



**School Office - 651-777-3091**  
**Alison Dahlman, Principal Ext. 6156**  
**Preschool – 651-777-3091 Ext. 6157**  
**Extended Day - 651-777-3091 Ext. 6158**  
**Parish Office - 651-777-8304**

[www.stpetersnsp.org](http://www.stpetersnsp.org)

### **MISSION OF ST. PETER CATHOLIC SCHOOL**

*Saint Peter Catholic School Community, grounded in Catholic Tradition, forms students into critical thinkers, virtuous leaders, and living saints.*

### **SCHOOL PHILOSOPHY**

*Given that we are created in God's image and called to be in covenant with Jesus, we:*

- *Provide time for the sacred through daily prayer, worship, and formal instruction in the Catholic tradition;*
- *Promote the highest academic standards which inspire passion for learning and respect for truth, while honoring each learner;*
- *Embody within a Catholic community the Christian values of individual integrity and mutual respect;*
- *Instill a moral imperative to act with peace and justice as Christ present in the world.*

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**Agreement to be Governed by Handbook form must be signed online at registration time**

This handbook for Parents/Guardians was compiled as an aid in understanding the policies and regulations of St. Peter Catholic School. To be effective, the school needs the wholehearted support of each and every Parent/Guardian. It is issued in confidence of that support. It contains our school philosophy and policies. Your registration at St. Peter Catholic School is recognition of the responsibility of your abiding by the rules and regulations of this school. We cannot include every possible rule to cover the many situations that may arise. As parents/guardians, we ask that you read this booklet thoroughly and explain it to your children. You are asked to lead children toward a positive interpretation of the policies and regulations. After careful study, you may have further questions. Please feel free to ask the teachers and/or principal about them. We welcome suggestions and recommendations.

We are very proud of St. Peter Catholic School. This is true because of our excellent staff, our quality education, the support of our Parents/Guardians, the many hidden sacrifices of our Parents/Guardians and Parishioners who are convinced of the value of a Catholic education, the support of our Priests, the dedication of the members of our School Advisory Committee, and above all, the presence of the Lord among us.

Our school is not only important for our Parish, but for the entire Community. A place where young people pursue truth and establish moral values is bound to be an asset to a community. We look forward to the continued support of St. Peter Catholic School.

We ask God to bless you and your families. We realize that sending your children to a Catholic School is indeed costly. We pray that the Catholic education your children receive at St. Peter Catholic School makes this sacrifice worthwhile and enriches you and your children. As we begin another school year, we assure you of our very best efforts to fulfill our responsibilities. God be with you always!

### GENERAL INFORMATION

Organization:	Preschool - Licensed by the state of MN and accredited NAEYC. K-8 accredited by the Minnesota Nonpublic Accrediting Association
Professional Staff:	Includes classroom teachers, specialists in computer, music, physical education, librarian, and administration
Special Services:	Title I, Extended Day Care, Health Services, School Patrols, Special Education through District 622
Sports & Activities:	Baseball, Basketball, Soccer, Softball, Swimming, Track, Volleyball, Hockey, Golf
Extra Curricular:	Band (Gr. 4-8), Choir (Grades 7-8), Strings (Grades 3-8) Student Council, Chess Club, Mad Science, Debate (6-8), Math Team (5-8)

### ACCREDITATION

St. Peter Catholic School is accredited by the Minnesota Nonpublic School Accrediting Association. Annually, the school reports to this agency in order to meet Association standards.

**School Year Calendar 2018-2019** (will be available beginning of March)

## SCHOOL POLICIES

### St Peter ACCEPTABLE USE OF THE INTERNET AND RELATED TECHNOLOGY

This policy covers all technology: including television, DVD, printer, computer, iPad, Internet, scanner, camera, telephone, and copier.

The Internet is an electronic communications network, which provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff and ultimately students, is to promote educational excellence in St. Peter Catholic School by facilitating resource sharing, innovation, and communication. The Internet is part of the curriculum and therefore all students will be expected to learn how to use the Internet and how to act responsibly.

With access to computers and people all over the world there is also an availability of material that may not be considered to be of educational value in the context of the school setting. We have taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and a user may discover controversial information. It is expected, in that case, the material be brought to the attention of the supervising teacher. We firmly believe that the valuable information and interaction on this worldwide network far outweighs the possibility that users might procure material that is not consistent with the educational goals of St. Peter School. St. Peter views information gathered from the Internet in the same manner as reference materials identified by the schools. Specifically, the school supports resources that will enhance the learning environment with *directed guidance* from the faculty and staff.

Parents, teachers, and students are challenged by the amount of information available. It is vital to teach our children that even though there is a lot of information on the Internet it does not mean that it all needs to be accessed. This is where students must demonstrate prudence in choosing between right and wrong. It is impossible to set filters for all undesirable material when using the iPad for research and learning. In school, student access to, and use of, the Internet will be available through a network. This access will be under teacher direction and monitored as any other classroom activity. **Direct supervision is required.** St. Peter Catholic School, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the school. Students will be taught which sites are acceptable and which topic areas are not. If a student deliberately searches for material deemed inappropriate or controversial the student will lose iPad privileges for a period of time, up to the remainder of the year, which will be determined by St. Peter Administration.

Personal Electronic Devices Personal Electronic Devices include, but are not limited to: cell phones, portable computers, digital cameras, mp3 players, and other communications, computing and imaging devices. Students are not permitted to use these devices during the school day. This includes making/receiving calls, texts, or emails, taking or sharing photos or videos, or transmitting information of any kind. If prohibited use of a device is suspected, school authorities may confiscate and search the device in question to investigate further. Policy extends to conduct off school premises. A student engaging in any unacceptable use of the Internet when off school premises and without the use of school technology also may be in violation of this policy as well as other St. Peter Catholic School policies. In situations when the school receives a report of an unacceptable use originating from a non-school computer or resource, the school may investigate such reports to the best of its ability. Students may be subject to discipline by school and possibly law enforcement authorities for unacceptable conduct off school premises.

### **Electronic devices (including phones)**

Electronic devices including but not limited to cell phones, digital picture/video cameras, camera phones, and or PDAs are prohibited during the school day. They are to be turned off and kept in the locker/backpack during the school day. (Dismissal time and field trips are part of the school day.) If they are brought to school, it is at the student's own risk.

From an educational perspective, cell phones present another disruption to the educational environment on a day-to-day basis. School disruptions can come in a number of forms. Ringing cell phones can disrupt classes and distract students who should be paying attention to their lessons at hand. In addition, text messaging has been used for cheating, and new cell phones with cameras could be used to take photos of exams, take pictures of students changing clothes in gym locker areas, and so on. It is our policy to take the electronic device away if a child is using it and the parent/guardian will be called to pick the device up.

### **Student Rules Concerning Use of Technology**

- Students are allowed to use school computers only when supervised by an employee of St. Peter Catholic School. Internet access is also filtered and monitored.
- Students must email work to teachers rather than bringing it in on a flashdrive to avoid potential virus.
- Students must save work in their school file server or Google Apps account. Files created on the school network should be limited to school assignments and are considered property of the author. No files may be changed or deleted without the author's permission, except by the system administrators.
- Copyright rules apply. Do not copy others' work without permission from the owner. Plagiarism will not be tolerated.
- No threatening or obscene material is allowed on the school network.
- Users may not sell, advertise or promote political views using the school network.
- The following is not permitted by students at school:

- Personal E-mail (outside the stpetersnsp domains)
- Chat Rooms
- Instant Messaging (IM)
- Downloading or installing software (including, but not limited to: updates and plug-ins)
- Taking software off of school grounds, whether physically or electronically
- Peer-to-peer networks, commonly known as a source for downloading music/movie files
- Personal web software and web sites (including, but not limited to: Facebook, MySpace, etc.)

