



# 2011-2012 Handbook

*This Student/Parent Handbook contains established policies and procedures for the 2011-2012 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parent and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.*

# MISSION STATEMENT

Ss. Peter & Paul Catholic Grade School is the primary educational ministry of Ss. Peter & Paul Parish. Since 1865 the school has existed to serve the youth of our parish, and to help parents in passing on the Catholic faith to their children. At present, our program includes a preschool, kindergarten, daycare and grades 1 through 8. We serve the students, parents, and the community of Ss. Peter & Paul and neighboring communities.

We strive to:

...help families pass on the knowledge, beliefs, and traditions of the Catholic faith to their children.

...provide an atmosphere of caring and respect for each human person, regardless of race or ethnic origin.

...create an environment which encourages academic excellence, and the development of individual talents and abilities.

... work in partnership with families, to instill Christian values, and guide children toward becoming responsible, caring adults.

# OUR PHILOSOPHY

We believe that each of us has been created by God and each of us has been blessed in many ways we have yet to discover.

We believe Catholic Education promotes human development and fosters growth in all individual and social human dimensions--spiritual, moral, intellectual, emotional, and physical--through a ministry embracing a message of faith, taught and lived in community and reaching out in service to others.

We strive for academic excellence in all curricular areas, the development of a positive self-concept, and good moral values.

In order to help each child develop to his or her fullest potential, we believe in the shared responsibility of students, parents, teachers, administrators, and pastors.

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## GENERAL SCHOOL POLICIES

School Policies are presented to the School Board by the Principal. They are then recommended and brought to the Pastor for approval.

### DISCLAIMER

This Student/Parent Handbook contains established policies and procedures for the 2011-2012 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parent and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

- **ADMISSION**

A child who is five years of age or who will reach the age of 5 by September 1st may enter kindergarten in August. Children baptized outside the parish will need to present a baptismal certificate. New students to Ss. Peter & Paul Catholic School are on a probationary status for the first year. Any student being transferred to SPPCS must have all school records transferred to school. *Birth certificate, baptismal record, social security number and immunization record are needed upon entering school.*

- **CHILD PROTECTION POLICY**

The Diocese of Belleville in an effort to protect children from abuse has established a Child Protection Policy. All individuals and entities under the auspices of the Diocese are expected to comply with the provisions of this policy. The Child Protection Policy requires completion of an application, background check(s) and training program for all those that are in regular and/or supervisory contact with the children of our parish and school. This includes both those in paid employment as well as, those that volunteer their services. The training programs are designed to enable individuals to identify signs of abuse; understand and establish appropriate boundaries related to their work with children; as well as, laws, policies and procedures to report allegations of abuse.

Anyone interested in serving in any capacity that involves contact or supervision of children needs to follow the following guidelines:

- Complete an application (Employment or Volunteer). Applications are available at the Parish Office (PPC).
- Completion of a CANTS (Child Abuse and Neglect Tracking System) form. This form is required to be completed every 2 years.
- Some positions require completion of an Illinois State Police Criminal Investigation History. This form is required to be completed every 5 years.
- Attend Initial Child Protection Training.
- Complete Annual Refresher Training.

Only those individuals in compliance will be permitted to work/volunteer in activities that involve the presence of children.

- **CLASS SIZE & ADMISSION**

Ss. Peter & Paul Catholic School is committed to providing a quality affordable Catholic education to the children of Ss. Peter & Paul Catholic Church and its feeder parishes. To maintain desirable class size and operate within the established budget, the SPPCS School Board adopts the following guidelines on class size and the factors to be considered in accepting students for enrollment.

<u>Class Size:</u>	<u>Optimum Size</u>	<u>Maximum Size</u>
Pre-School 3/4	15	17
Pre-School 4/5	15	20
Kindergarten	18	20
Grades 1-2	21	25
Grades 3-4	23	27
Grades 5-8	25	30

These guidelines are meant to be followed in accepting students, however, the Principal with the consent of the Board may modify these numbers. These guidelines may be modified when certain circumstances warrant a change.

In situations where class size is a consideration because of the number of students that have applied for admissions to SPPCS, the following criteria should be used in determining who should be admitted to the school.

- Children already enrolled in SPPCS who are Ss. Peter and Paul Catholic parishioners or feeder parish parishioners. These students must have their fees paid for the current year and have registered (forms completed and fees paid) for the next school year by May 1 of the current school year.
- Students who have siblings already enrolled in the school.
- Parishioners of Ss. Peter and Paul Catholic Church and the feeder parishes whose first child is entering school (This does not refer only to Kindergarten).
- Catholics from parishes other than Ss. Peter and Paul and its feeder parishes.
- Non-Catholic families who already have children in the school.
- Non-Catholic families whose first child is entering the school.

- **CLASS ROSTERS**

Students are assigned to a homeroom class for the following school year based upon the professional advice of the current teacher. Should a parent have a specific request, they must put it in writing and submit it to the school office by May 1<sup>st</sup> of the current school year. Only requests that are educationally based will be considered. These requests will be taken into consideration by the teacher as well as administrator, but are not guaranteed.

- **PHYSICAL EXAMINATIONS**

The Illinois State School Code requires that every child have a physical examination prior to entrance into school and before the start of sixth grade. Children entering Kindergarten, 2<sup>nd</sup> & 6<sup>th</sup> Grade must have a dental examination. Copies of the examinations by the family's physician must be on file in the child's school records by October 15th if the child is to remain in school. Examinations given previously by a qualified physician are acceptable as long as they were within one **calendar** year of the start of the school year in which the child is required to have a physical examination. A child who fails to have the necessary forms in before October 15th will be asked to stay home until such time as the parents are able to get the examinations and turn in the required forms.

