

# ***Student and Family Handbook***

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# **MISSION & EDUCATIONAL PHILOSOPHY**

## 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 principle 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. Amen.

### **Philosophy, Objectives, and Purpose of Program**

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 & 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 - 2024

### **Parish Stewardship -- A Way of Life: Growing as Disciples**

Our entire parish and school community continues its journey towards a new stewardship model.

What does discipleship and stewardship ask of active parish stewards? It expects:

- 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 or her 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 live as disciples of Our Lord Jesus Christ by giving of their time and talent and striving to fulfill the Biblical command to tithe by donating the suggested amount of at least 8% of their income to their parish, as adopted by our Fourth Diocesan Synod; and
- the full participation of the child, according to age and ability, to practice stewardship as well.

### **PARENT/GUARDIAN'S ROLE IN EDUCATION**

We, at Ss. Peter & Paul School, consider it a privilege to work with parents/guardians in the education of children because we believe parents/guardians 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 & 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 & 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/guardians and school personnel in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents/guardians nor school personnel 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/guardians 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/guardians must make investigation of the complete story your first step. Evidence of mutual respect between parents/guardians and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, a 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 student 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.

## **ADMISSION & ATTENDANCE POLICIES**

### **Non-discrimination Policy**

Ss. Peter & Paul Catholic School admits students of any race, color, sex, or national 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 based on race, color, sex, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships, loan programs, athletics, or school administered programs. Our schools do reserve all their rights as religious entities in accord with the teachings of the Catholic Church, the protections of the First Amendment of the U.S. Constitution, and the Illinois Religious Freedom Restoration Act 775 ILCS 35/.

The pastor and school administration will ensure that these policies are followed. Concerns will be addressed through the Grievance Procedure listed in the Discipline and Conduct section of this handbook.

### **Admissions**

To enter Kindergarten at Ss. Peter & Paul School, a student must be five years of age by September 1<sup>st</sup> and complete a readiness test. One year of Preschool or similar intellectual/social environment is recommended. A student 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. Illinois state law requires a physical examination for each student upon entering kindergarten and sixth grade or into any grade if the student has not previously been examined as required by the State Code of Illinois. Students who transfer to Ss. Peter & Paul Catholic School should have their academic and health records forwarded from their previous schools. Transfer students may also be required to take an entrance exam.

Ss. Peter & Paul Catholic School shall make every reasonable attempt to provide a Catholic education to students with disabilities. Those students who cannot be fully integrated into the total regular school program

shall be encouraged to take advantage of dual enrollment. When students in the Catholic school are in part-time enrollment with public schools or public school programs, every reasonable effort shall be made to cooperate with public school personnel to facilitate such attendance.

Parents/Guardians 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.

Ss. Peter & Paul Catholic School shall make every reasonable attempt to provide a Catholic education to students with disabilities. Those students who cannot be fully integrated into the total regular school program shall be encouraged to take advantage of dual enrollment. When students in the Catholic school are in part-time enrollment in public schools or public-school programs, every reasonable effort shall be made to cooperate with public school personnel to facilitate such attendance.

### **Gender Identity**

Students and their parents are expected to live virtuous lives guided by Gospel values and the teaching of the Church as described in the Family School Agreement (BK3:404.1). Students shall conduct themselves in accord with their biological sex at all times.

### **Attendance**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. Daily attendance is required.

Excessive absence days 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 may 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 or phone call 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 & 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 PM, they would be marked Half-Day Absent. (4) If a student is tardy in the morning and then left early and returned, they

**Tardy:** Absent any time from 8:00 AM – 9:30 AM. 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 would be marked with a Half-Day Absent.

**For the protection of the student, parents/guardians are asked to call the school office no later than 9 AM 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 AM.

When a student is absent, homework will **not** be collected and sent home the same day. Homework will be sent home the next day and can be picked up at the office.

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.

### **Student Absences**

There are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school administration, circumstances that cause reasonable concern to the parent or guardian for the student’s mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS (gr 6-12 only), or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student’s parent or guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The school administration, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student’s parent or guardian are responsible for obtaining assignments from the student’s teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student’s absence and will presume that an absence is unexcused unless families present the school office with documentation indicating otherwise.

In the event of any absence, the student’s parent or guardian is required to call the school at **618-344-5450** before **9:00 am** to explain the reason for the absence. If a call has not been made to the school by **9:00 am** on

the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

### **Make-Up Work**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

### **Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students**

State law requires every school to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that schools are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies. Schools should also make resources available to families such as those provided through the State Board of Education's Family Engagement Framework to support and engage students and their families. These resources are meant to foster heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions. The school uses the following diagnostic procedures for identifying the causes of unexcused student absences: interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include parent conferences, student counseling, family counseling, and information about existing community services.

### **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a crucial issue and will be dealt with in a serious manner by the school. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants (This equates to 9 or more days of unexcused absences). Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## **ACADEMICS & RECORDS**

### **Books**

Students are responsible for the care of their textbooks and school library books. A fee will be charged for books that are lost or damaged. Books should be brought to and from school in a book bag. It is required that textbooks be covered to prevent damage.

### **Catholic Instruction**

Ss. Peter & Paul Catholic School is deeply committed to helping students see and understand the ways in which faith and reason complement and reinforce one another in the life of the virtuous man or woman. This motivation animates our rigorous academic curriculum and is at the heart of our earnest efforts to shape the character and cultivate the spiritual life of our students. For this reason, Ss. Peter & Paul Catholic School provides regular activities and lessons focused on worship and praise of God, spiritual reflection, catechesis, and service to the wider parish and regional community. The aim of these endeavors is to encourage every student to become his or her noblest and best self.

Each Catholic school in the diocese must provide daily instruction in the Catholic faith for every student. Liturgical celebrations (especially Mass and Reconciliation), in accord with approved liturgical norms, and service opportunities shall be an integral part of the catechetical program, and all students shall participate as appropriate.

### **Field Trips**

The school administration shall authorize only those field trips that are appropriate educational or catechetical experiences. Field trips are a privilege for students, not a right. Students must abide by all school policies during transportation and participation in all field trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Furthermore, children, adolescents, and accompanying adults attending field trips or other parish sponsored trips shall be informed that participation in such events requires that they adhere to a code of behavior. This code of behavior, which applies to both minors and accompanying adults attending said functions, is as follows:

1. Each person will respect his or her individual dignity, self-worth, and value in God's eyes.
2. Each person will respect the dignity, self-worth, and value in God's eyes of other persons.
3. Each person will respect the physical property and possessions of other persons and institutions.
4. Each person has a duty to report violations of the conduct code.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent or guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;

- Denial of permission from administration;
- Other reasons as determined by the school.