Safe and Responsible Use of Internet Services Below are just a few guidelines for safe and responsible use of the internet. While students are not allowed to use personal email and messaging at school, they may use these at home and should be encouraged to follow these guidelines.

These include (but are not limited to) the following:

- Don't email or chat with anyone you don't already know face-to-face.
- Do not share or post your mailing or email address or phone numbers (or other identity information) to anyone, and do not share addresses and numbers of others.
- When sending an email to a list of people who may not already have each others' addresses, use the BCC (Blind Carbon Copy) field in your email program. This hides the email addresses from others in the list.
- Be polite. Do not write or send abusive messages to others. Obscene, rude, inappropriate, disparaging or discriminating language, photos, video or other digital information, whether using school or personal equipment, involving any member of the St. Peter community (including, but not limited to: students, teachers, parents, administrators and staff) will not be tolerated. Violation will result in discipline by school and possibly law enforcement authorities.
- Report cyber-bullying to an adult you trust.
- Do not forward chain letter emails.
- Be aware of spam, scams and phishing when reading email. Do not open, reply or forward these messages.
- Use secure passwords for online accounts. A secure password is 8 characters or longer and includes numbers and symbols.
- Do not share your password with anyone except your parent or guardian.
- Electronic mail (e-mail) and other online communications are not private. Messages relating to or in support of illegal activities may be reported to authorities.
- If you use social networking sites (Facebook, MySpace, etc.), make sure all privacy settings are set so only those people you know and have "approved" can see your profile.
- Don't post photos identifying yourself or friends on a public unprotected site or profile.

### Recommendations for Parents/Guardians

- It is strongly encouraged that computers at home be in a family room and not behind closed doors.
- Know with whom your children are communicating online and have a copy of their passwords for online accounts.
- Don't think that because you believe your child knows more than you about the internet and its workings that they will also know the risks involved or that you can not put limits on their internet activity. Young children and teens are trusting of internet sources – they are vulnerable!
- Many online games have a chat window option – know with whom your child is chatting and what kinds of things they are saying.
- Learn about the different parental control tools, protective software, and controlled access options that are available, and decide which, if any, are best for your needs.
- Use websites or other resources to find out the “lingo” of today's internet communications. Know what your child is saying.

### **ADMISSIONS**

St. Peter Catholic School admits students of any sex, color, national or ethnic origin to all the rights, privileges, programs and activities made available to students at the school. It accepts students of any religious conviction. However, each student is considered part of the faith community and is expected to participate in all classes and activities. Kindergartners must be 5 by the first of September of the calendar year in which they intend to enroll. Kindergarten parents **must** provide a copy of their child's birth certificate at the time of registration. Immunizations and preschool screening must be completed before the child is allowed to attend school. First graders must be 6 by the first of September of the calendar year in which they intend to enroll or have attended kindergarten.

### **CHILD ABUSE AND NEGLECT REPORTING**

Under Minnesota Statute, a professional or professional's delegate who is engaged in the practice of education (including teachers, administrators, coaches, day care providers, counselors, paraprofessionals, and bus drivers) is mandated to report if (s)he knows or has reason to believe that a child is being neglected or physically or sexually abused, or that a child has been neglected or physically or sexually abused within the preceding 3 years.

### **DISCIPLINE POLICY**

*“What makes the Catholic school distinctive is the attempt to generate a community climate in the school that is permeated by the Gospel spirit of freedom and love. It tries to guide children in such a way that personality development goes hand in hand with the development of the ‘new creation’ that each one has become through baptism. It tries to relate all human culture to the good news of salvation so that the light of faith will illumine everything that the students will gradually come to learn about the world, about life, and about the human person.”*

*Adapted from Declaration of Religious Education, 8*

The climate at St. Peter's is one where religious formation and human development are fostered and intricately connected. Students are empowered to gain confidence in social interactions, thus learning to respect themselves and others, solve problems, accept responsibility, and make choices that serve the common good. *The following are the general rules and expectations:*

1. Students will follow directions.
2. Students will be verbally and physically respectful of other students, teachers, staff and all other adults.
3. The students are expected to solve all conflicts in a peaceful manner. Physical fighting for whatever reason is **never** acceptable.
4. Students will use equipment and facilities appropriately. Vandalism of any form is not acceptable.

St. Peter's faculty and staff use common strategies for teaching and reinforcing behavior. These strategies include:

- **Proactive teaching and practicing** of social skills. These skills include, but are not limited to the following: greeting others, following instructions, accepting feedback, getting a teacher's attention, making a request, disagreeing appropriately, giving criticism, making an apology, giving and receiving compliments, volunteering, accepting no for an answer, introducing yourself, resisting peer pressure, and engaging in a conversation.
- **Proactive teaching** of expectations, routines, rules, and procedures.
- **Positive reinforcement** of social and educational goals. Behavior that meets or exceeds expectations and contributes to the formation of a positive educational environment will be acknowledged and reinforced.

Behaviors that violate rules, procedures and/or are counter productive to fostering a positive educational environment will be addressed by focusing on respectfully teaching the student an alternative behavior. Depending on the needs of the individual child, and the intensity, duration, frequency, and severity of the behavior, additional consequences may be administered.

Consequences are intended to help teach appropriate behaviors and to maintain a positive educational environment. Possible consequences may include but are not limited to:

- \* Students take a short break in the classroom from the activity or lesson to restore themselves to self-control so they can follow the classroom rules
- \* Apology: The student must, with words or action, set things right.
- \* Loss of Privilege: Taking away the privilege that has been abused.
- \* Conference: The student will discuss the issue with the teacher or principal. And have time to practice desired behavior.
- \* Loss of time: During lunch, before school or after school.

A student will meet with the principal when the classroom strategies are not working or there is an unsafe behavior.

Major infraction behaviors will be dealt with and determined by the administration of the school. Consequences may include, but are not limited to, extending the school day, in-school suspension, out-of-school suspension, probation, or expulsion. Parent communication is part of any major infraction at St. Peter's.

**Definition of Terms**

**Positive Consequences or Rewards** - Positive consequences or rewards for good behavior play a central role in teaching social behavior. They are used at a greater frequency when the behavior is new or difficult for the child. Some examples of rewards or reinforcers include: verbal praise and specific affirmation, activity-oriented reinforcers such as time to play a game or time to visit with peers, and tangible reinforcers such as a note home or a treat, etc.

**Major Infractions**

- Use of profane/vulgar language, written or verbal.
- Malicious damage to school or campus property.
- Fighting, bullying, or any harassment of fellow students.
- Possession of drugs, alcohol, or pornographic materials.
- Smoking.
- Acts of lying, cheating and stealing.
- Disrespect and/or open defiance of teachers, other school personnel, and all adults.
- Leaving the premises without parental and school permission.
- Possession of weapons.
- Bus violations.
- Truancy.
- Threat to do violence.
- Serious or continued disregard for classroom rules or school policies.

**Removal of a student from class** - The principal may remove a student from the classroom to work in supervised isolation. The child may be relocated to another classroom or to another grade.

**Extension of the School Day** – Additional time before or after school to practice the desired behavior or reflect on their actions.

**In-school suspension** - The principal may impose an in-school suspension for a serious infraction of school policy. In-school suspension is the removal of a student from his/her classroom for a period of time. The student shall be relocated to a distant classroom space, usually for not more than one day. Schoolwork will be assigned and completed.

