threaten others via Internet usage. A good rule to follow is never view, send or access materials that you would not want your teachers and parents to see. Should students encounter such material by accident, they should turn off the monitor (not the computer) and report it to an adult immediately.

1. Students may not use a computer to harm other people or their work.
2. Students will not damage the computer or the network in any way.
3. Students will not interfere with the operation of the network by installing illegal software, shareware or freeware.
4. Students will not violate copyright laws.
5. Students will not view, send or display offensive messages or pictures.
6. Students will not share their password with another person.
7. Students will not waste limited resources such as WiFi usage or printing.
8. Students will not trespass in another student's folders, work or files.
9. Students will notify an adult immediately, if by accident, they encounter materials that violate the Rules of Appropriate Use.
10. Students will not access chat rooms or blog sites.
11. Students will not send or access personal emails.

Students are accountable for their actions and for the loss of privileges if the Rules of Appropriate Use are violated. Parent signatures must be on file in the school for a child to use the Fast Direct and Internet at SS. Peter and Paul School. The school reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his or her child's picture used must notify the principal in writing prior to the beginning of the school year.

Consequences for improper Internet use may include being removed from the privilege of taking Accelerated Reader Quizzes for one or more grading periods, being removed from leadership positions in a school club, detention and/or conduct grade of an U in one or more subjects. Violation of these rules may result in the loss of network privileges at SS. Peter and Paul Catholic School, Collinsville, Illinois.

Please refer to the Chromebook agreement for all issues involving school Chromebooks.

LATCHKEY

Extended care is available from 6:30 a.m. to the start of school and also from the end of school until 6:00 p.m. for students in Grades K-6 for an additional charge. Students who attend Latchkey can be dropped off beginning at 6:30 a.m. Students are cared for in the Latchkey center in the lower level of Manning Hall after school with some structured activities and also some free time. Please consult the brochure for a fee schedule.

LEARNING DISABILITIES

We will make every effort to accommodate students with learning disabilities. Referral to Collinsville School District Unit 10 or a medical professional will be suggested. Accommodations will be made once a diagnosis and documentation is made available to us.

LEGAL GUARDIANSHIP

A legal guardianship form must be completed for each year for each child enrolled. These forms are kept on file in the school office.

Non-Custodial Parent: This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court

order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

LIBRARY

Books may be checked out for a period of two weeks for grades 5–8, and one week for grades K–4. Names of students who do not return library items by the due date marked on the return slip will be placed on a “Late List” and the student will not be allowed to check out additional materials. If the student’s name remains on this list more than two library periods, a note will be sent home to the parent. If the student remains on the list for more than one month, a note will be sent to the parents stating the replacement cost for the item outstanding so that the library can be reimbursed and repurchase the item. Students may not call home for a book. If a student is absent on library day, the book should be returned to the crate in each classroom as soon as they return.

All items must be turned in to the library or a reimbursement check sent by the end of the school year. Any lost or damaged books will be assessed a fine to replace or repair the book. The amount will be decided based on the value of the item. All financial obligations must be met by the following year’s final registration.

LOCKER GUIDELINES

Students (grades 4-8) will be assigned lockers and partners when necessary. Students are responsible for anything left in the locker. Excessive noise should be avoided during the school day.

LOST AND FOUND

Any items found in the school building or on the school grounds should be given to the school secretary to be placed in the Lost and Found.

LUNCH PROGRAM

The lunch program will run on a pre-pay system. Any family who wishes to buy school lunches needs to send money that will be placed in a family account. The amount is up to you. The minimum amount is \$20 per student or \$30 per family. When your account reaches a predetermined minimum, you will receive a notice on Fast Direct to replenish your account.

You may also use your credit card for the initial amount or to replenish. We need to have your account number on file in the parish finance office. (Remember that you will be charged a 3% fee for using your credit card.) If your account reaches zero, the student(s) will be allowed one grace lunch that needs to be reimbursed. After that, they will not get lunch.

Students will place their order in their homeroom in the morning. All extra entrees and drinks must be ordered at this time. They will not be allowed to change that order at lunch and they will not be allowed to order additional items at lunch. Nothing will be sold on a cash basis.

The cafeteria will offer a regular tray (includes drink) for \$2.25, a main item (including extra) will be \$1.50. Students are limited to a tray plus one main item, except Domino Pizza days when they can get a tray plus two main items. Students may order main item only, but no extras will be allowed. An extra drink will be \$.50.

Since we are not associated with Federal Lunch Program, we cannot offer free or reduced lunches.

Students may not use the microwave or school equipment to warm up lunches. The kitchen staff is not available to provide this service.

MAY MAID POLICY

Although SSPP School supports the mission of Teepee, we will no longer allow unlimited fundraising during the school day. Candidates will be limited to one candy sale day per week. Dress down days will no longer be allowed. Raffle sales will be allowed, but only during cafeteria time. Events that require the use of parish facilities must be cleared through the parish finance office.

MISSIONS

Throughout the year, money is collected to help missions throughout the world, especially the Holy Childhood Association. Classrooms conduct bake sales, raffles and other activities to earn money. The money is sent primarily to the Office of the Propagation of the Faith in Springfield.

OFFICE HOURS AND MESSAGES

School office hours are 7:30 a.m. to 4:00 p.m. If the phone is not answered during this time, please leave a message and the secretary will return the call as promptly as possible.

Please try to avoid phoning the office from 7:55 a.m. to 8:10 a.m. as we are saying our daily morning prayer and making announcements.