On field trips there shall be an adequate number of adult chaperones (age 21 or older) for students, and all chaperones must abide by the Policy on Working with Minors for the Diocese of Springfield in Illinois. An acceptable ratio of chaperones is 1 adult (age 21 or older) for every 8 students, but the number of chaperones depends on the age of the children and the nature of the event. 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 students. Socializing with other chaperones is secondary to providing thorough supervision of students assigned in your care. To allow thorough supervision, other students, including students' siblings, are not allowed to attend field trips.

### **Grading, Promotion, and Retention**

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

### **GRADING SCALE**

- A - 100 - 93
- B- 92-85
- C- 84-77
- D- 76-60
- F- below 60

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

### **Promotion/Retention**

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests, and other assessments. A student will not be promoted based upon age or any other social reason not related to academic performance. Students 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 who are in danger of failing two core subjects will not be allowed to enroll at St. Peter & Paul School unless there is a specific educational plan on file.

### **Graduation Requirements**

Any 8<sup>th</sup> 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."

## **Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe (please see Absences policy).

Homework may be assigned Monday through Thursday. Homework will not be assigned to students on Friday evening in K-7<sup>th</sup> grades. Teachers will give five school days' notice before all tests. No homework will be assigned during Map 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 student 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 students 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 student'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.

## **Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents or guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are:

**1. The right to inspect and copy the student’s education records within 10 business days of the day the school receives a request for access.**

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent or guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent or guardian or student of the time and place where the records may be inspected. In certain circumstances, the school may request an additional 5 business days in which to grant access. The school charges **\$0.35** per page for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to have one or more scores received on college entrance examinations included on the student’s academic transcript [applicable to high schools only].**

Parents or guardians or eligible students may have one or more scores on college entrance examinations included on the student’s academic transcript. The school will include scores on college entrance examinations upon the written request of the parent or guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

**3. The right to request the amendment of the student’s education records that the parent or guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent or guardian or eligible student may ask the school to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent or guardian or eligible student wants changed and the specific reason a change is being sought.

If the school decides not to amend the record, the school will notify the parent or guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or guardian or eligible student when notified of the right to a hearing.

**4. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent or guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in

performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the school discloses education records without consent to officials of another school in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents or guardians or eligible student will receive prior written notice of the nature and substance of the information, and have an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent or guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

#### **5. The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent or guardian or to the student if the student has succeeded to the rights of the parent or guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

#### **6. The right to prohibit the release of directory information.**

Throughout the school year, the school may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent or guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sports or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

*Any parent or guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

**7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent [applicable to high schools only].**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent or guardian, or the student if he or she is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent or guardian or eligible student. If you wish to exercise this option, notify the building principal.

**8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

**9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

**Flagging Records of Missing Children**

Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student's records is made before the flag has been removed, the school will immediately notify the law enforcement agency and will hold the records until their release has been approved by the law enforcement authority. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as the birth date of the child and their relationship. He or she will then be informed that a copy of the records will be mailed. The school will provide the law enforcement agency with the obtained information as well as a description of any individual making the request in person.

**Non-Custodial Parents**

The school respects the right of non-custodial parents to be involved in the education of their children. In the absence of a court order and with due provision to State law, what is said in these policies applies to any parent or legal guardian, whether or not the student lives with the parent. 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.

**Transfer of Records**

Certified copies of transfer students' records are requested within 14 days of enrollment. When a student transfers to another school or graduates, a duplicate copy of the student's cumulative permanent file will be sent within ten days to the receiving school upon request.



### **Standardized Testing**

Students and parents or guardians should be aware that the school requires students to take certain standardized tests, including the following:

Grades 3-8 Map Testing of Basic Skills

Grades 5 & 8 ACRE (Assessment of Catholic Religious Education)

Parents or guardians are encouraged to cooperate in preparing students for the standardized testing because the quality of the education the school can provide is partially demonstrated through the school's ability to prove its success through standardized tests. Parents or guardians can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep during the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

### **Students with Disabilities**

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

### **Student Service Requirements**

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.

## ***BUILDING OPERATIONS***

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **Arrival Procedures, Dismissal, and Parking Instructions**

School doors will open each day thirty (30) minutes before classes begin. Students are to go directly to their classroom. Any student remaining after 3:00 PM will be sent to ABC Club and charged the appropriate fee.

**Ss. Peter & Paul School will dismiss every Wednesday at 2:00 PM. Free ABC Club (formerly Before and After Care or latchkey) will be available from 2:00 to 2:30 pm for any student who cannot get picked up at 2:00 pm 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. Students may cross at the school door crosswalk only if accompanied by a parent. The crossing light does not guarantee that drivers will stop. Please use extra caution. Drivers should study the directives below and follow them carefully.

### **Drop-Off and Pick-Up**

Please instruct anyone who may drop-off or pick-up your students that they follow these procedures. The safety of our students is of the utmost importance.

#### **Morning Drop-Off**

Students may be dropped off at the Johnson Street doors starting at 7:30 am. The Johnson Street doors will not open until that time. The Morrison Street doors will open at 7:45 am for any parents who may need to come to the office. Parents may park in the Manning lot and, if accompanied by a parent, students can cross at the crosswalk. Bus students will enter school through the Johnson Street doors.

#### **Afternoon Pick-Up**

All students will be dismissed at 2:30 pm on Monday, Tuesday, Thursday and Friday and 2:00 pm on Wednesday and will exit the building by way of the Johnson Street doors. You may park in the Manning lot and come up to the door to escort your student across Morrison Street. We will line cars up on Johnson Street in 3 lines starting at 2:00 PM. Do not arrive before that time. If you park on Johnson Street, you may wait for your student(s) near the door. You and your student(s) should then proceed to your car for departure. A parking monitor will direct cars to leave one line at a time by way of a right turn onto Vandalia. Bus students will leave by way of the Morrison Street doors. Bus students will leave the classroom immediately following announcements.

**NOTE:** Do **NOT** park on Morrison Street during the morning drop-off or afternoon pick-up. Do **NOT** pull up to the curb on Morrison Street and drop off your students. Instead, pull into the Manning lot.

#### **Disciplinary Measures for Violations of Arrival and Dismissal Policy**

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

### **Asbestos Abatement Plan**

Ss. Peter & Paul Catholic School has an Asbestos Management Plan, which is on file in the school office and is available during normal business hours in accordance with federal regulations. Asbestos is present in the school but contained, according to regulations.

### **Building and Grounds Access Policy**

#### **Purpose of the Policy**

The church, school building, and rectory along with associated grounds are an integral portion of the many facets of the parish community. The purpose of this Building and Grounds Access Policy is to establish appropriate measures and guidelines to maintain the security and safety of the children attending Ss. Peter & Paul Catholic School while respecting the use of the church by parishioners and visitors. The multi-use nature of parish facilities and grounds necessitates a continuing effort by the parish, school administration, faculty members, parents, and parishioners to provide appropriate access for the various facilities while protecting the school children during the school year. All use of facilities will follow the diocesan policy book 5§800 *Diocesan, Parish, School, and Agency Facilities Use*.