**Suspension** - An action taken by the principal prohibiting a student from temporarily attending school. The principal shall determine the length of suspension. Schoolwork will be assigned and completed during the suspension by the student. Prior to the student's readmission to school, at the principal's discretion, a conference will be held with the student, parent(s) and the principal. A student who has been suspended from school will be placed on probation for the remainder of the school year.

**Probation** - A trial period in which a student is given time to redeem unacceptable conduct. The terms of the probation or "probation contract" will be placed in writing. A violation of the probation contract (any serious violation or repeated violation) could result in expulsion.

**Expulsion** - An action taken by the principal, in consultation with the pastor, to prohibit an enrolled student from further attendance at the school.

**Appeal of disciplinary measures** - In the case of suspension and/or expulsion, the parents have the right to appeal the discipline.

**The students in the seventh and eighth grade house** are expected to behave in a manner commensurate with their status as seventh or eighth graders. We expect positive leadership, positive role model behavior, and respect of peers and adults at all times. The seventh and eighth grade house will have a form with additional information to sign.

## **Bullying Policy**

### **Purpose**

St. Peter Catholic School is committed to providing a safe educational environment for its students and teachers on school property or at school-related functions. Bullying, like other violent, harassing, or disruptive behavior, can interfere with a students' ability learn and the teachers' ability to educate students in a safe environment. The purpose of this policy is to assist St. Peter Catholic School in its goal of preventing and responding to acts of bullying, intimidation, harassment, violence, and similar disruptive behavior. St. Peter Catholic School cannot monitor all activities and eliminate all incidents of bullying between students, particularly when one or more of the students involved is not on school property or at school-related functions or under the direct supervision of school personnel. However, to the extent that such conduct affects the educational environment at St. Peter Catholic School, St. Peter reserves the right to take action to investigate and respond to such conduct.

### **Definitions**

For purposes of this policy,

1. "Bullying:" Deliberate or intentional behavior using words or actions that is intended to cause or that does cause fear, distress, intimidation, or harm. Bullying may be repeated behavior or a pattern of behavior, and it may involve an imbalance of power. Bullying can take different forms, including but not limited to:
  - a. Verbal conduct (e.g. using threatening or intimidating language, teasing, or name-calling);
  - b. Social (e.g., spreading rumors, ostracizing or socially excluding others, breaking up friendships);
  - c. Physical (e.g., physical acts and gestures, including hitting, kicking, tripping, theft, damaging property, threatening or intimidating behavior); an
  - d. Cyberbullying.
2. "Cyberbullying:" The use of any electronic means to harass, intimidate, or bully, whether on or off school grounds. "Cyberbullying" is a form of bullying, and provisions of this policy that refer to "bullying" are intended to refer to cyberbullying as well.
3. "On school property or at school-related functions:" St. Peter Catholic School buildings, school grounds, and school property or property adjacent to school grounds; St. Peter Catholic School school buses, school vehicles, and school-contracted vehicles; the area of entrance or departure from school grounds and premises; and school-related trips, functions, activities, or events. While prohibiting bullying at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events.

## **Provisions**

1. **Prohibition:** St. Peter Catholic School expressly prohibits bullying, by either an individual student or a group of students, on school property or at school-related functions. St. Peter Catholic School also expressly prohibits cyberbullying, regardless of whether such acts are committed on or off school property or with or without the use of school resources. These prohibitions apply to students who directly engage in an act of bullying and to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, volunteers, or employees.
2. **Alleged Consent Irrelevant:** Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
3. **Reporting:** A person who observes an act of bullying or becomes aware of such an act must report it to a teacher. Anyone with any bullying-related concerns should also contact the Principal.
4. **No Retaliation:** Retaliation against a victim, good-faith reporter, or a witness of bullying is prohibited.
5. **False Accusations:** False accusations or reports of bullying others are prohibited.
6. **Violations:** A student who violates this policy shall be subject to discipline for that act in accordance with St. Peter Catholic School's policies and procedures. St. Peter Catholic School may take into account all factors it determines to be relevant. Depending on the circumstances, such factors might include: the age, development, and maturity levels of the parties involved; the levels of harm, surrounding circumstances, and nature and severity of behavior; past incidences or past or continuing patterns of behavior; the relationship between the parties involved; and the context in which the alleged conduct occurred. Depending on the level and severity of the offense, discipline may range from positive behavioral interventions to more serious consequences as outlined in St. Peter Catholic School discipline policies, including but not limited to, suspension or dismissal. Consequences for other individuals engaging in particular acts of bullying may include, but not be limited to, exclusion from St. Peter Catholic School's school property and events or termination of services or contracts. St. Peter Catholic School retains the sole discretion to determine the appropriate response, including the appropriate discipline or consequence, for violations of this bullying policy.
7. **Other Applicable Policies:** Nothing in this policy prevents St. Peter Catholic School from responding to violations of its other policies or code of conduct policy.

## **SEXUAL HARASSMENT / HARASSMENT**

It is the policy of St. Peter Catholic School to provide a learning and working environment that is free from harassment. This policy applies to all students, faculty, staff, principal, parents, vendors, volunteers, coaches, guests, and others, who act on our behalf. It applies whenever and wherever a school program takes place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school program.

*Harassment* is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or which creates an intimidating, hostile, or offensive working or learning environment. The basis for harassment may be any

protected class, including age, creed, color, disability, national origin, race, marital status, status with regard to public assistance, religion, gender, and sexual orientation.

One particular category of harassment, *sexual harassment*, consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating, or offensive working or learning environment. It also includes situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to members of the same or opposite sex. Sexual harassment includes, but is not limited to:

- teasing or joking of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors, or making derogatory or dehumanizing sexual remarks;
- subtle pressure for sexual activity;
- intentional brushing against a person's body;
- display of offensive pictures, posters, or other graphics;
- leering, inappropriate patting or pinching, and other forms of unwelcome touching;
- otherwise creating a hostile, intimidating, or offensive environment.

Any member of the school community who experiences or witnesses sexual or protected class harassment is encouraged to deal with the situation immediately by politely, but firmly, advising those involved that the behavior is inappropriate and should stop. However, if that is not successful he or she should report the incident to an appropriate official (principal, teacher, or in the case of a complaint against the principal, to the Pastor).

All complaints of harassment will be handled promptly and completely. The facts shall determine the response to each complaint. Each situation will be handled with discretion and sensitivity.

### **STUDENT RECORDS**

The school maintains records of students while they are in attendance. Records or data may mean any or all of the following:

- Identifying data
- Academic work completed
- Level of achievement (grades, standardized achievement test scores)
- Attendance data
- Health data
- Family background information
- Teacher or counselor ratings and observation
- Verified reports of serious or recurrent behavior patterns

In accordance with state and federal laws, parents/guardians are entitled to see their child(ren's) records. An appointment with the principal should be made in advance of requesting to review records. The principal is to respond to the request in a reasonable amount of time, not to exceed 45 days.

To transfer records, parents/guardians are asked to inform the school office. The official records will be sent directly to the new school.

**VISITORS/VOLUNTEERS:**

Parents are welcome to visit during school hours. For our students' safety, everyone is asked to report to the office first, so his or her presence in the building is known. They will need to sign-in and wear a visitor/volunteer badge.

**WELLNESS POLICY:**

St. Peter Catholic School promotes students' health, well being, and ability to learn by encouraging healthy eating and physical activity. The school will encourage the use of a variety of rewards for academic performance or good behavior and not rely only on foods or beverages as a reward. Classroom celebrations should be held after lunch and encourage healthy choices and portion control. We ask that on most occasions, including morning snack, that the food is healthy.