Messages regarding dismissal need to be received at least 15 minutes PRIOR to dismissal so that the parties can be contacted.

OFFICE RECORDS

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Parents/Guardians should make any changes on the Fast Direct System. Phone changes must be reported to the office to enter into the School **Messenger** System.

OSHA REGULATIONS

SS. Peter and Paul School has an Exposure Control Plan on file in the principal's office. It is available during normal business hours in accord with federal regulations.

This plan will provide the Hepatitis-B vaccination series after an exposure incident to employees who have been identified as having an exposure to blood or other potentially infectious body fluids. This vaccine, administered no later than twenty-four (24) hours after the incident, is an immunization against the disease of Hepatitis-B.

PARENT/TEACHER CONFERENCES

Regularly scheduled parent/teacher conferences are held at the end of the first grading period. However, parents should feel free to request a conference at any time on an appointment basis. Calling or coming to see a teacher during school hours is not permitted (see “Communications”). Dropping in before or after school to see a teacher may not be allowed. Teachers have duties before and after school, are preparing for classes, or are meeting with students. Parents who come into school MUST stop at the office to sign in and receive a visitor’s pass.

PARTIES

There will be only one scheduled class party per semester: Christmas for the first semester and either Mardi Gras or Valentines Day for the second semester (depending upon the Lenten schedule). Parties are subject to the approval of the principal and teacher. The Kindergarten Class is allowed to dress-up for Halloween. Room Parents may assist the classroom teacher with these parties.

PHYSICAL EDUCATION

All students are required to participate in the Physical Education program of the school. If, for reasons of health, a student cannot participate in these classes, a note from the student’s physician must be given to the teacher and to the office.

PICTURE/NAME/CLASS WORK

We are using more pictures of our students in the newspapers, brochures, newsletters. We need to be sure that we have your permission to use your child’s/ children’s pictures, names or class work in our various public efforts. The picture/name/class work authorization is at the bottom of the computer policy form.

PLAYGROUND AND CAFETERIA SUPERVISOR GUIDELINES

- 1) We ask that you supervise all of the students, not individuals. Teachers will be instructed to supervise specific students or groups. No more than 2 supervisors should be together at any time.
- 2) If you see an incident occur, immediately call for help and move to the area to stop the situation, if possible.
- 3) If the situation stops, alert a teacher as to what you saw. Report what happened to a teacher.
- 4) If the situation does not stop, make sure a teacher is brought over to take control. Please stay to assist however instructed.
- 5) Always have a teacher administer consequences.
- 6) If a situation involves physical contact or verbal exchanges, fill out an incident report in the office. The office or teacher will be contacting the appropriate parents.
- 7) Do not message, phone, or discuss the situation with anyone (that includes parents, relatives, and friends).

POLICE QUESTIONING AND APPREHENSION

When it is necessary for students to become involved with law enforcement officers, the officer is to be requested to confer with the student when he/she is not under the jurisdiction of the parish/school, if this can be arranged.

The following steps shall be taken to cooperate with the authorities.

1. The officer shall properly identify him/herself.
2. The parent(s) or guardian shall be notified immediately and informed of the intent of the law enforcement authorities.
3. The student's parent(s) or guardian have/has a right to be present if the conference is held in the parish/school.
4. If the student's parent(s) or guardian cannot be located, authorities are not to confer with the student unless they produce a warrant.
5. If there is a warrant or if it is impossible for the parent(s) or guardian to be present and they request it, the administrator should be a witness to the conference held in the parish/school.

POLICIES

School Policies are **approved** by the School Board with the approval of the Pastor. The Principal is responsible for implementing the policy. New or revised policies are presented at the monthly school board meeting for a first reading and preliminary discussion. A second reading and discussion occurs at the following meeting. A vote will be taken at the third meeting and the Pastor must sign the approved policy.

PROMOTION/RETENTION

Students who are in danger of failing two core subjects will be recommended for a conference with a student improvement plan. During a conference, the teacher will inform the parent/guardian of the reasons why the student may be retained and indicate what the parent/guardian and the student can do to improve the student's achievements. A follow-up conference will be held after the third quarter to determine a course of action. Students may be transferred to the next grade. A student who is transferred will not be allowed to stay at SS. Peter and Paul School unless there is a specific educational plan on file.

RECESS

Outdoor recess happens all year unless conditions warrant. Students will go outside until the wind chill is below 15 degrees. Students who remain in at recess per parent request must have a note indicating why student is staying in for recess. Students should dress appropriately for playing outdoors. Students may not bring personal toys, collectible cards, or sports equipment to school. SSPP is not responsible for lost, misplaced, or stolen items.

Recess will be on the Manning Hall or Center Street property. If there is a volunteer supervisor, the teacher may take a class to the playground equipment on a rotating basis. If the weather is bad, recess will be in the gym. The gym supervisor should designate specific areas for each grade.

RECORDS

SS. Peter and Paul School will provide access to academic records and to other school related information regarding the child. Parents should make an appointment in order that privacy will be observed. In the absence of a court order this applies to any parent and legal guardian whether or not the student lives with the parent.

RELIGION

Students participate in Eucharistic celebrations in various ways throughout the school year. They help plan these liturgies and participate by singing, reading, praying, and receiving communion. The Sacrament of Reconciliation is offered in **September**, during Advent and Lent. Parents are encouraged to take their children to receive this sacrament at other times during the year. Marian Devotions are held in October, December, Lent, and May. The Stations of the Cross and Eucharistic Adoration are held once a week during Lent. Students of other faiths are required to participate in religion classes and other religious activities. These students will attend weekly Mass.