#### **Access to and Security of the School Building**

On all school days provided by the academic calendar, the Ss. Peter & Paul Catholic School building shall be available for authorized access by parents and authorized visitors from **7:30 am** until thirty (30) minutes past

the scheduled dismissal time. All parents and visitors to the school building must report to the school office for access during this period. Any parent or visitor to the school building shall obtain a badge, which shall be worn while in the school building and shall be returned to the school office upon leaving the school. Entry to the school building shall be through the front door of the school off the parking lot.

### **Access to and Security of the School Grounds**

On all school days provided by the academic calendar, Ss. Peter & Paul Catholic School grounds, including the school gymnasium, shall be available for authorized access by students, parents, faculty members, and authorized visitors from **7:30 am** until thirty (30) minutes past the scheduled dismissal time. Except for children enrolled in a before-school or after-school supplemental program, participants in school-sponsored extracurricular activities, or students engaged in other authorized school activities, no child shall be left unsupervised by a parent. Assigned faculty members shall be available from **7:30 am** until the commencement of class and from the scheduled dismissal time until the completion of the dismissal process to supervise children present in the playground area at the rear of the school. Those faculty members assigned shall station themselves so that all areas of the playground and the area between the Church and school building are observable by at least one faculty member.

### **Access to School Classrooms during Instructional Periods**

No parents or visitors shall be permitted in classrooms during instructional periods except as provided in this paragraph. Parents wishing to observe classroom instruction shall arrange a mutually convenient time and date with the classroom teacher. After such arrangements, the parents shall advise the school office of the arrangements for observation. The principal may make such additional rules and policies regarding parental observation as he or she deems necessary to maintain the normal educational process.

Parents and authorized caregivers may be allowed access to classrooms for the purpose of picking up an ill child or one leaving school at other than the normal dismissal time. In all such cases, the adults picking up the child will report first to the school office upon arriving to campus.

### **Parishioners on School Grounds during School Hours**

Parishioners who are not parents of currently enrolled school children are requested to avoid the school building and playground area during, before, and after school, during lunch hours, and during recess periods. The entrances to the church are available during these periods for access to those facilities. Parking for the Church is available at **207 Vandalia St.**

### **Removal of Unauthorized Persons from School Grounds and Building**

Faculty and staff members of the school are authorized to request any person who is not a parent or authorized visitor to the school facilities to leave the premises. In the event that any person fails to comply with such a request, the faculty or staff member shall inform the principal who shall determine what additional action is necessary or appropriate to obtain compliance with the request. Any person who fails to comply with a request of the principal or the pastor to leave the school premises shall be considered a trespasser and may be subject to arrest.

### **Emergency School Closings**

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 7:00 a.m. School closings may be listed on Channel 5. The School Messenger System for notification will call parents. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If the school dismisses early for an emergency, all after-school functions are automatically cancelled.

### **Invitations and Gifts**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

### **Treats and Snacks**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Acceptable treats and snacks do not require refrigeration and have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with good nutritional value.

### **Unauthorized Items**

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. In general, students are not to bring toys or unusual items to school unless they are intended for specific use in the classroom and the teacher's permission has been obtained. Hand-held video games, portable stereos, laser pointers, pagers, etc. are not permitted at school (please see Building Conduct and Student Use of Cell Phones and Other Electronic Devices).

## **DISCIPLINE & CONDUCT**

Parents, students, faculty, and staff make up the school community and are always representatives of Ss. Peter & Paul Catholic School. The school takes very seriously its responsibility to ensure a safe, Christian environment for all parents, students, staff, faculty, and campus guests. As such, parents, students, faculty, and staff are called to always exemplify The Golden Rule and to actively advance the mission and philosophy of the school by displaying behaviors that foster pride, courtesy, and respect for the dignity of all as we strive to educate students in a Catholic environment. This Christian behavior and respect shall characterize all verbal and non-verbal communications at all levels within the school community.

Enrollment at Ss. Peter & Paul Catholic School is not a right, but a privilege that is extended to families who have pledged to be and who are working as cooperative partners with the school, especially in the key areas of academics and discipline. Parental failure to consistently cooperate with and treat school personnel with courtesy and respect may result in the reconsideration of a student's enrollment status. We acknowledge that we are not the school for all families; we reserve and exercise the right to ask families to leave, if circumstances warrant, according to our understanding of these policies and expectations as outlined in this Handbook.

## **Building Conduct**

The following actions and attitudes should characterize everyone studying at Ss. Peter & Paul Catholic School, and failure to abide by the expectations may result in discipline:

- Students arrive at school in the appropriate full and clean uniform. A student's personal presentation should reflect respect for others as well as respect for himself or herself.
- Students should be at their desks with all books and materials ready before the bell rings. Students are not permitted to leave the room during class without permission.
- When the student has a question to bring to the class, he or she should raise his or her hand and wait until the teacher gives permission to speak.
- Students should keep classrooms and personal belongings orderly and clean. At the end of each class, the student is responsible for keeping the area around his or her desk tidy.
- Students are expected to act appropriately during class changes, both in the school buildings and across campus. Student conduct in the corridors will be appropriate and quiet. Students must walk—not run—to and from class.
- All students are expected to greet priests, school staff, parents, visitors, and fellow students politely and courteously.
- At lunch or at recreational periods, each student is expected to act in a controlled and respectful manner while using the areas designated by school staff. Students are expected to keep the grounds neat and litter free.
- Each student should respect others and their property as the student would want to be respected.
- Personal belongings should be kept in good form. Uniform items, books, binders, folders, jackets, and backpacks must be free of any inappropriate writing or decoration.
- Standard cafeteria norms are to be practiced at all times according to the directives given by school staff. Good table manners, proper dining etiquette, orderly and quiet cafeteria lines, cleaning up after oneself, and leaving the dining room clean make for a pleasant dining experience for all.
- When participating in school activities like playing on a team, participating in an academic competition, or performing in a choral activity, students should be considerate of others and always participate to the best of their ability. Every student is to practice good sportsmanship, encourage others, and refrain from complaining, criticizing, or being disrespectful in any way.
- Food and beverages are to be consumed only in the cafeteria unless directed otherwise by the teacher (younger students typically have snack time in class). The only exception permitted to this policy is that students may, to ensure adequate hydration during the day, bring a water bottle to school, if it is shatter-proof (i.e., not glass) and has a threaded, non-spill cap. Nothing other than water is to be brought in the container. Chewing gum is not permitted during the academic day.

## **School Behavior**

Ss. Peter & 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 an activity (K-3), Contact made 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.

## **Prohibited Student Conduct**

Enrollment at Ss. Peter & Paul Catholic School is a pledge that all students and parents will partner with the faculty and administration to forge a culture that results in all members being consistently treated with dignity and respect as made in the image and likeness of God. For that reason, obscenities, harassment, bullying, intimidation, and other behaviors that are not consistent with living as a disciple of Jesus Christ, will be called out for correction. Parents are expected to support school personnel in addressing these issues and any behavior not consistent with extending the love of Christ to all members of our community.