Gum is never allowed during the school day or at school activities.

**MANDATORY CRIMINAL BACKGROUND CHECK POLICY:**

The Archdiocese of St. Paul and Minneapolis requires all employees to have a background check & attend at VIRTUS class. Volunteers who have regular contact or unsupervised contact with minors also are required to have a background check, attend a VIRTUS class and to sign a code of conduct. The Archdiocese has contracted the McDowell Agency to conduct these background checks. We value your help. However, we also want to maintain a safe environment for your child.

## SCHOOL PROCEDURES

**DAILY SCHEDULE**

- 8:55 - Students may arrive and enter the school 10 minutes prior to the start bell
- 9:10 - Attendance is taken – Prayer - Classes Begin
- 3:50 - Bell for Dismissal

**ABSENCE OR TARDY**

If a child is unable to attend school, it is the responsibility of the parent to call the school office attendance line (651-777-3091 ext. 279) before 9:30 A.M. to report the **reason** for the **absence**. (The school line is operative 24 hours a day.) A **written excuse** must be presented to the classroom teacher upon a child's return to school. If an extended absence is anticipated, due to injury or illness, the school should be notified to make arrangements for make-up work.

Absences from school disrupt the sequence of learning for a child, and for that reason absences for special activities and vacations are **strongly discouraged**. This includes being tardy for school and leaving before dismissal. Making up work is not the same as being present for classroom instruction and interaction.

**General guidelines:**

1. If a student has had a fever of 100° or more, the student should stay home for 24 hours after the temperature returns to normal, unmedicated.
2. If a student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.
3. If a student has any rash, which may be disease related or you do not know the cause, check with your family physician before sending your child to school.

If dental, medical, or other important appointments must be handled during school hours, the office must be informed by phone or written note concerning the matter. Students may not be released during school hours without the permission of the principal. Students will not be allowed to leave the school building during school hours for appointments unless a parent or delegated adult reports to the office to pick them up. The parents/guardians must sign out the students when they leave and sign in when they return.

According to Minnesota State Law, children must attend school regularly. The only excused absences from school are for: illness, Religious holiday, death of a family member, and vacations less than 5 days total. Repeated tardiness or absences may be considered truancy and may result in an intervention by Ramsey or Washington County.

**Tardiness:** We believe punctuality is a very important habit and attitude to develop now in preparation for high school and future educational and employment opportunities. Therefore the following consequences have been developed:

- o A student arriving after 9:10 must be marked tardy. The student must stop in the office for a tardy slip before being admitted into class.
- o 4 tardies per trimester, excused or unexcused, will be allowed. For *each* additional tardy, a 1/2 hour of detention will be served after school.
- o Students with chronic/habitual tardiness will be subject to additional consequences.
- o If a student brings a note from the doctor or dentist office, the student will be marked as an excused tardy. This excused tardy does not apply towards the detention. However, we do encourage all appointments, if possible, be made before or after school hours.
- o The student must stop in the office for a tardy slip before being admitted into class. Students are marked absent one-half day if more than one class is missed before the student arrives in the morning or if the student is dismissed early at end of the day.

**ARRIVAL-DISMISSAL**

**Arrival:** Students are **not** admitted into the building **before** 8:55 AM. When students arrive at school, by any means of transportation, they may not leave the grounds. If students arrive before 8:55 AM, they will be sent to the extended daycare program and parents will be billed for services rendered.

**Dismissal:** Students are led out at dismissal by student patrols/ Students are not allowed to go to cars unaccompanied by a parent/guardian. Two options for pick up are available:

1. Parents/Guardians may pick up students by meeting them in O'Reilley Hall and walking them to the car. Parents doing this need to park out in the lot. Students may not walk out to the car unescorted.
2. Parents/Guardians may pull up in a "pick up line" and teachers will call students to board cars.

**Student Drop-Off :** All parents/guardians enter the parking lot from 17th Ave. If you drop off your student, please pull in front of the east side of O'Reilley Hall (in front of the handicapped parking). Students will enter through O'Reilley Hall (E1 door) and parents should exit onto Charles Street. If you wish to walk your student into the building, please park in the parent parking as noted on the map. The E1 door will be open from 8:55 – 9:10. If the student is tardy, they will need to enter school through the main door on Margaret St.

**Student Pick-Up :** All parents/guardians enter the parking lot from 17th Ave. If you pick up your student, please pull in front of the east Side of O'Reilley Hall. (in front of the handicapped parking) and wait in the pick up line until your student is dismissed. If you wish to walk into the building to pick up your student, please park in the parent parking as noted on the map.

**Changes in Dismissal/Transportation:** Written authorization for transportation changes is needed for any variance in regularly scheduled transportation. Phone calls and/or verbal permissions requesting transportation changes are not allowed. Students must have written permission to ride the bus home with another student. The bus driver has the right to refuse additional students.

### **ASSIGNMENT NOTEBOOKS**

Students in grades three through eight are asked to purchase assignment notebooks and to write assignments each day in them. Parents should check this book daily as well as discuss homework to be completed. Some teachers may ask that you initial that you have seen the assignment notebook.

### **BICYCLES - ROLLER BLADES**

Bicycles must be locked and placed in the bike rack. St. Peter Catholic School is not responsible for damaged or lost bicycles on the school grounds. Bicycles may not be taken into the school building. Once the student arrives on the school grounds the bicycle is to be placed in the rack and not removed until after dismissal.

Roller blades are the student's responsibility. They are to be stored in the student's locker and not used during the class day.

### **BIRTHDAY INVITATIONS AND BIRTHDAY TREATS**

We ask that you not send birthday invitations to school. It causes hard feelings when not everyone is included. We also ask that any birthday treats or acknowledgement of a birthday include the entire class. We suggest that healthy treats be considered when sending the treat.

### **COMMUNICATIONS**

The school has established ways of communicating with the parents/guardians of its students in order to increase the understanding of the school's mission, programs, and goals in general. The

following means of communication are used to share information with parents/guardians concerning the functions of the school and progress of their child(ren).

**Communication Procedure:** To help with the lines of communication between teachers and parents/guardians, the following actions should be taken:

1. If the parent/guardian has a concern about what is happening in the classroom, please make an appointment with the teacher.
2. If you have met with the teacher and are not satisfied, then make an appointment with the principal. At that time, a meeting with the teacher, student, principal and parents/guardians may be called.

**Thursday Folder:** Each Thursday the school sends home a communications envelope with the oldest child in each family. The same manila envelope is used all year. This envelope will contain announcements, monthly calendar, lunch menu, and various other information from the principal's office. It is important that the parent/guardian review the contents of this folder each week. We ask that parents sign and date the envelope and return it to school with the oldest child the following day.

**Conferences:** Since parents/guardians are frequently the first to be aware of a child's needs, communication between home and school is essential. In October, conferences are held with parent/guardian, teacher, and in grades 5 - 8 the student. Goals are set for the year. Midyear, conferences are held again to evaluate the student's progress and to review the goals that were set. (The dates are on the school calendar.) If parents/guardians have concerns about their child, we encourage you not to wait until conference time. Please contact the teacher whenever you have a concern.

**Email Blast:** Parents/Guardians will also receive information through email blasts. Please keep the school informed of current email addresses.

**Report Cards:** Report Cards/Progress Reports are issued at the end of each trimester. Reports are sent at mid-trimester to parents/guardians whose child(ren) is/are in grades 5-8.