REPORT CARDS

Report cards are distributed quarterly through the Fast Direct System. Parents who do not have access to Fast Direct must inform the office to receive a report card by mail. These reports are to be signed by the parent/guardian and returned to the teacher within a week. The first report card is followed by a parent/teacher conference.

RIGHTS AND RESERVATIONS

The principal is the final recourse and reserves the right to amend this handbook. Notice of any change will be sent to parents.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

The student is a SS. Peter and Paul student at all times. A student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school, may be disciplined by school officials.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the school administration determines that the partnership is irretrievably broken.

SCHOOL BOARD

The SS. Peter and Paul School Board is an active organization that advises the principal and the pastor on school administrative matters and meets monthly. Committees within this organization are: Executive, Education, Athletic, Finance, Planning, Development and Public Relations, Elections. The board consists of **8-12** members. If a non-board member wishes to address the board with an issue or concern, they must contact the principal or the school board chairperson in writing before the meeting and be approved to present their ideas at the school board meeting.

SCHOOL CALENDAR

A school calendar is provided when the school year begins. The public school calendar is followed as closely as possible. When a change is necessary, parents will be notified through the Fast Direct System, Church Bulletin and Backpack News.

SCHOOL REACH SYSTEM

SSPP provides the School Reach telephone advisement system. Parents will receive phone messages for emergencies and special events. Parents are responsible to keep the office informed of any phone number changes

SOCIAL MEDIA POLICY:

Employees, parents, students, and/or family relatives may not use any form of social media (including, but not limited to Twitter, Facebook, MySpace, Message Boards) to denigrate, ridicule, or criticize Ss. Peter and Paul Parish, School, its policies, employees, and members. Messages that are considered defamatory, slanderous, or unlawful are covered by this policy. Messages may not interfere with the mission and operation of said organization or damage the reputation of Ss. Peter and Paul Parish, School, its employees, and members.

Violation of this policy may result in disciplinary actions to be determined by the pastor or administrator.

STUDENT ASSISTANCE PROGRAM (SAINT)

The SS. Peter and Paul Elementary School's Student Assistance Program (SAP) is in existence to bring about positive intervention in the lives of our students having trouble with behavior, attendance, health, and/or academics. Our team consists of dedicated faculty and staff members that have received levels of training in the SAP process. Our team is known as the SAINT Team (Student And Instructors Networking Together).

SS. Peter and Paul Elementary School recognizes that it is not isolated from the nationwide problems of alcohol and other drug abuse, physical and sexual abuse, eating disorders, runaways, depression, and other behaviors which have a profound impact on the learning process. The Student Assistance Program is committed to minimize the effects of these harmful behaviors by creating a system of prevention through early identification intervention, referral, and follow-up. Problems generally are first noted when a student is observed having attendance, behavior, health, or academic difficulties. Referrals may be made to this group by administrators, teachers, support staff, students, parents, friends, or through self-referral.

The Student Assistance Team treats students with dignity, respect, empathy, and compassion at all times. The Student Assistance Team maintains the trust of staff, students, parents, and other members by sharing information only with those who have a need to act appropriately on a student's behalf. Discretion is to be practiced among members, since all Student Assistance Team case information, whether written or verbal, will be confidential. All written records will be kept in a locked file and be maintained separate from student academic records.

A process and/or an event, which interferes with, prevent and/or alter the progression of a disease or condition. There are two (2) types of intervention:

- A. **Informal Intervention:** An informal intervention leads to immediate and direct action by school professionals to help find a solution to a student's problem. These actions may include but are not limited to parent conferences, interagency referral, counseling and/or home visits.
- B. **Formal Intervention:** The Student Assistance Team may decide that a team intervention may be more effective than measures that were previously offered to the student and/or his or her family. A formal intervention involves the case management team, the parents, the student, and significant others. Prior to the intervention meeting, the case management team elicits data from others (teachers, support staff, etc.), forms an action plan, establishes the meeting time, and rehearses the intervention event. During the rehearsal, roles are assigned to team members and the seating arrangement is determined.
- At the time of the intervention, the student is confronted with the information and alternatives are presented. A course of action is determined at the conclusion of the intervention event. The desired outcomes of this meeting are: understanding of school concerns, increased awareness of the student's needs, facilitating evaluation by appropriate assessment resources, and presenting treatment options whenever necessary.

In the event the parents/guardians fail to cooperate with the Student Assistance Team recommendations, a letter will be sent to the parents/guardians restating the recommendations and concerns. A copy will go to the student's Student Assistance file.

A Tutoring Program and Homework Club is run by the SAINT Team.

STUDENT FILES

Flagging Records of Missing Persons

A reporting procedure exists for reporting missing or suspected kidnapping of students. The records secretary has access to the procedure.

STUDENT IMPROVEMENT PLAN

Goal

The objective is to create a dialogue between parents and staff to determine solutions for failing students. This plan is designed to keep students from failing at grade level.

Criteria

One failing grade in core subjects of Reading, Math, Religion, Social Studies, English, or Science at the end of the first three grading periods. The subject teacher will be required to contact the parents for consultation and possible solutions.

Two failing grades in the above core subjects at the end of the first three grading periods. The principal will contact the parents for a meeting that includes the subject teacher(s).