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling, or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed

practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Firearms and Other Weapons Prohibition section of this Handbook.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones, and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, plagiarizing, giving or receiving unauthorized help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior.

Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, yelling, screaming, profanity, coercion, threats, intimidation, stalking, harassment, sexual harassment, public humiliation, defamation, slander, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property (including any act of vandalism).
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
20. Making an explicit threat on a website against a school employee, a student, or any school-related personnel if the website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the information could be reasonably interpreted as threatening the safety and security of the individual named because of his or her duties or employment status or status as a student inside the school.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or at a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent or guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

### **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:



1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

### **Disciplinary Measures**

Ss. Peter & Paul Catholic School seeks the integral formation of the whole student. This formation program involves motivating the will to pursue the good and requires, at times, the proper correction of that will when it goes astray. Ss. Peter & Paul Catholic School has established disciplinary norms and a code of conduct that aim to help students form themselves as well as assist the school in creating a safe, orderly, and positive atmosphere. As part of this process of formation, students are taught that poor choices result in consequences and that they must accept responsibility for their own behavior. Depending on the seriousness of the infraction, a range of disciplinary measures may be applied. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents or guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal of the student from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. Before or after-school study or detention, provided the student's parent or guardian has been notified.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges (if applicable).
11. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities. An expelled student is prohibited from being on school grounds.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the school and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and properly address the disruption is a suspension or expulsion.

## **Suspension**

A student in the Catholic school shall not be suspended by the principal until there has been a conference with the parent(s) or legal guardian. The period of suspension may not exceed five (5) school days. The date of the suspension and a summation of the parent conference shall be kept on file.

## **Expulsion**

The expulsion of a student from a catechetical program is so serious that it should be invoked rarely and then only as a last resort. The catechetical administrator shall use reasonable means to discover the cause of the problem and should exhaust all appropriate remedies such as conference with parents or referral to a guidance clinic, physician, or the pastor, parochial administrator, or priest moderator. Situations meriting expulsion are published in the Handbook above (please see Conduct section). Serious violations which may result in expulsion include, but are not limited to, the following:

1. A student engages in delinquency or immorality, which would merit criminal punishment or constitute a menace or danger to other persons.
2. A student engages in such chronic or incorrigible behavior, as defined in the Conduct and Discipline policy, which undermines classroom discipline and impedes the progress of the entire class.

When all other means have failed and expulsion is being considered, the following procedures are to be observed:

1. The student is to be suspended for a period not to exceed one week.
2. The parents of the student are to be granted a conference with the pastor and principal in the hope that a solution to the problem will be found which will forestall the necessity of expulsion.
3. The pastor, in consultation with the principal, is to make the final decision and to communicate this decision to the parents. If expulsion is necessary, he will also help them make arrangements for the further education of their child.
4. If the pastor decides to expel the student from school, charity would suggest that some help be given to the family in finding another Catholic school, if possible that would accept the student on a probationary basis.
5. If expulsion is necessary, the date of withdrawal and the word "misconduct" are sufficient for the permanent records. (At the discretion of the school, if the reason for expulsion is for possession of a weapon as defined in the Gun Free Schools Act, related to the possession or distribution of a controlled substance, or battery of a staff member or a fellow student, said reason(s) can be specifically indicated on a transfer record).

## **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion, or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

## **Bullying, Intimidation, and Harassment**

Because Ss. Peter & Paul Catholic School is committed to maintaining a culture characterized by charity, civility, and respect for the human person, all forms of bullying—including cyberbullying—will be addressed swiftly. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to

educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, actual or potential marital or parental status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

**Bullying** includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

**Cyberbullying** means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage, blog, or vlog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates or is intended to create any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates or is intended to create any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, or any staff member with whom the student is comfortable

speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents or guardians, who has information about actual or threatened bullying is encouraged to report it to the school office or any staff member. Anonymous reports are also accepted by phone call or in writing.

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

### **Conflict Resolution**

The faculty, administration, and school counselor teach and support peaceful and non-violent conflict resolution. Students are not to utilize violent, threatening, or bullying behaviors to resolve conflicts. If a conflict arises, the faculty and administration will handle the situation as appropriate, utilizing the necessary conflict resolution skills. The school counselor may also assist with situations as appropriate. Parent or guardian contact will be made as necessary.

### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Firearms and Other Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, to any school-sponsored activity or event, or to any activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one year:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.

(2) A knife, brass knuckles, or other knuckle weapon regardless of its composition, a "billy" club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement or period may be modified by the school administration or pastor on a case-by-case basis.

### **Firearms, Drugs, Battery, and Student Information Reporting System**

Ss. Peter & Paul Catholic School will report any qualifying incident to the appropriate authorities within a timely manner. The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel, and the chief school administrator shall notify the Illinois State Police within 3 days of each incident of battery through the School Incident Reporting System (SIRS).

The chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian. The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds. Both types of incidents will also be reported to the Illinois State Police through the School Incident Reporting System (SIRS).

### **Gang Activity Prohibited**

A "gang" is defined as any group, club, or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **Grievance Procedure**

Complaints from students, parents, and other legitimate sources about the operation of the school will be treated courteously (anonymous complaints will not be addressed). In order to help a parent or student resolve a grievance with a teacher, administrator, or the school in general, and to do so in an effective, efficient manner with mutual consultation, it has been established that the following order of people are those to whom the grievance should be brought: 1. The teacher involved; 2. The school principal; 3. The pastor. In fairness to both parties, the principal and/or pastor will meet with all parties involved, document the grievance or complaint, document the answer to the grievance or complaint, document the agreement reached or not reached, and read the report to both parties. If the grievance is not satisfactorily resolved at one level, either party may appeal to the next level, as listed above. The pastor's decision will be binding and final on all concerned.

### **DEFINITION**

A grievance is a dispute or difference of opinion raised involving the interpretation or application of the written policies of Ss. Peter & 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 that may arise affecting the welfare and working conditions of the salaried personnel of the school.

### **Conflict Resolution (Guardian/Parent/Student)**

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.

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. 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 Council, 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 Panel's 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.

## **Harassment and Teen Dating Violence Prohibited**

### **Harassment Prohibited**

No person, including a school employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The school will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Sexual Harassment Prohibited**

The school shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

### **Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal,



Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### **Isolated Time Out, Time Out, and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

### **Lunch and Cafeteria Rules**

Proper behavior and 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. Students are expected to clean and clear their food and other lunch materials and dispose of them properly.