### **ELECTRONIC DEVICES**

Electronic communication devices (cell phones, pagers, video games, iPods, CD players, etc.) may not be activated during the school day. From an educational perspective, cell phones and other electronic devices present a disruption to the educational environment on a day-to-day basis. School disruptions may come in a number of forms; for example, ringing cell phones can disrupt classes and distract students who should be paying attention to their lessons at hand. Text messaging has been used for cheating and cell phones with cameras could be used to take inappropriate pictures. The school reserves the right to inspect any type of messaging. It is our policy to take the phone away if a child is using it and the parent/guardian will be called to pick the phone up.

### **HOMEWORK**

Parental support is essential to an effective homework program. Study time should be set aside each evening for assigned work or outside reading. Homework time varies from grade to grade, subject to subject, and child to child. Generally, students in **K-4** have up to **30 minutes** of

homework, grades **5-6** have up to **50-60 minutes**, and grades **6-8** have **70 -80 minutes** of homework.

***Make-Up Assignments:*** When a child is absent, make-up work is the responsibility of the student and parents. Please keep in mind that there are some classroom activities, i.e. experiments, discussions, hands-on math, etc. that cannot completely be made-up and the grade for that subject might be affected.

### **LOCKERS**

Classrooms for 7th and 8th grade students are equipped with lockers. Students may bring locks but the school needs a copy of the combination or an extra key. The lockers are school property and can be inspected without notice by teachers and administration.

### **LOST AND FOUND**

Items that are found are kept in a bin located at the north stairwell. Reminder: please **label** all belongings so lost items may be claimed.

### **PUPIL PROGRESS REPORTING**

Students and parents receive information regularly on student progress in many forms: feedback on daily work, tests, projects, conversations with teachers, etc. A written report of student progress is given each trimester.

Three principles guide the development of report cards at St. Peter's:

1. The primary goal of grading and reporting is COMMUNICATION.
2. Reporting is an integral part of the learning process, much like assessment.
3. Learning is a complex activity.

### **RECESS**

Recess is important for the students. They may not stay indoors at recess without a written doctor's excuse. Children should not be in school if they are too ill to go outdoors. The following are expectations for recess:

- Respect the supervisors on duty.
- Exhibit Christian behavior.
- Play respectfully, say good things about others and use good words.
- Leave snow, rocks, sticks, and dirt on the ground.
- Food is not allowed out on the playground.
- Walk quietly down the hallway when going to the north playground for noon recesses.
- For safety reasons, hard balls and metal or wooden bats may not be used.
- No fighting, pushing, tackling, etc. is allowed.
- Use playground equipment properly. For example, no one is to slide down the slide while standing; no one is to jump off a swing while it is in motion, no climbing on top of the slide tunnel etc.
- Play only in your class's assigned areas. Stay in the playground boundaries.

Appropriate winter clothing should be worn as children have outdoor recess. Weather conditions may change quickly. Jackets, boots, hats, snow pants and mittens need to be worn during winter months. Please have all clothing marked with the child's name.

### **SCHOOL CLOSINGS**

Emergency school closings due to severe weather, or for any other reason, will be announced over WCCO radio (830 AM on your dial). Most **weather** announcement closing North St. Paul-Maplewood-Oakdale schools includes St. Peter Catholic School as we follow ISD #622 procedures. There may be some instances that St. Peter Catholic School will not follow ISD #622 and this will be communicated via email, Facebook, and WCCO.

### **SCHOOL HOURS**

School begins at 9:10 A.M. and ends at 3:50 P.M. Students are not to be on the premises or in the building before 8:55 A.M. or after 3:50 P.M. without permission. The school offers an Extended Daycare Program for students needing supervision before and after school. (Contact the office for extended daycare information.) Once students arrive they may not leave the school grounds without permission.

### **TELEPHONE**

The school telephone system provides parents with voice mail for each teacher. If you wish to speak with a teacher, please leave a message of available times you can be reached. Teachers make every effort to return calls the same day they are received. Students and teachers are not allowed to take calls **during instruction**. If there are messages that need to be given to students during the school day, please leave these messages in the office.

Telephone calls are **not allowed** for transportation changes. Students are only allowed to use the school phone for cases of necessity. The phone is not used for social reasons, such as arranging visits with friends.

**UNIFORMS** *Donald's Department Store are our official uniform stores. All styles and colors must be identical to Donald's.*

#### **Grade K-6:**

##### **Boys**

- Shirt: White or Green Logoed Polo or Oxford long sleeve/short sleeve. All shirts, except for the banded bottom style, are to be tucked in.
- Pants: Navy corduroy or dress slacks.
- Shorts: Classic navy "walking" length dress shorts. Cargo pants are not acceptable.
- Sweatshirts/Sweaters: Navy sweatshirts with St. Peter Catholic School emblem may be worn school year 2014-2015. Sweaters/Fleeces/Vests may be purchased with school logo from Donald's.
- Other: Socks are to be plain in style and solid white, navy, or black in color. All anklets must have a cuff.

##### **Girls**

- Shirt: White or Green Logoed Polo or Oxford long sleeve/short sleeve. All shirts, except

for the banded bottom style, are to be tucked in. Girls in grades K-4 may wear white Peter Pan blouse under the jumper.

- Uniform jumper (Grades K-4): White-blue-green plaid, available at Donald's Department Store. Jumper length must be 2 inches or less above the knees.
- Uniform Skirts (Grades 5-6): White-blue-green plaid, available at Donald's Department Store. Skirt length must be 2 inches or less above the knees.
- Pants: Navy corduroy or dress slacks, or knit pants, dark navy – no stirrups.
- Shorts: Classic navy “walking” length dress shorts. Cargo pants are not acceptable.
- Sweatshirts/Sweaters: Navy sweatshirts with St. Peter Catholic School emblem may be worn school year 2014-2015. Sweaters/Fleeces/Vests may be purchased with school logo from Donald's.
- Other: Navy blue leggings that are snug at the ankle may be worn under the jumper or skirt (They may not be worn alone with a shirt or sweatshirt.) Navy or black shorts may be worn under skirts or jumpers at a length not seen below the hem of the skirt or jumper. Only uniform pants may be worn under the skirt or jumper. Solid navy, white, green, or yellow knee-highs, anklets, or tights are to be worn. All anklets must have a cuff.

### Grades 7-8:

#### Boys

- Shirt: White or Green Logoed Polo or Oxford long sleeve/short sleeve. All shirts, except for the banded bottom style, are to be tucked in.
- Pants: Khaki twill
- Shorts: Khaki twill flat front walking short.
- Sweatshirt: Navy sweatshirts with St. Peter Catholic School emblem may be worn school year 2014-2015. Sweaters/Fleeces/Vests may be purchased with school logo from Donald's.
- Other: Socks are to be plain in style and solid white, navy, or black in color.

#### Girls

- Shirt: White or Green Logoed Polo or Oxford long sleeve/short sleeve. All shirts, except for the banded bottom style, are to be tucked in.
- Uniform Skirts: Navy pleated skirts may be purchased at Donald's Uniform Store. Skirt must fall no higher than right above the knee.
- Pants: Khaki flat front.
- Sweatshirt: Navy sweatshirts with St. Peter Catholic School emblem may be worn school year 2014-2015. Sweaters/Fleeces/Vests may be purchased with school logo from Donald's.
- Other: Solid navy, white, or khaki, knee-highs, anklets, or tights are to be worn. All anklets must have a cuff.