Possible Options

Parents may choose to admit the student to the S.A.I.N.T. program, use the SSPP tutoring program, request Unit 10 referral, or seek outside medical testing or counseling. The school staff will provide support and guidance for any parental decision.

STUDENT PREGNANCY/PARENTING POLICY

Ss. Peter and Paul Catholic Grade School affirms the moral teaching of the Catholic Church including the teaching of holiness and giftedness of life. Ss. Peter and Paul Catholic Grade School equally asserts the values of forgiveness and compassion.

Believing that the truly Christian response to an adolescent boy/girl facing adult situations and decisions is focused on the person, the administration will deal with each boy/girl involved in pregnancy/parenting in a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parent, the principal, and the pastor to determine arrangements for the student's completion of his/her education and maintenance of his/her health and well-being.

Married students will not be permitted to attend Ss. Peter and Paul Catholic Grade School.

STUDENT RETREATS

Students in grades 5-8 participate in a retreat. The eighth grade student retreat is held in conjunction with the Confirmation preparation program. Students in grade 2 have a student/parent enrichment day in conjunction with the Sacraments of Reconciliation and Eucharist.

STUDENT SERVICE

All students are instructed about service to others. Students in grades 6-8 put that instruction into practice by performing service work during lunch periods. Students work in the cafeteria, serve as patrol guards, gather and dump recycle bins and perform minor cleaning tasks. Also, students preparing for confirmation must fulfill additional service hours.

SUSPENSION/EXPULSION

If a student's actions warrant an in-school or out-of-school suspension as set forth in the "Behavior-Standards of Conduct," a conference will be held with the student, parent(s)/guardian, and the principal. The period of suspension will not exceed five (5) school days. The date of the suspension and summation of the parent conference shall be kept on file.

In-school suspension: the student will be confined to the principal's office area for one to three days. Teachers will forward classroom assignments to the principal. The student's homework must be completed during that time, but no credit and/or points will be given. Subsequent in-school suspensions will result in no credit being given for assignments.

Out-of-school suspension: The student will be out of school for a period of three (3) to five (5) days. The student will receive a zero (0) for all assignments during this period of suspension.

General causes of expulsion are as follows: Delinquency and immorality which warrant commitment to a correctional institution or which constitute a definite menace to other students; chronic and incorrigible misbehavior which undermines classroom discipline and impedes the academic progress of the entire class

When all other means have failed and expulsion is being considered, the following procedures are to be followed: a conference with the parents, principal, and pastor will be held to discuss the problems; the student will be removed from school for a period not to exceed one week while a decision is being rendered; the pastor will make the final decision and communicate this decision to the parents; the date of withdrawal and the word “withdrew” will be entered into permanent record.

TECHNOLOGY PLAN

An approved Technology Plan is available for viewing in the school office and on the school web site.

TELEPHONE CALLS

Students may use the telephone only for illness or emergencies. The office reserves the right to refuse a student request to use the telephone. Fast Direct messaging is available in the classrooms for non-emergencies.

TESTING PROGRAM

Post-Kindergarten	Metropolitan Reading Readiness		
Grades 3,5,7,8	Iowa Test Basic Skills	Grades 5 & 8	ACRE

THREATS

All threats are to be taken seriously and investigated. If after investigation the Principal deems it warranted, the School may require a student who threatens others through words or actions to be removed from school and not permitted to return until a psychologist or psychiatrist indicates in writing that it is safe for both the student and others in the school for the student to return to school.

TRUANCY

Truancy is defined as the absence of a student without the parent’s/guardian’s consent. Examples of truancy are: the missing of class or school without an excused reason, whether the absence is student or parent initiated; absence for which advance approval is necessary (e.g. family trip) and which approval was not obtained before the absence. Truancy is not condoned and will result in disciplinary consequences. Missed work cannot be made up.

Single class truancy:

1. One offense results in the student calling the parent/guardian. The student will also serve a one-day in-school suspension.
2. Any subsequent offenses result in a three-day in-school suspension.

Truancy from school

1. One offense results in a three-day in-school suspension.
2. A second offense results in a five-day in-school suspension.
3. Any subsequent offenses will result in expulsion.

Uniform Regulations (Male) Grades K - 8

The purpose of the SSPP Uniform Policy is to guarantee that all of our students are dressed modestly, but yet are comfortable enough to ensure academic performance.

If you are unsure if a piece of clothing is in compliance, please contact the office to discuss with Mr. Palmer or bring it in for inspection.

Pants/Shorts

Navy blue or khaki cotton, twill or corduroy pants may be worn. No denim, sweatpants, or cargo pants will be allowed. Cargo pants of any style are never allowed even on non-uniform days. No logos allowed on pants or shorts. Shorts may NOT be worn from November 1 to March 1. Shorts must be properly hemmed and must not be any longer than knee length. All pants must be worn at the waist.

Shirts

A long or short-sleeved shirt with a collar must be worn. Polo-style or turtleneck shirts are allowed. The shirts must be white, blue, green, red, navy, or black. Shirt may not have any logos or other distinguishing characteristics (i.e. monograms, insignias, etc.) No Henley-style shirts are allowed. T-shirts worn under school shirts must be plain white without any company advertisement, logos, pictures, etc. Long sleeves may not be visible under a short sleeved uniform shirt. Shirts must be tucked at all times.