### **Search and Seizure**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Student Searches**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require

a student or his or her parent or guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

### **Questioning of Students Suspected of Committing Criminal Activity**

When students become involved with law enforcement officers, the officer shall be requested to confer with the student when he or she is not under the jurisdiction of the parish or school if this can be arranged. Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent or guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent or guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

### **Student Appearance**

The dress code for Ss. Peter & Paul Catholic School contributes in a very important way to the overall sense of unity as a school community. The dress code enhances the learning atmosphere, adds a sense of pride, and reduces negative competition among students. Our students are expected to wear their uniform in a way that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act **[high schools only]**. Modesty in attire is expected for students, and all staff, faculty, and volunteers, supporting any event on Ss. Peter & Paul Catholic School property or a school-sponsored activity off campus. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

### **Uniform Dress Code**

All students are expected to wear the full, appropriate uniform each day and maintain it throughout the entire school day. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.

- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject to discipline.

## 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 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 it with the Principal or bring it in for inspection prior to wearing.**

### **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, light blue, navy blue, hunter green, or red. Shirts 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.

### **Sweaters/Sweatshirts**

Sweaters must be V-necked, crew, or cardigan-style of navy blue color only. Crewneck sweatshirts or ¾ zip shirts in navy blue or hunter green can be worn (plain, SSPP logo or Hornet logo are allowed). Polo style shirts must be worn under sweatshirt. 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. Hooded sweatshirts may not be worn in the main school building during school hours or to Church for Mass. Sweatshirts cannot be worn around the waist while in school.

### **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. Socks must be solid white, navy or black. **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 eyebrows and will not be longer than the shirt collar. 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. No pony tails or Mohawk type styles.

In compliance with SB 0817, SSPP Catholic School will not prohibit hairstyles historically associated with race, ethnicity, or hair texture.

## **Jewelry**

The only jewelry acceptable is one wristwatch or cross necklace/religious medal. 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 is allowed. Fingernails must not extend past the tips of the finger.

## **Mass Uniform**

Non-uniform days are not allowed on Mass days.

## **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 it with the Principal or bring it in for inspection prior to wearing.**

## **SSPP Jumper**

Uniform Plaid (dark blue/light blue with yellow & red stripe) or Navy Jumper/Polo Dress no shorter than 2" above the knee.

## **SSPP Skirt**

Uniform Plaid (dark blue/light blue with yellow & red stripe), navy blue, or khaki skirt no shorter than 2" above the knee. Skirt cannot be rolled at the waist and must fit properly.

## **Shirt/Polo/Turtleneck**

A long or short-sleeved shirt with a collar must be worn. Polo-style or turtleneck shirts are allowed. The shirts must be white, light blue, navy blue, hunter green, or red. Shirts may not have any logos or other distinguishing characteristics (i.e. monograms, lace, embroidery, 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.

## **Shorts/Skorts/Slacks/Capris**

Navy blue or khaki shorts/skorts or uniform plaid shorts/skorts (dark blue/light blue with yellow & red stripe) may be worn at any time. 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. Leggings and tights must be of a solid color of white, tan or navy blue. Leggings and tights must have no designs or patterns on them. 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 and ¾ zip sweatshirts in navy blue or hunter green can be worn (plain, SSPP logo or Hornet logo are allowed). Polo shirts must be worn under sweatshirt. 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. Hooded sweatshirts may not be worn in the main school building during school hours or to Church for Mass.

## 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. Socks must be solid white, navy or black. 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.

In compliance with SB 0817, SSPP Catholic School will not prohibit hairstyles historically associated with race, ethnicity, or hair texture.

## Jewelry

The only jewelry acceptable is one wristwatch or cross/religious medal necklace. If ears are pierced only one pair of earrings 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 or light pink polish 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 it with the Principal or bring it in for inspection prior to wearing.**

- **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.** **There will be no non uniform (Dress Down Days) on days when an individual student attend(s),** **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, but should bring athletic shoes to change into.** **A complete change of clothes is not allowed.** **Flip-flops, open-backed shoes, and Crocs are not allowed.**
- **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 may not be worn on Friday's before a weekend game, unless authorized by the Principal.

Parents are responsible for ensuring their student (s) 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.**

### **Video and Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

## **EXTRACURRICULAR & ATHLETIC ACTIVITIES**

### **Activities Code of Conduct**

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

### **Athletic Programs**

Any school-sponsored athletic programs shall be part of the school curriculum and shall be subject to policies of the pastor and local school board as well as to the general administrative responsibilities of the principal of the school. Further, school-sponsored athletic programs shall be guided by the general curriculum goals of the school and should in no way detract from the academic and religious goals of the school.

**Athletics:** Soccer (K-8), Basketball (4-8), Volleyball (5-8), Track/Running Club (5-8)

**Extracurricular Activities:** Band (4-8), Book Club (2-4 & 5-8), Choir (3-8), Chess Club (4-8), Math Contests (6-8), Student Council (5-8), Robotics (5-8), Scholar Bowl (5-8), Olympiad (6-8), Math Competitions (6-8), Speech Meet (5-8), Young Author's (3-8)

### **Requirements for Participation in Athletic Activities**

A student must meet all academic eligibility requirements, have appropriate equipment including properly fitting protective gear, and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant dated within one year of participation. The preferred certificate of physical fitness is the IHSA's or IESA's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent or guardian.
3. Proof the student is covered by medical insurance.
4. Signed documentation agreeing to comply with the school's policies and procedures on student athletic concussions and head injuries.

### **Academic Eligibility**

Eligibility for most athletics is also governed by the rules of the Illinois High School Association or Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA or IESA and this Code, the most stringent rule will be enforced.

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches. To be eligible to participate in extracurricular and athletic activities, a student must not be failing in any 2 core subjects. Any student failing to meet academic requirements will be suspended from the sport or activity for 7 calendar days or until all academic requirements are met, whichever is longer.

### **Absence from School on Day of Extracurricular or Athletic Activity**

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor, or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor, or coach.

### **Travel**

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor, or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent or guardian and provided the parent or guardian appears and accepts custody of the student. Oral requests will not be honored, and oral permissions are not valid.

### **Code of Conduct**

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is investigating the student's conduct.

**The student shall not:**

1. Violate the school rules and policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Violating the Code of Conduct**

If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:



- a. Sanctions for violations other than those related to drugs and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
  - A specified period of time or percentage of performances, activities or competitions;
  - The remainder of the season or for the next season; or
  - The remainder of the student's school career.
- b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia, or any other illegal substance, will be based on the following:

#### First Violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

#### Second Violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

#### Third Violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee. All students remain subject to all the school's policies and the school's Student and Parent Handbook.

### **Modification of Athletic or Team Uniform**

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

### **Clubs**

All school clubs must be officially recognized and approved by the principal in order to meet in the school building and to enjoy the privilege of using school facilities. Recognition requires a faculty advisor or school-appointed leader and a list of membership with the administration.