#### For All Students

- Sweatshirts: NO oversized, faded or other types of sweatshirt will be allowed. The St. Peter sweatshirts must be worn over a blouse, shirt or turtleneck. Spiritwear sweatshirts are not part of the uniform.
- Pants & Shorts: May be purchased at any store, however they **must match the style and color of Donald's uniform pants.**
- Sweater: Navy or dark green uniform sweater -cardigan or v-neck pullover.

- Shoes: NO sandals or flip-flops, roller shoes, or backless shoes are allowed.
- Hair: Hair should be neat and well groomed. Unusual or controversial styles are not permitted. Teachers must be able to see the student's eyes.
- Jewelry and Adornments: Jewelry (watch, bracelet, necklace, and/or ring – only one of each) may be worn if in good taste and of simple style. Jewelry should not distract from the overall appearance of the uniform or draw undue attention to the student. Adornments are not allowed. Boys do not wear earrings.
- T-shirts: If a student chooses to wear an undershirt, they are to be **solid white**.
- *Neatness and cleanliness are expected at all times.*

### **Out of Uniform Day**

Students may wear jeans, t-shirts, and sweatshirts. T-shirts with inappropriate lettering and/or pictures or tattered clothing are not allowed. Halter-tops, spaghetti strap tops, short-shorts, underwear showing, or bare midriffs are not permitted. No sandals or flip-flops. Clothes must be clean. At times, special directions for dress will be given. Students must dress appropriate for the day.

## **SERVICES**

### **BAND - STRINGS**

A teacher is contracted to teach group lessons and band one day a week at St. Peter's. Students in grades 4-8 may participate. Fees and instrument arrangements are made by parents with the band director. It is the responsibility of the student to make up any work missed while out of the classroom.

Early Bird String Academy is a program offered to 3<sup>rd</sup> thru 8<sup>th</sup> grade students. Three professional string instructors provide small group lessons on the violin or cello (and eventually viola) and a large group/ensemble experience. The students meet before school once a week from 7:40-8:40 AM in Fellowship Hall. For further information please contact Ingrid Koller at 651-777-9595.

### **BOOKS**

Textbooks and workbooks are loaned to the students by St. Peter Catholic School and the State of Minnesota through State Chapter 733 Textbook Law. All books received are expected to be handled with care. Any books taken from the building for homework or study are expected to be in a bag or have adequate cover. Books that are damaged need to be replaced or repaired. Students are assessed a monetary fine according to the degree of damage.

### **EXTENDED DAY CARE**

St. Peter's offers a comfortable, relaxed, and creative environment for children who need care before and after regular school hours, and on some days when school is not in session. (Please refer to the school calendar.) This includes arts and craft projects, games, reading, homework, and recreation and enrichment activities. Hours: 6:30-9:10 AM and 3:50-6:00 PM. Call the school office, 651-777-3091 Ext. 6157, for more information.

### **EXTRA CLASS ACTIVITIES**

Qualifications for participation in extra curricular activities:

- A student must maintain a passing grade. If deficient or incomplete, a student is suspended until the grade is raised to passing.
- A student's behavior must reflect positive attitudes and actions.

*Interscholastic Athletics:* St. Peter's participates in inter-scholastic athletics. The program is a continuation in a student's development. The program consists of volleyball, soccer, basketball, softball, baseball, track, and swimming. Within the policies established, the interscholastic program is handled by the athletic director with the parish business administrator as direct supervisor and the principal as overall supervisor. Goals of the program are:

1. Athletics provide a good form of self-discipline and continue the atmosphere of the school day, but in a different light.
2. Athletics teach students to participate cooperatively (whether they win or lose) when they are representing St. Peter's and when they are representing other teams in the community.
3. Athletics provide another area in which a student can successfully achieve.
4. Athletics help build good sportsmanship in players.

#### *General Rules*

1. Students are responsible for uniforms issued to them. Uniforms must be returned washed after the last game of the sport/season. A student will not be issued another uniform in any sport at St. Peter's if a previous uniform has not been returned or replaced. Report cards will also be held in the event a uniform is not returned.
2. No student may participate in two sports at the same time. This policy does not include the special one-time activities.
3. Only students on the team may be in O'Reilley Hall during practice.
4. If practice does not start right after school, students must leave school and return at the time of the scheduled practice. When participants go directly to practices or games, they are dismissed at the end of the last bus line.
5. Transportation to and from practice or games is the responsibility of the student and parent. It is not the responsibility of the school.
6. Coaches and team members must conduct themselves in a Christian manner.
7. All participants must have parental permission slips.

#### *Rules for Team Members*

1. If a student is not in school for the afternoon session, which starts at 12:00, he/she does not play the day of the game.
2. Attendance at practice is required if the student wishes to play and remain on the team. The coach may excuse a player from practice.

*Participation in Extra-Curricular Activities:* Policies to be followed are:

1. A major infraction of school rules will result in suspension from, and attendance at, practices and the first game following the infraction.
2. One in-school suspension will result in immediate suspension from the sport for 5 consecutive school days following the issuance of the notice.
3. A second in-school suspension will result in immediate suspension from the sport for 10 school days.
4. Any unsatisfactory academic report indicating a low or failing grade will result in a two-week suspension to improve the grade, beginning the next school day after notification is given. Fees are not refunded if a student is removed from the team.

5. The athletic director will hand out participation rules at the start of each season when a team meeting will take place.

### **FIELD TRIPS**

Field trips are part of the overall curriculum. Students engage in a field trip experience to help achieve educational goals. The Parent Association provides money for each classroom for transportation. Families are charged for transportation exceeding that provided by the Parent Association, and for admission fees. A note will be sent home to Parents/Guardians prior to the field trip briefly explaining the location and purpose of the field trip, the approximate times of departure and arrival back at school, and the mode of transportation. In order for a student to accompany his/her class on a field trip, the signed permission slip with all information included from the child's Parents/Guardians must have been received by the teacher. Insurance regulations of the Archdiocese require the use of the parent/guardian authorization form EACH TIME the students participate in a field trip. Failure to return the form means that the student may not go on the field trip and must stay at school. Phone calls to or from parent/guardian do not fulfill authorization requirements for participation. We must have written permission. The form may not be altered.

**Chaperones:** We are always in need of chaperones and welcome your help. Chaperoning is a wonderful opportunity to show support to your child as well as observe the class in action. To help you understand the essential role of a chaperone and how to best model for our students, please read what is expected of those who volunteer.

1. Volunteers must sign a code of conduct for volunteers and have a background check. This is an archdiocesan policy.
2. When you volunteer, we are counting on you. If at all possible, please give us enough notice to find another chaperone if you are unable to attend as planned.
3. Chaperones are there to help all children. Please try not to focus only on your child. If you are asked to help in another area or with an assigned group, please be flexible.
4. If you drive students, you must complete an insurance form that you will receive from the teacher.

### **HOT LUNCH AND MILK**

St. Peter Catholic School participates in the National School Lunch Program and offers nutritional meals daily. Meals meet federal and state guidelines for meal preparation.

The Hot Lunch Program is an "**Offer vs. Serve**" program, which requires that students be offered five items (meat/meat substitute, vegetable/fruit, bread/bread alternative, and milk) in specified amounts. **Students must select a minimum of three of the five qualifying choices offered.** Of course, students are always able to take the full meal. The hot lunch staff person at the computer system monitors the selection of food to see that it meets the government guidelines for the program. There is no reduction in price for choosing less than five items.

Each fall a letter is sent to every family, along with an application, explaining the availability of free and reduced meals to families who meet eligibility regulations. The school principal processes all applications, using eligibility guidelines. All applications are confidential. Copies are also available through the school year by contacting the school office.