Sweaters/Sweatshirts

Sweaters must be V-necked, crew, or cardigan-style of navy blue color only. Crewneck sweatshirts of any color may be worn provided it has the Hornet/Buzzy logo on it. Hooded sweatshirts will no longer be allowed in the classrooms. Students may wear them to school as a jacket, to classes in other buildings, and outside.

Shoes/Socks

Athletic type shoes must be worn at all times, including non-uniform days. This protects our gym floor, as well as flooring in each building. Shoes with laces must be laced properly and tied for safety reasons. Shoes must have toes and heels enclosed. Socks must be worn at all times and need to be visible without removing the shoe. **Boots may not be worn in school on any day, including non-uniform days and picture days.** Snow boots must be removed during class. Roller shoes, crocs and sandals are never allowed.

Hair

Haircuts or hairstyles that demonstrate any radical fad will not be allowed. Only natural color/highlights will be allowed. Hair must not cover the eyes. No logos, designs, etc. may be cut into students' hair. Hair styling products must be used with moderation. Braided hair with beads or feathers is not allowed.

Jewelry

The only jewelry acceptable is one wristwatch. Earrings, necklaces, rings or bracelets are not allowed. Official awareness bracelets may be worn (no more than 2). Tattoos must be covered at all times. No nail polish allowed.

Uniform Regulation (Female) Grades K - 8

The purpose of the SSPP Uniform Policy is to guarantee that all of our students are dressed modestly, but yet are comfortable enough to ensure academic performance.

If you are unsure if a piece of clothing is in compliance, please contact the office to discuss with Mr. Palmer or bring it in for inspection.

Jumper

Uniform Plaid or Navy Jumper/Polo Dress no shorter than 2” above the knee.

Skirt

Uniform Plaid, navy blue, or khaki skirt no shorter than 2” above the knee. Skirt cannot be rolled at the waist and must fit properly.

Blouse/Polo/Turtleneck

White, light blue, Kelly green, red and navy, or black long or short-sleeved blouse with a collar, Polo style knit shirt, or turtleneck shirt may be worn. Logos, monograms, lace, embroidery, etc., are not allowed. T-shirts worn under school blouses, polo style or turtleneck, must be plain white without any company advertisement, logos, pictures, etc. Long sleeves may not be visible under a short sleeved uniform blouse, polo style or turtleneck. Blouses, polo style shirts and turtlenecks must be tucked at all times.

Shorts/Skorts/Slacks/Capris

Navy blue or khaki shorts or uniform skorts of navy, khaki or plaid may be worn at anytime. Shorts/skorts must be mid-thigh or longer. Navy blue or khaki slacks/capris may be worn (corduroy, wool, twill, or cotton). No denim, sweatpants, or cargo pants are allowed. Cargo pants of any style are never allowed even on non-uniform days.

The girls may not wear any type of slacks, capris, etc. under the skirt or jumper. In order to insure Christian modesty, shorts, tights or leggings can be worn under the skirt or jumper. Shorts alone may not be worn from November 1 to March 1.

Sweaters/Sweatshirts

Sweaters must be V-necked, crew, or cardigan-style of navy blue color only. Crewneck sweatshirts of any color may be worn provided it has the Hornet/Buzzy logo on it. Hooded sweatshirts will no longer be allowed in the classrooms. Students may wear them to school as a jacket, to classes in other buildings, and outside.

Shoes/Socks

Athletic type shoes and socks must be worn at all times, including non-uniform days. This protects our gym floor, as well as flooring in each building. Shoes with laces must be laced properly and tied for safety reasons. Shoes must have toes and heels enclosed. Socks must be worn at all times and need to be visible without removing the shoe. **Boots may not be worn in school on any day, including non-uniform days and picture days.** Snow boots must be removed during class. Roller shoes, crocs and sandals are never allowed.

Hair

Haircuts or hairstyles that demonstrate any radical fad will not be allowed. Only natural color/highlights will be allowed. Hair pieces may not be worn. Braided hair with beads or feathers is not allowed. Headbands and bows with feathers are allowed. No logos, designs, etc. may be cut into students' hair. Hair must not cover the eyes. Hair styling products must be used with moderation.

Jewelry

The only jewelry acceptable is one wristwatch and, if ears are pierced only one earring no larger/longer than the ear lobe may be worn. Hoop or dangling earrings are a safety hazard and are prohibited. Necklaces, rings and bracelets are not allowed. Official awareness bracelets may be worn (no more than 2).

Tattoos must be covered at all times. Nail polish is not encouraged. Only clear, pink, red, or green is allowed. Finger nails may not extend past the tip of the finger. Fake nails are not allowed. Make-up is not allowed for any grade.

If you are unsure if a piece of clothing is in compliance, please contact the office to discuss with Mr. Palmer or bring it in for inspection.