### **School Dances**

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances unless the principal or designee approves a student's guest in advance of the event.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent or guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

### **Student Athlete Concussions and Head Injuries**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois High School Association or Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the school's return-to-play and return-to-learn protocols. The school has a principal-appointed or approved concussion oversight team composed of at least one person who is not a coach.

## **FINANCIAL MATTERS**

### **Tuition and Fees**

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

### **Refund Policy**

Ss. Peter & 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.

### Parish 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. 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 \$50 book/tech fee guarantees your student (s) has a place in their specific grade at Ss. Peter & 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/Credit Card: If tuition is paid in full by July 1<sup>st</sup>, receive a 3% discount.

#### Option 2:

Cash/Check payment submitted to the Finance Office on a monthly basis.

#### Option 3:

Direct Pay Option – Ss. Peter & Paul will auto debit your bank account or credit card on a monthly basis. Tuition is paid August – May (10 month period for all grade levels). A one-time \$15 processing fee is required for auto withdrawal through your **bank account**. This fee will be added to your first month's payment. A \$35 fee will be charged for any payments returned due to insufficient funds. No exceptions. Withdrawal dates are made on your choice of the 1<sup>st</sup> or 15<sup>th</sup> of the month. If the withdrawal date falls on a weekend or a holiday, the tuition payment will be debited from your account on the next business day.

For Option 3, forms must be completed and turned into the Finance Office as soon as possible. Questions regarding tuition may be addressed with the Finance Office.

### Fund Raising & Tuition

Ss. Peter & Paul School sponsors 4 major fundraising events during the school year (Auction, Golf Tournament, Trivia, and Glo Bingo). The Parents & Friends group chairs the Auction. All families are requested to participate in one form or another (collecting donations, volunteer, monetary, etc). The school also does fundraisers such as Scrip Gift Cards, Apex Fun Run, mum sales and others.

### Release of Records When Fees or Tuition is 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 & 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 & 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 15<sup>th</sup> of the month, we will reattempt on the 1<sup>st</sup> 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.

## **HEALTH & SAFETY**

### **Anaphylaxis Prevention**

While it is not possible for the school to completely eliminate the risks of an anaphylactic emergency, the school maintains comprehensive policies and procedures on anaphylaxis prevention, response, and management in order to reduce these risks and to provide accommodations and proper treatment for anaphylactic reactions. Parent(s) and guardian(s) and students who desire more information or who want a copy of the school's policy may contact the Building Principal.

Parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with written instructions from the student's health care provider for handling anaphylaxis and all necessary medications for implementing the student-specific order on an annual basis. This may be provided as an Individual Health Care Plan, an Emergency Action Plan, or as part of a student's Accommodation Plan. Students who have a known allergy may carry an auto-injector prescribed for them with appropriate notification to the school. In accordance with 105 ILCS 5/2-3.182, Ss. Peter & Paul Catholic School will follow individual emergency plans, ensure staff members receive appropriate training, and provide annual notice to parents or guardians of all students to make them aware of this policy.

### **Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school if they suspect or have knowledge that their child has a communicable disease.

2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The principal shall follow local procedures for notifying the Department of Public Health when this occurs.
3. The school will provide written instructions to the parents and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **Counseling and Guidance**

The school provides a list of resources of counseling programs for students. Students' needs for support services such as counseling and social work are evaluated when any school staff believes consideration is warranted, such as when there are changes in the student body or stresses within the surrounding community.

### **Diabetes Care for Students**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents or guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

### **Head Lice and Nits**

The school will observe the following procedures regarding head lice:

1. Parents are required to notify the school office or nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school office staff or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

### **Illness or Injury**

A student who has been diagnosed with a communicable or contagious 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.

### **School & Illness: Should your student stay home?**

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

### Student Is Too Ill

Your student 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 student stay home from school. Check with your student's doctor.

### Fever

Your student should not go to school if they are running a fever (anything above 98.6 degrees). Students may return to school when they have been fever free for 24 hours.

### Communicable/ Contagious Disease

- Your student should stay home from school if they have a contagious disease. A contagious disease is one that can be spread by close contact with a person or object. Examples are: Covid-19, chickenpox, flu, vomiting, diarrhea, colds, strep throat and "pinkeye". A disease may be contagious before the student 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 student has chickenpox or strep throat, ask your doctor when they may return to school. Generally, students who have active chickenpox should not return to school until all the lesions are dried and crusted. Students with strep throat should be on antibiotics for 24 hours and feeling well enough to concentrate before they return to school.

### Remember

- School is a student's work. It is important for normal development. If your student is absent often, it may be harder to keep up with the class. It is important your student 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 student home.

### **Immunization and Health, Eye, and Dental Examinations**

## **Required Health Examinations and Immunizations**

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent or guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

## **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, empowers the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

## **Dental Examination**

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof empowers the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

## **Exemptions**

A student will be exempted from the above requirements for:

- Medical grounds if the student's parent or guardian presents to the building principal a signed statement explaining the objection;
- Religious grounds if the student's parent or guardian presents to the building principal a completed Certificate of Religious Exemption;

- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parent or guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent or guardian shows an undue burden or a lack of access to a dentist.

### **Insurance**

It is required that schools offer a student accident insurance plan. The school shall make certain that parent(s) or legal guardian(s) of every student in the school declare(s) in writing that they either do or do not want their child or children to be covered by the student accident insurance. If a student does not take the student accident insurance, the school must require a signed waiver releasing the school and staff of any liability. These signed waivers must be kept on file for all who do not participate in the student accident insurance plan. If a parent does not take the student accident insurance, the parent must show proof of other health insurance coverage. Students without proof of insurance coverage shall not be allowed to attend school.

### **Medication for Students**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent or guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent or guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent or guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

### **Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent or guardian has completed and signed a School Medication Authorization Form. **Students with asthma should provide the school with a copy of an Asthma Action Plan that has been completed by their physician.**

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment, and medication, if authorized by the student's seizure action plan, which must be on file with the school.



Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent or guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from administration of medication or a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent or guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### **Administration of Medical Cannabis**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The school may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents or guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents or guardians should consult their own physician regarding these medication(s). The school follows all requirements for reporting the supply of undesignated prescription medications and any administration of undesignated prescription medications.

### **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 student'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 (five days or more) non-prescription medication from a licensed doctor will be dispensed and must be brought in with the manufacturer's original label with the ingredients listed and the student's name affixed to the container.
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/guardian will be informed if the student should require further treatment or needs to be sent home.

### **Emergency Aid to Students**

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### **Pregnancy**

Ss. Peter & Paul Catholic Grade School affirms the moral teaching of the Catholic Church including the teaching of holiness and giftedness of life. Ss. Peter & 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/guardian, 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 & Paul Catholic Grade School.