We **strongly** encourage families to apply. (St. Peter's receives Title I funding based on families receiving free and/or reduced meals.) Your willingness to participate helps the entire St. Peter's community.

St. Peter's School uses computerized software to track lunches. Each student is given a four digit pin number at the beginning of the school year to track payment and use of the account. This system also prevents identification of students receiving free or reduced meals. St. Peter's uses a **pre-payment system** for lunches. We ask that you not send monthly cash payments with students. Please put payments in an **envelope** with **student names** on the outside indicating in which account money is to be deposited. The monthly menu is sent home to families and families are expected to make payment for anticipated charges for the month. On average the monthly cost is \$38.00 for hot lunch. If a student's account is in arrears more than \$10.00, the student is expected to bring meals from home until adequate funding is in the account to cover the balance and subsequent charges.

Lunch prices for 2017-2018:

Grades K-8	PK	Extra Entree	Adult Lunches	Adult Salad Bar Only	Milk
<b>\$3.50</b>	<b>\$3</b>	<b>\$.95</b>	<b>\$4.40</b>	<b>\$4</b>	<b>\$.40</b>

Special Diet Food Preparation. If for some reason your child has diet restrictions (i.e. lactose intolerance, allergies) a copy of the restriction from a medical professional needs to be on file with the Food Service.

St. Peter's Hot Lunch Program is operated in accordance with the U.S. Department of Agriculture policy, which does not permit discrimination because of race, color, sex, age, handicap or national origin. More information may be obtained here or from the Office of Equal Opportunity, USDA, Washington, D.C. 20250. Any person who believes that he or she has been discriminated against in any USDA-related activity should write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

St. Peter's encourages all students to eat a healthy lunch. We want the lunch period to be enjoyed by all students so we have the following lunchroom rules:

- Do not share food with others.
- No throwing food.
- Take only what food you will eat.
- Do not save seats for others
- Drink milk, water or juice. NO POP.
- Use a quiet, indoor voice when talking.
- Use good table manners/
- Permission must be given before you leave the table.
- Clean the area around you before you are excused.
- Put trash, trays, and silverware in appropriate areas.

- Show respect for teachers, staff and volunteers.

### **LIBRARY-MEDIA CENTER**

St. Peter's has a wide collection of books and media. Students have regularly scheduled library periods and can visit the library daily. Books circulate for one week. Fines are charged for lost materials. If lost materials are found before the end of the school year, the money is refunded.

### **PHYSICAL EDUCATION**

Students in grades K-8 participate in physical education classes. Tennis shoes are required for all students. Students in grades 7 and 8 will change into a t-shirt or non-uniform sweatshirt and shorts or sweatpants.

### **PICTURES**

Student pictures are taken in the fall. Parents have the option of purchasing the pictures. A memory book, including class pictures, is available for sale at the end of the school year.

### **SPECIAL EDUCATION SERVICES** (State and Federal Programs)

- *Title I (Federal Program)* Qualifying students receive supplemental services in the areas of reading and/or math on site.
- *Guidance: (State Program)* Students in grades 7-8 have access to a counselor.
- *Special Education:* Schools in Minnesota are required to serve the special education needs of children from birth to age 22, or the completion of high school. The areas of delay or disability include sensory, physical, mental or social/emotional. If a child qualifies for special education services and meets the eligibility criteria, the school district is responsible for serving the child's special education needs. If you have questions about any of these programs, please call the assistant principal, or talk with a classroom teacher.

### **TESTING**

Students in grades K-8 take grade level testing in math and reading using the NWEA MAP program each year. The results will demonstrate the growth each student achieves each year. It will also provide teachers with information that is helpful in improving the quality of instruction.

### **TRANSPORTATION**

District 622 provides bus service and questions about bus transportation should be directed to the District, 651-621-1980. The busing policy **does not allow** students to switch buses. A change of address is the only reason for switching buses.

**Bus Safety:** In the fall, classroom teachers instruct students in bus safety. Each student is expected to follow bus safety rules. Riding the bus is a privilege not a right.

**Bus Misconduct:** District 622 uses written notification to parents and the school of misconduct. St. Peter's uses the discipline procedures outlined under "Major Infractions" to handle bus conduct.

### **Bus Safety Rules are:**

- In order that the bus driver may devote his/her full attention to driving, all classroom rules of conduct apply to conduct on the bus.
- No transporting weapons, flammable materials, or other dangerous items.
- Do not extend or throw any object out of the window.
- Keep head, hands and feet inside bus.
- First aid kits, flares, emergency doors are for emergency use only. Students must not tamper with any of the bus emergency equipment.
- Fighting, spitting, teasing, wrestling, throwing objects or littering will not be tolerated. Make the bus driver aware of problems.
- Cooperative with the bus driver.
- Respect the personal property of other students.
- Be courteous! Talking quietly is expected. No swearing or foul language, loud or distracting noise.
- Individual students may be charged for damage to the bus.
- No running to or from the bus.
- Students should NEVER be out of their seats when the bus is moving.
- Bus driver is authorized to assign seats.
- There should be NO eating or drinking beverages on the bus.
- Students will line up in single file while waiting for the bus, a safe distance from the bus. The students will remain standing in line until the bus has come to a complete stop.

### **DISTRICT 622 HEALTH AND SAFETY**

A health education assistant is in the building as scheduled by District 622. The District 622 school nurse is not in the building on a regular basis but arrangements can be made for a student or parent to speak with her about a personal health problem, health information, or consultation. **Please consult your physician for care of injuries occurring outside of school.**

*Emergency Information:* Current emergency information is required for **each** student. A card is filled out by the parent for **each** child at the beginning of each school year. In case of emergency, parents are contacted at home or work. Parents need to make arrangements for proper care in case their child should meet with an accident or become too ill to remain in school. Please notify the school if there is a change in address, telephone number, physician, dentist, work telephone number, etc.

*Illness:* Please keep your child home from school when ill. A child with any kind of rash, lesions, or any suspected communicable disease should be kept out of school until diagnosed by a physician. A child should be fever-free for 24 hours before returning to school. If vomiting and diarrhea are present the 24 hour policy is also used.

*Head Lice Policy:* A child cannot be in school with untreated head lice. A child will be excluded for 24 hours after treatment and may return to school if no live lice and no nits are seen. Exclusion will be made if nits are found. Check your child's head on a regular basis and notify the school if you find head lice on any member of your family.

*Physicals/Immunizations:* Physical examinations are recommended for all children entering Kindergarten and grade 7. Forms for this purpose will be given to parents prior to the child entering these grades. All students entering **kindergarten** must show proof of having received a

2<sup>nd</sup> dose of MMR (Measles/Mumps/Rubella), the Hepatitis B shots (1<sup>st</sup> and 2<sup>nd</sup> shots one month apart and a 3<sup>rd</sup> shot six months after the 1<sup>st</sup> shot), also one Varicella shot (Chicken Pox) or tell us if your child had the Chicken Pox (month and year) besides showing proof that your child has had all his/her baby shots (5 DPT and 4 polio). All students entering **grade 7** must show proof of having received a 2<sup>nd</sup> dose of MMR (Measles/Mumps/Rubella), three Hepatitis B series (1<sup>st</sup> shot and 2<sup>nd</sup> shot one month apart and 3<sup>rd</sup> shot six months after the 1<sup>st</sup> shot), a booster Td (Tetanus/Diphtheria), and also one Varicella shot (Chicken Pox) or show proof of having the Chicken Pox disease. According to state law, **all** children entering school must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella. **Your child will not be allowed to enter school until the immunization requirements have been met.**

Screenings Programs: Vision, hearing, and scoliosis screenings are done by referral of the student, parent, or teacher. Students with known concerns are routinely monitored.