- **Non-uniform days (Male & Female):** These days may be specified at the discretion of the Principal. Non-uniform clothing should always be in good condition and appropriate for school. Ripped clothing may not be worn to school on any day. Hooded sweatshirts or sweatpants are NOT allowed on dress down days. Running suits/nylon sweats are allowed. **Boots may NOT be worn in school on any day, including non-uniform days and picture days.**
- **Picture Day Regulations:** Students may wear any type of outfit that is appropriate for a Catholic grade school. Skirt length may not be shorter than 2" above the knee. Skirts and blouses may not be revealing. Slacks may not be skin tight. Students may wear dress shoes. Flip-flops, open-backed shoes, Crocs and boots are not allowed. Boots may NOT be worn in school on any day, including non-uniform days and picture days.
- **UNACCEPTABLE:** short skirts, short shorts, skin tight clothing of any type, unhemmed shorts, boxer-type underwear shorts, hooded sweatshirts, sweat pants, baggy or wide leg jeans, tank tops, midriffs, halters, spaghetti strap tops, low-cut blouses or dresses, shorts below the knee, T-shirts with inappropriate pictures or messages. Ripped clothing may not be worn to school on any day, including non-uniform days.
- Scouts may wear the official uniform to school on the day of their meetings. Athletes may wear the SSPP jersey on game days only with restrictions imposed by the Athletic Director. Jerseys must be tucked into the pants at all times. Jersey's may not be worn on Friday's before a weekend game, unless authorized by the principal.

Parents are responsible for ensuring their children adhere to the uniform code. Parents of those students not in compliance will be called so that a school uniform may be brought to school. If a student dresses inappropriately, that student will be required to wear the school uniform on the next non-uniform day.

Good Rule: If you think you shouldn't wear it, you shouldn't.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

VISITORS

FOR SECURITY REASONS, everyone (including parents) coming into the school MUST report to the school office first to sign in and to be issued a pass before going to any classrooms. Parents may only go to the classroom to have a conference with the teacher if an appointment has been arranged. The Johnson Street door will remain locked at all times. Teachers will be asked to confirm appointments with parents.

PROTECTING GOD’S CHILDREN - SEXUAL ABUSE OF MINORS

Article I – Scope

This policy is for the Diocese of Springfield in Illinois (its curia, agencies, and institutions), for its parishes (including the parish schools), in canon law considered separate juridical persons, and for separate civilly incorporated institutions sponsored by the Diocese.

Article II – Purposes of This Policy

The Diocese of Springfield in Illinois is committed to the proper pastoral care of all, including minors, who are served by Church personnel. The purposes of this policy are:

- a. to define the ecclesial action to be taken by the Diocese of Springfield in Illinois when allegation of sexual abuse of minors by Church personnel is received;
- b. to assure a proper pastoral response to alleged victims, to the alleged victims’ families, and to the alleged offenders when such an allegation is received;
- c. to establish procedures and requirements to screen out prospective Church personnel with a history of prior sexual abuse of minors; and
- d. to inform and to educate all persons associated with the Diocese in any capacity about this policy.

Article III – Definitions

When used in this written policy, the following terms mean:

- a. “Sexual abuse of a minor.” Sexual abuse of a minor includes contacts or interactions between a child or an adult when the child is being used as an object of sexual gratification for the adult. A child is abused whether or not this activity involves explicit force, whether or not it involves genital or physical contact, whether or not it is initiated by the child, and whether or not there is discernible harmful outcome. If there is any doubt about whether a specific act fulfills this definition, the writings of recognized moral theologians should be consulted and, if necessary, the opinion of a recognized expert be obtained. Sexual abuse of a minor also means whatever is identified as such by the state of Illinois.
- b. “Church personnel.” Church personnel includes all priests, deacons, members of institutes of consecrated life and societies of apostolic life (hereinafter, religious,) and lay persons who, whether as full-time or part-time employees or even as volunteers, have regular or significant contact with minors, in the parishes, schools, agencies and other institutions of the Diocese of Springfield in Illinois).
- c. “Volunteer.” Volunteers include those who offer their service, free of charge, in the parishes, schools, agencies and other institutions of the Diocese of Springfield in Illinois, and in any activities sponsored by them. Volunteers include, but are not limited to, the following: coaches and their assistants, drivers, transporting children, scout leaders, catechist, PSR monitors, day-care personnel, youth ministers and their assistants, and chaperones on overnight events.
- d. “Victim Assistance Coordinator.” The victim assistance coordinator is designated by the diocesan bishop to aid in immediate pastoral care of persons who claim to have been sexually abused when they were minors by Church personnel, and to perform the other roles outlined in this Pastoral Policy.
- e. “Minor.” A minor is a person under 18 years of age.

Article IV – Educational Programs to Prevent Sexual Abuse of Minors

On a regular basis, educational programs on the methods of recognizing and preventing sexual abuse of minors will be offered to Church personnel.

Article V – Distribution of this Policy

A copy of this written policy will be made available to all Church personnel, who will be asked to sign a statement attesting that they have received it. It will also be available to the faithful of the Diocese by periodic printing in Catholic Times, the official diocesan newspaper; at the same time, the newspaper will identify the victim assistance coordinator.

Article VI – Statement of Certification, Acknowledgment, Agreement, and Authorization

All church personnel who have regular or significant contact with minors must complete and sign the attached “Certification, Acknowledgment, Agreement, and Authorization” form before beginning or continuing service, including volunteer service, in the parishes, schools, agencies, and institutions of the Diocese of Springfield in Illinois, such Church personnel will be asked periodically to update and re-sign these forms.

All Church personnel, including volunteers, who are involved even one time with minors at an overnight are to sign the form.

These completed and signed form will be maintained:

- a. for priests and deacons, by the vicar general or one designated by him;
- b. for Church personnel of the diocesan curia, agencies, and institutions, by the vicar general or one designated by him;
- c. for non-school Church personnel in parishes, by the pastor (or his canonical equivalent);
- d. for Church personnel in schools, by the principal.

The information supplied shall be checked to the extent appropriate under the circumstances, which will vary, depending upon the extent of contact the Church personnel will have in relation to minors, the extent of prior contact with other Church personnel, and on the totality of the circumstances evaluated on a case-by-case basis.