### **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address an active threat or an active school shooting incident, and a minimum of one (1) bus evacuation drill (if applicable) each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent or guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

### **Toxic Art Supplies and Required Eye Protection**

Toxic art supplies are not used in grades K-6. Art supplies containing toxic substances are not used in grades 7 through 12 unless the materials are properly labeled according to statute. Students, teachers, and visitors are required to wear industrial quality eye care protective devices when participating in or observing chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids, or vocational or industrial arts shops or laboratories involving hot molten metals; milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid metals; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding; repair or service of any vehicle; caustic or explosive materials.

## **MEDIA, INTERNET, TECHNOLOGY, & PUBLIC RELATIONS**

\*All students, teachers, and staff are bound to the Diocesan Information Technology, Electronic Communications, and Social Media Policies in addition to school policies.

### **Acceptable Use of the School's Electronic Networks**

All use of the school's *electronic networks* shall be consistent with the school's mission and the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

### **Terms and Conditions**

The term *electronic networks* includes all the school's technology resources, including, but not limited to:

1. The school's local-area and wide-area networks, including wireless networks (Wi-Fi), school-provided Wi-Fi hotspots, and any school servers or other networking infrastructure;
2. Access to the internet or other online resources via the school's networking infrastructure or to any school-issued online account from any computer or device, regardless of location;
3. School-owned and school-issued computers, laptops, tablets, phones, or similar devices.

**Acceptable Use** - Access to the school's electronic networks must be: (a) for the purpose of education or research, and be consistent with the school's educational objectives, or (b) for legitimate business use.

**Privileges** - Use of the school's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by school or diocesan policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his or her consent;

- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that the school's electronic networks are not private. People who operate school technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via electronic networks to be private property.

**No Warranties** - The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - By using the school's electronic networks, the user agrees to indemnify the school for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

**Telephone Charges** - The school assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and school policy prohibit the re-publishing of text or graphics found on the internet or on school websites or file servers or cloud storage without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent or guardian and student.

**Use of Email** - The school's email system, and its constituent software, hardware, and data files, are owned and controlled by the school. The school provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The school reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the school's internet gateway carry with them an identification of the user's internet *domain*. This domain is a registered name and identifies the author as being with the school. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the school's email system constitutes consent to these regulations.

### **Internet Safety**

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures. Staff members will supervise students while students are using school internet access to ensure that the students abide by the *Terms and Conditions* for internet access contained in these procedures.

Each school computer with internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the principal or designee.

The system administrator and Building Principal shall monitor student internet access. *Please keep in mind that it is impossible for school staff to maintain ubiquity in monitoring a student's use of electronics, including the content a student may access.* As digital citizens, students are responsible for their own actions at all times. The school responds to incidents as we become aware of them; however, we cannot offer perfect and complete supervision in this area, despite our consistent and conscientious vigilance.

Parents should speak with their son or daughter about appropriate conduct regarding the use of electronics and instruct him or her to inform a staff member if another student is using electronics inappropriately or sharing material that is impure, inappropriate, or makes the student or others uncomfortable. Parents are solely responsible for monitoring their student's activity on social media platforms and should therefore maintain constant vigilance in reviewing what their child is posting online to avoid violation of school policies and/or state and federal laws, along with the possible disciplinary and legal consequences.

### **Access to Student Social Networking Passwords and Websites**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. However, in the course of an investigation, the student may be required to share the content that is reported to allow school officials to make a factual determination in the investigation.

### **Student Photographs and Names**

Student photographs and names will be used by the school in the paper, on the internet, or where appropriate unless a written objection is received from the parent or legal guardian.

### **Student Use of Cell Phones and Other Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's accommodation plan; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school is not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this policy are subject to the following consequences:

1. First Offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second Offense – The device will be confiscated. A detention will be assigned. The student’s parent or guardian will be notified and required to pick up the device in the school office.
3. Third Offense – The device will be confiscated. A detention will be assigned. The student’s parent or guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and Subsequent Offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student’s parent or guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

### **Technology Vendors: Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act**

Schools throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations. Under Illinois’ Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as schools and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our school may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student’s information or from engaging in targeted advertising using a student’s information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent or guardian name and student or parent or guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic or extracurricular activities

- Special indicators (e.g., disability information, English language learner, free or reduced meals, or homeless or foster care status)
- Conduct and behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents or guardians
- Other activities that are for the use and benefit of the school

### **Unauthorized Use of Artificial Intelligence**

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. “Intelligence” encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator to do so. Students may not use AI, including AI image or voice generator technology, to violate school rules or policies. To ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

## **PARENT COMMUNICATIONS & INFORMATION**

### **Change of Address and Communication Records for the School**

It is imperative that school records have the correct name, mailing and street address, and telephone numbers of parents. Please notify the school immediately of any such changes. The school must also have on file court papers of divorce decrees, custody decrees, and restraining orders to use as guidelines for communications between the school and the home. The principal should be notified when parents are divorcing or separating. Office forms can then be changed with new addresses and phone numbers for both parents. This may also enable the faculty and staff to better meet the student’s needs at this transitional time.



## **Communications**

Open communication between home and school is essential for a child's school success. Classroom teachers communicate through classroom newsletters, electronic messaging through the school database, emails and phone calls to parents. Administration and faculty will also contact you with questions and concerns. Please feel free to call upon your child's teachers using Fast Direct system, emails, or phone calls whenever you have any question or concern. Whenever a problem concerning your child arises, the first person to be contacted is the classroom teacher. If you need to speak with a teacher, please call ahead for an appointment so that you will know when the teacher will be available. Teachers are preparing for their day in the morning and often have meetings and scheduled appointments after school, so they cannot always be available on a "walk in" basis. After meeting with the teacher, if the difficulty persists or cannot be handled at this level, it should be presented to the principal. If the problem is still not resolved, contact the pastor.

The administration will also keep parents informed of school news through a frequent newsletter that is sent home and in the Church bulletin during the school year. The newsletter and other flyers with pertinent information will be emailed to parents, or hard copies will be sent home with the oldest child in the family upon request.

At Ss. Peter & Paul Catholic School, the norms for communications are based on decorum and the Golden Rule. This is the frame for the messages we send out to our school families. We therefore aim to be honest and direct but consistently respectful, professional, and constructive in our messages to parents and guardians. For this reason, we also insist that messages sent to faculty and staff are likewise courteous, kind, and helpful. These norms are not only in keeping with our Christian character, but also are the basis for all effective communications since most problems do not get better through an adversarial approach.

### **Teacher Availability**

Teachers may not be disturbed during class time (8:00 AM - 2:30 PM). 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 arrange to visit a classroom with the teacher and Principal. Such visits may be a distraction to a normal education day. Ss. Peter & Paul School reserves the right to schedule such visits.

## **Parent Service Requirement**

One of the ways that we keep the cost of tuition down is by fundraising throughout the school year. Fundraising requires a lot of man power to be successful; therefore, it is required of every family. Parents are required to donate 10 hours of volunteer time to the school/church or they may pay a \$250 buyout. Some volunteer activities are the Auction, Grill & Chill, Trivia Night, Coaching, Book Fair, Apex Fun Run, Golf Tournament etc...