Dental Health: The school participates in the dental health program sponsored by the MN Department of Health. Dental cards are distributed to each child in Grades K-5 in the spring. As dental work is completed, please return the signed card to school.

Medication Policy: See MN Statute 126.201, Administration of Medication by School Personnel. All medication, including inhalers, must be sent in the original prescription container with pharmacy label. Medicines are kept locked.

- a. Medication may be administered by a licensed school nurse who may delegate the duty to the health education assistant, a principal, or secretary trained by a licensed school nurse.
- b. Whenever possible, we recommend that medication be given to students at home, or before and after school.

Following is the policy for administration of medication including inhalers and over-the-counter medication:

- *Long-term medications* (over 2 weeks) require a written order from a person licensed to prescribe medication, written permission by parent, and the original prescription bottle with the pharmacy label.
- *Short-term medications* (less than 2 weeks) require written permission by a parent, and the original prescription bottle with the pharmacy label.

Please Note: New medication authorization from parent and doctor is required if you have any change in the dose of medication or if you have a change in medication.

### **SAFETY/EMERGENCY PROCEDURES**

St. Peter's has established emergency procedures that comply with a Minnesota Statute. Fire, tornado, lockdown, and bus evacuation drills are held on a periodic basis for your child's safety.

### **SECURITY AND SAFETY– ARRIVAL, DISMISSAL, VISITORS**

The following procedures are established to ensure safety during school hour:

- The center front door on Margaret Street is the **only** door visitors should come in through during school hours. There is a buzzer and intercom system.
- O'Reilly Hall is open only open from 8:55 – 9:10.

- Parents, visitors, and volunteers need to sign in at the office and pick up a badge when they are in school. (This is not necessary when bringing children to school or picking them up after school.) Visitors need to sign out when they leave the building.

### **STUDENT PATROLS**

Student patrols assist at crossings near the building and take children to and from the bus. Bikers are escorted to the ride area at the cafeteria door by the school patrol. It is a mark of honor and distinction to be a member of the school patrol. All students are expected to be respectful and cooperative toward patrols. The patrols insure that the children and parents are safely escorted across the busy streets. In the afternoon, bus patrols are on duty to assist the students riding the bus.

### **WEAPONS POLICY**

St. Peter Catholic School has the goal of establishing a Christian environment throughout the school in which students feel safe, secure, happy and have a maximum opportunity to learn. In accomplishing this goal, the school takes the position of no tolerance of weapons and look alike weapons in school, on school grounds, at school activities or events, at bus stops, or on school buses. **All weapons or items that have the appearance of a weapon are prohibited.**

"Weapon" means any firearm whether loaded or unloaded; any substance or device designed as a weapon through its use is capable of threatening or bodily harm; or any device that is used to threaten, terrorize, or cause bodily harm. This includes firecrackers, other flammable materials (matches, lighters, etc.), or laser pens.

If a weapon is found, the following action will take place:

- Confiscation of the weapon (if it can be done safely, or call 911 for assistance).
- Notify the Principal

After the incident is investigated, the following may happen:

- \* Notification of parent/guardian from school.
- \* Possible involvement of police with recommendation to charge. Current law makes it a gross misdemeanor to possess, keep or store a weapon or replica weapon on school property. It is a felony to use any weapon or replica weapon on school property.
- \* Discussion with regard to expulsion.

State law prohibits the carrying of any type of weapon on school grounds. Therefore, the above policy applies to all adults as well as children.

## **SCHOOL ORGANIZATIONS**

### **PARENT ASSOCIATION**

St. Peter's Parent Association is an organization belonging to and made up of all the parents/guardians who have children in St. Peter Catholic School. The association is a service organization whose purpose is to provide ways for parents/guardians to become involved in their child's school and to support and enhance the work of the school, its staff, and students.

Meetings provide parents/guardians with an opportunity to meet and work with other parents/guardians of the school and a time for informal communication between the principal and parents/guardians. The association plans social events throughout the year and helps in fund raising activities. Funds raised by the Parent Association are used for items or projects not provided for in the school's general budget unless such expenditures are deemed necessary and approved by a majority of members at a meeting of the Parent Association.

### **SCHOOL ADVISORY COMMITTEE**

The St. Peter's School Advisory Committee is a consultative body that meets with the pastor and principal monthly. This committee provides consultation in the areas of planning, policy, budget, and development. The committee does not address the day-to-day operation of the school, or supervision of personnel.

## **FINANCE AND FUNDRAISING**

### **FUNDING CATHOLIC EDUCATION**

Catholic education is a vital ministry of the Church. It takes the involvement of **every** family to create and fund an excellent Catholic School. The school budget is met by four major sources—parish investment, tuition, fundraising, and volunteer support.

Throughout the year support of all parents is needed by sharing their gifts of time, talent, and treasure. Opportunities to get involved in the school are numerous - serving on committees, working with students, being room parents, and chaperoning field trips. Each family is asked to give a minimum of 15 service hours a year.

There are three major fund-raisers that help reduce tuition costs. It is expected that every family support these projects. St. Peter's students participate in the **Marathon for Non-Public Education** in the fall, the **Gala**, and the **Spring Extravaganza** (carnival and community event) in the spring.

### **TUITION POLICY**

Tuition and fees are assessed by St. Peter Catholic School and required to be paid by the student's parent(s), or legal guardian. The tuition and fees are determined as part of the budgeting process and communicated to the school community. Parent(s) or legal guardian of students will be required to sign a tuition agreement with St. Peter Catholic School to pay tuition.

At the time of registration a non-refundable down payment is collected. A tuition agreement and payment schedule will be distributed to parents or legal guardians prior to registration.

Parent(s) or legal guardians are required to pay tuition according to the tuition agreement. The following tuition payment options are available:

1. Discounted payment if paid by June 1.
2. Full payment by September 1
3. 50% of tuition by August. Other 50% January.



You can purchase SCRIP in the school office, after masses or by ordering online at [www.ShopwithScrip.com](http://www.ShopwithScrip.com). If you order online you can also pay online using an electronic funds transfer OR you can send a check to the school office OR you can pay when you pick up your order. The school code to use when you register at [www.ShopwithScrip.com](http://www.ShopwithScrip.com) is F8E6BF7C75LL.

Place an order online by 9:00 am Monday morning and your cards can be picked up at the school by Wednesday afternoon. SCRIP purchases made May 1, 2018 through April 30, 2019 count towards your 2018- 2019 SCRIP commitment Once you get started it will quickly become a habit – a GOOD habit!

### **TOBACCO AND SUBSTANCE ABUSE**

St. Peter Catholic School wants to maintain a safe and healthful environment for all students. Therefore, no student shall use, consume, possess, buy, sell, or give away alcoholic beverages, tobacco, toxic substances, and controlled substances (without a physician prescription). These substances are prohibited at all times on school property, school-sponsored events, or on a school bus. If a student is found violating this policy, the substance will be confiscated, and the student will receive a 3-day suspension. If necessary, the police will also be contacted. Students may be referred for counseling.

### ***AGREEMENT TO BE GOVERNED BY HANDBOOK POLICIES will sign as a part of the online registration process***

*I have received and read the **St. Peter Catholic School Parent/Student Handbook** and agree to be governed by the policies contained herein. I also understand and will abide by the **St. Peter Catholic School Acceptable Internet Use Policy**. Should I commit any violation, my access privileges may be revoked.*