The “Certification, Acknowledgment, Agreement, and Authorization” form is found in the Appendix of this policy.

Article VII – Reporting Obligations

Allegations of sexual abuse of minors are of grave concern and must be dealt with in a professional manner.

The Diocese of Springfield in Illinois will report to the public authorities any allegation (unless canonically privileged--i.e., revealed in the sacrament of penance) of sexual abuse of a person who is currently a minor and will cooperate in their investigation. It will cooperate with public authorities about reporting in cases where the person alleged to have been abused is no longer a minor. In every instance, the Diocese will support a person’s right to make a report to public authorities.

All Church personnel who have reasonable cause to suspect an incident of sexual abuse of minor by other church personnel have a serious moral obligation to report the allegation to the appropriate public authority.

In addition,

- a. If the incident or allegation involves any priest, deacon, or religious, or any leader of a parish, school, agency or institution, a report shall be made to the victim assistance coordinator.
- b. If the allegation involves someone other than those mentioned above, a report shall be made to the person in charge of the parish, school, agency or other institution where the alleged offender serves, and, by that person in charge or at their direction, to the victim assistance coordinator.

Article VIII – Investigation of Reports

Section 1 – “Diocesan Review Board”

Reports of alleged sexual abuse of minors by Church personnel shall be investigated by the Diocesan Review Board,” which is established by the diocesan bishop and is composed of at least five persons of outstanding integrity and good judgment. The majority of the members of the Diocesan Review Board will be lay persons who are not in the employ of the diocese, but at least one member will be a priest and at least one member will have particular expertise in the treatment of sexual abuse of minors. The members will be appointed for a term of five years, which can be renewed.

The Diocesan Review Board will select from its members a chairperson, recording secretary, and other officers as it judges appropriate.

The Diocesan Review Board will assist the diocesan bishop in the following ways:

- a. The assessment of allegations of sexual abuse of minors by Church personnel in order to advise the diocesan bishop on whether or not the allegations appear to be credible.
- b. The review of this diocesan Pastoral Policy at least every two years in order to recommend to the diocesan bishop any modifications in it, if appropriate.
- c. The recommendation concerning fitness for ministry in particular cases.

The Diocesan Review Board may select to elicit the assistance of others with expertise in individual cases.

The Diocesan Review Board will maintain on-going contact with the diocesan bishop either through the victim assistance coordinator or in some other appropriate manner.

Section 2 – The Investigation

Upon receiving a report of sexual abuse of a minor by Church personnel, the Diocesan Review Board shall see that the allegation is investigated further in order to determine its credibility. This investigation may be conducted by a member of the board, others designated by it, a law enforcement officer, a governmental agency, etc. The investigation by the Diocesan Review Board will exhibit Christian pastoral care and concern for all involved, each of whom will be informed of this policy by the person investigating.

If either law enforcement officers or a governmental agency is conducting an investigation, the Diocesan Review Board may await the conclusion of the same before taking any action. The circumstances of each instance will determine which course of action or combination of actions the Diocesan Review Board will pursue.

If the alleged offender is a religious, the Diocesan Review Board will cooperate fully with the officials of the religious institute who have the responsibility to conduct an investigation.

All Church personnel who may be contacted by any such investigation have a moral obligation to cooperate with the legitimate investigators.

In carrying out its duties, the Diocesan Review Board will, in appropriate circumstances, seek legal advice, both civil and canonical, and will consult suitable psychologists and/or child care experts.

Section 3 – Pastoral Care for the Alleged Victim

The victim assistance coordinator will facilitate contact as soon as reasonably possible with the alleged victim and the alleged victim's family (parents), as appropriate, by offering persons proper under the circumstances to provide whatever assistance or solace may be desired, with no comment as to the truth of any allegation. Medical, psychological, and spiritual assistance may be offered in a spirit of Christian justice and charity.

The victim assistance coordinator may also recommend a pastoral approach to assist the community (parish, school, agency, or institution) affected by the allegation.

The Diocesan Review Board and/or the victim assistance coordinator may also recommend that the diocesan bishop provide some financial assistance to the victim and/or his/her family.

Section 4 – Pastoral Care for the Alleged Offender

No preliminary action taken with the alleged offender is to be interpreted as judgment on the merits of the allegations but will be done to facilitate the appropriate investigation of the report until the matter is reasonably resolved.

When a credible allegation of sexual abuse of a minor by Church personnel is made, the alleged offender will be contacted by a member of the Diocesan Review Board or by someone designated by the board, who will explain the allegation and will offer pastoral assistance. The alleged offender will be relieved of any ecclesiastical ministry and function pending the investigation. An investigation in accord with canon law will commence. He/She will be encouraged to obtain legal assistance, canonical and civil, to assure his/her rights; if necessary, the diocese will supply canonical counsel. He/She will be provided the opportunity to respond to the allegation and to receive a fair and impartial review of the allegation. He/She will be promptly notified of the findings made by the Diocesan Review Board and any others involved in the investigation.

If the allegation appears to be credible, the diocesan bishop may ask the priest or deacon to undergo appropriate medical or psychological evaluation and intervention, if possible. If the accused is a lay person, the diocesan bishop may invite him/her to undergo the same.