### **Parent and Teacher Conferences**

Regularly scheduled Parent/Teacher conferences are held at the end of the first grading period. However, parents/guardians 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 is not allowed. Teachers have duties before and after school, are preparing for classes, or are meeting with students. Parents/Guardians who come into school MUST stop at the office to sign in and receive a visitor’s pass.

### **Pesticide Application Notice**

The school maintains a registry of parents and guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: the school office at 618-344-5450. Notification will be given before application of the pesticide. Prior notice is not required if there is an imminent threat to health or property.

### **Policy Making**

The policies of the administration and educational mission of Ss. Peter & Paul Catholic School are enacted and thereby formalized by the Pastor. The School Advisory Council is advised of the formation of such policies by the Principal, the Pastor, or other members of the Council. The execution and implementation of the policies are the responsibility of the school Principal. All school policies are available to parents of the students enrolled and to the school staff, as well as to other individuals upon request.

### **Responsibilities of School, Parents, and Students**

Ss. Peter & Paul Catholic School commits itself to a number of responsibilities in the service of our families and students. We require that families and students likewise meet their responsibilities so that the vital process of teaching and learning can be conducted in a safe, healthy, and salutary environment for all.

### **School Responsibilities**

When enrolling your child in a Catholic school, the school accepts certain important responsibilities, including the following:

1. To have children receive an academically sound education in a Catholic environment
2. To communicate with parents and to have requests for meetings answered in a timely manner
3. To have students supervised in a safe and appropriate manner
4. To nurture the spiritual growth of students through Catholic traditions and rituals
5. To develop the social and emotional growth of students through various activities and opportunities

### **Parent Responsibilities**

When enrolling your child in a Catholic school, you agree to certain important responsibilities, including these:

1. To participate in the life of the school by being present for meetings, fundraising events, academic activities, athletic events, and special worship services whenever possible.
2. To be a partner with the school in the education of your child
3. To consistently treat all school personnel with respect and courtesy
4. To work with the school in the administration of student discipline
5. To understand and support the religious nature of the school
6. To read all communications (newsletters, daily and weekly folders, planners, etc.) from the school and request clarification, when necessary

7. To know who your child's teachers are and to observe mandatory parent-teacher conference dates and any special requests for meetings
8. To discuss concerns and problems with the person(s) most directly involved before appealing to higher authorities; contact with teachers should be during school hours and not at home on teachers' personal time. However, if a parent who intends to speak first with a teacher about an issue finds that he or she is rather upset or agitated when they are preparing to establish contact, they should seek the assistance of the school administration for making a first enquiry. It is important that all communications in these matters be respectful, charitable, and fair as parents check their understanding, bearing in mind that a child's account of an event may not be either fully complete or wholly accurate.
9. To be as actively involved as is feasible in the life of the school and to volunteer assistance when possible
10. To promote Ss. Peter & Paul Catholic School and to speak well of it to others
11. To meet financial obligations in a timely manner
12. To support the fundraising efforts of the school when possible
13. To appreciate that Catholic education is a privilege that many persons do not have

### **Student Responsibilities**

When enrolled in a Catholic school, students accept certain important responsibilities, including the following:

1. To abide by all school rules and guidelines
2. To keep the lines of communication open with one's parents, teachers, and other school personnel
3. To take responsibility for personal spiritual growth by participating in Christian traditions and rituals
4. To conduct oneself with dignity and to always show respect for all school personnel and students.

### **School Advisory Council**

The Ss. Peter & Paul School Council 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 and Elections.

The Council consists of 8 – 12 members. If a Non-Council member wishes to address the Council with an issue or concern, they must contact the Principal or the School Council chairperson in writing 10 days before the meeting and be approved for the agenda at least 5 days in advance of the meeting.

### **School Visitation Rights**

The School Visitation Rights Act permits employed parents or guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings, and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

### **Sexual Abuse Awareness and Prevention, Grooming Behaviors, and Boundary Violations**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent or guardian, the school's environment, and the community at large, while diminishing a student's ability to learn.

### **Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing

- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

**Warning Signs of Grooming Behaviors**

School employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels. Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents or guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships

- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

### **Warning Signs of Boundary Violations**

School employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent or guardian knowledge or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student’s physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

### **Faith's Law Notification**

#### *Employee Conduct Standards*

Schools are required to include in their student handbook the school's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be requested from the school office.

### **Mandated Reporters**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

### **Sexual Abuse Response and Prevention Resource Guide**

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at [www.isbe.net](http://www.isbe.net) or you may request a copy of this guide by contacting the school's office.

### **Sex Offender Notification Law**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the school administration or pastor. Anytime that a convicted child sex offender is present on school property – including the three reasons above – he or she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he or she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

### **Sex Offender and Violent Offender Community Notification Laws**

State law requires schools to notify parents or guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police (ISP) department website. The ISP website contains the following:

1. Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor>
2. Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY>

3. Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

**Visitors**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference and preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

**Volunteers**

Volunteers represent and serve the Church and School. They are therefore expected to always show support for the school and its governing policies. Diocesan policies bind all volunteers with respect to confidentiality. School administration may remove any volunteer who fails to uphold the policies and procedures of the school, including those related to behavior, confidentiality, and attire. All comments and concerns regarding volunteers or volunteering at Ss. Peter & Paul Catholic School should be addressed to the administration.

All school volunteers must complete the “Volunteer Information Form” and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building office or principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination (please see Visitor policy).



# **Student and Family Handbook Acknowledgement and Pledge**

Name of Student: \_\_\_\_\_

## **Student Acknowledgement and Pledge**

I acknowledge receiving and/or being provided electronic access to the Student and Family Handbook and Diocesan policies. I have read these materials and understand all the rules, responsibilities, and expectations. In order to help keep my school safe, I pledge to adhere to all School and Diocesan rules, policies, and procedures.

I understand that the Student and Family Handbook and School and Diocesan policies may be amended during the year and that such changes are available on the School or Diocesan website or in the school office.

I understand that I have an obligation to actively support the Catholic culture of my school that begins with treating my peers, teachers, school administrators and staff, priests, seminarians, and all campus visitors with respect at all times, as being made in the image and likeness of God.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and Diocesan rules, policies, and procedures.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **Parent or Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and Diocesan policies. I have read these materials and understand all the rules, responsibilities, and expectations.

I understand that the Student/Parent Handbook and School/Diocesan policies may be amended during the year and that such changes are available on the School or Diocesan website or in the school office.

I understand that I have an obligation to actively support the Catholic culture of my school that begins with treating my peers, teachers, school administrators and staff, priests, seminarians, and all campus visitors with respect at all times, as being made in the image and likeness of God.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and Diocesan rules, policies, and procedures.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date