The alleged offender may prudently elect to be interviewed in the presence of legal counsel, civil and canonical. He/She should be advised that anything said may be used against him/her in civil and canonical proceedings. He/She should be presented the name of the accuser and a specific listing of allegations, should be given the opportunity to ask any clarifying questions, and should then be asked to respond to the allegations.

In all cases, the Diocesan Review Board will insist that the alleged offender refrain from contacting the alleged victim or any potential witnesses (including the alleged victim's family.) Further, the Diocesan Review Board may also request that the alleged offender limit contact with any other minors while any investigation is underway.

Section 5 – Record Keeping

The Diocesan Review Board will maintain appropriate records of each allegation reported and of its investigation of the same.

Section 6 – Media Contact

All diocesan contact with the media, and all inquiries by the public regarding the incident or allegation, shall be handled by the diocesan Office for Communications or by another designated person.

Article IX – Removal of Offender from Church Service Upon Determination of Guilt

Section 1 – All Offenders

If any Church personnel admits to, or is found guilty of, sexual abuse of a minor, he/she shall be immediately removed from Church service.

Section 2 – Diocesan Priest or Deacon Offenders

Where the sexual abuse of a minor by a priest or deacon is admitted or is established after an appropriate investigation in accord with canon law, the following will pertain:

- a. The priest or deacon, guilty of even a single act of sexual abuse of a minor- past, present, or future--will be permanently removed from ministry by thy diocesan Bishop.
- b. In every case, the processes provided for in canon law must be observed, and the various provisions of cannon law must be considered. These provisions may include:
 - (1) a request by a priest or deacon for dispensation from the obligations of holy orders and the loss of the clerical state;
 - (2) the imposition of the penalty of dismissal from the clerical state through a canonical penal process initiated by the diocesan bishop;
 - (3) a request by the diocesan bishop for dismissal from the clerical state even without the consent of the priest or deacon.
- c. If the penalty of dismissal from the clerical state has not been applied (e.g., for reason of advanced age or infirmity), the offender is to lead a life of prayer and penance. He will not be permitted to celebrate Mass publicly, to wear clerical garb, or present himself publicly as a priest or deacon.

Article X – False Accusations and Unsubstantiated Claims

There is always the possibility of false accusations or unsubstantiated claims of sexual abuse of a minor, sexual harassment or sexual exploitation. It is important for all the Christian faithful, including Church personnel, to know that both civil law and canon law (cc. 1390-1391) provide penalties for the crime of falsehood in which innocent individuals become victims of false denunciation and calumny.

When an accusation has been shown to be unfounded, appropriate action will be taken to restore the good name of the person falsely accused.

Article XI – Review of this Policy

The Diocesan Review Board is to review this policy at least every two years, and recommend to the diocesan bishop any modifications in it, if appropriate.

PARISH STEWARDSHIP

An Alternate plan for Churchgoing Families of Other Faiths

As parents we ask Ss. Peter and Paul Catholic School to help us provide our child(ren) with a Catholic education. We understand and agree that our child(ren) will be taught the teachings of the Catholic Church in their fullness even if we are living a way of life that is contrary to those teachings. We also understand that if we do not live in accord with Catholic Church teaching, we are expected to discuss with the administration of the school ways in which we could. We agree to pay for our child(ren)'s Catholic education as determined locally. We pledge our full cooperation with the school and parish to prepare our child(ren) to be a disciple of Jesus Christ. We will make every effort to supervise our child(ren)'s commitment to this agreement.

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SS. Peter and Paul Computer/Internet and Picture/Name/Class Work Usage for 2016-2017

****PLEASE COMPLETE AND RETURN TO SCHOOL****

Student Section

I have read the SS. Peter and Paul Schools' Student Computer Acceptable Use Policy Rules and Procedures document. I agree to follow the rules contained in this policy. I understand that if I violate the rules my access can be terminated and I may face other disciplinary measures.

Student 1	Student Name (print): _____ Grade/Class: _____
Student 1	Student Signature: _____ Date: _____
Student 2	Student Name (print): _____ Grade/Class: _____
Student 2	Student Signature: _____ Date: _____
Student 3	Student Name (print): _____ Grade/Class: _____
Student 3	Student Signature: _____ Date: _____
Student 4	Student Name (print): _____ Grade/Class: _____
Student 4	Student Signature: _____ Date: _____
Student 5	Student Name (print): _____ Grade/Class: _____
Student 5	Student Signature: _____ Date: _____

Parent/Guardian Section

I have read the SS. Peter and Paul Schools' Student Acceptable Use Policy Rules and Procedures document. I hereby release the school, its personnel, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the electronic network. This includes, but is not limited to claims that may arise from the unauthorized use of the network components. I give permission for my child to access all components of the school's network which includes Internet access, computer equipment and related equipment for educational purposes.

Parent/Guardian Name (print): _____ Parent/Guardian/Signature: _____
 Date: _____

Parent/Guardian Section on use of Pictures, Name and/or Class Work

We are using more pictures of our students in the newspapers, brochures, newsletters, and on the school web site, we need to be sure that we have your permission to use your child's/children's pictures, names or work in our various public efforts. We thank you for allowing us to share the joy and experiences of what your child/children accomplish here at SS. Peter and Paul School.

Yes, I give my permission to use pictures, names, or school work of my child/children
 No, I do not give my permission to use pictures, names, or school work of my child/children

Student Name (print) _____ grade/class _____
 Student Name (print) _____ grade/class _____

Parent/Guardian Name (print): _____ Parent/Guardian Signature: _____
 Date: _____