- **IMMUNIZATIONS**

According to Illinois State School Code, all students are also required to have the proper and appropriate immunizations. All children entering fourth grade must have the Hepatitis B shots. All students entering Preschool and Kindergarten for the 2011-2012 school year are expected to have the chicken pox vaccine. If students are not in compliance with this, the students can and will be suspended until the appropriate immunizations are received. This is necessary in order to protect all students and to ensure a healthy environment. A doctor's note exempting from the above is required if students do not have those immunizations.

- **HEAD LICE POLICY**

Head lice is highly contagious because of the easy transmission from person to person. In the event that nits (eggs) or live head lice are found on your child, you will be contacted and asked to take your child home for treatment.

Students who are found to have head lice will not be allowed to attend class. A case of head lice is defined as the presence of live lice or nits. No students will be able to return to class until he or she is free of all nits and live lice, as verified by office personnel. Head checks for lice and/or nits will be carried out periodically at school.

- **NON-DISCRIMINATORY POLICY**

SPPCS admits students of any race, color, national, and ethnic origin in administration of the education policies, admission policies, and athletic and other school administered programs.

- **ENROLLMENT - PROBATIONARY**

Any new transfer student (other than those entering kindergarten) who registers to attend our schools shall be considered probationary. This probationary status will remain effective until such time as the student's school records are received from the transferring school, and a sufficient period of time has passed to guarantee that any *special* needs of the child can be met by existing school curriculum and resources.

The school reserves the right, at any time, to require that any student with needs that cannot be met by existing curriculum or staff (as decided by the pastor, Principal, assistant

Principal and teacher/s involved) not be enrolled. The board of education will be kept informed by the Principal, on a current basis, of all problem situations existing and the resulting actions taken. All student transfers at the 7<sup>th</sup> and 8<sup>th</sup> grade level are to be accepted conditionally and students shall remain on probation for the entire academic year.

## **TELEPHONE 939-7217**

PARENTS: EXCEPT IN URGENT CASES, PARENTS ARE ASKED TO LIMIT THEIR TELEPHONE CALLS DURING SCHOOL HOURS. If a parent must call and leave a message for a student, please do so before 2:00 p.m. since office personnel are usually very busy during the last half hour before dismissal.

STUDENTS: UNLESS IT IS AN EMERGENCY, STUDENTS WILL NOT BE ALLOWED TO PHONE HOME.

Emergencies exclude the following:

- Asking a parent if a friend can come over. (Most parents do not appreciate these calls.)
- Asking a parent to bring a "signed paper" for a field trip. (This would reinforce irresponsibility.)
- Asking a parent to bring an assignment. (This would reinforce forgetfulness.)

Cell phones may be brought to school only if kept turned off and in the student locker during school hours.

## • **ATTENDANCE-ABSENCE-TARDINESS AT SCHOOL**

Regular attendance is essential for scholastic achievement. Teachers are required to keep a daily record of attendance for the students' permanent record cards. Perfect attendance is defined as "**No absences**, excused or unexcused."

Parents are asked to call in to the school office before 9:00 a.m. when a student will be absent or tardy. At this time they should request that homework be gathered and indicate how the student will receive it. Homework will then be available after 2:45pm. Office personnel will call the home of those students whose parents have not called the school.

When a student has been absent 5 or more days in a row, a physician's note is required upon the student's return.

Once a student has missed 10% of the days of school, parents will be notified by letter. If absences continue, then that student may be referred to the Regional Truancy Officer with the Regional Office in Waterloo.

"Tardy" - When a student arrives at school late but within 30 minutes of the beginning of the school day, which is 7:45am, the student will be considered tardy. As per school discipline policy, students in grades 5-8 will receive detention after the fifth tardy in a quarter.

"1/2 day Absence" - When a student arrives at school after 8:15am, or when a student leaves before 1:30pm, the student will be considered as 1/2 day absent.

\*Students are to be given one day for each day missed, in order to make up work assigned during the excused absences.

If for any reason a child cannot take part in Physical Education classes or some parts of them for a given length of time or permanently, this must be indicated in writing to the school office.

We strongly discourage removing student from school for family vacations. Teachers **will not** prepare materials for a child whose family chooses to leave for vacation. Work must be made up on return of school.

It is the responsibility of the absentee to find out what work has been missed and to make-up that work.

Students should be prepared to take tests that were missed during absence within two days of their return to school unless other arrangements have been made.

- **ARRIVAL AT SCHOOL**

Students are not to be in the school building before 7:15 a.m. **Any students arriving before 7:15 a.m. will be sent to Latchkey and charged the corresponding fee.** It is impossible for teachers to begin supervising before this time and students are not permitted in the building unsupervised at any time. Once a student arrives at school, he/she is not permitted to leave the school premises, before, during, or after school hours until proper dismissal. Students are allowed to leave school only with permission from a parent or guardian and will only be released to a responsible adult who has signed in at the office. See Latchkey information on page 23.

The first bell rings at 7:35am, if a student arrives at school before 7:35am, they are to go straight to the cafeteria. Students will NOT be allowed to walk the halls or hang out in the bathrooms or classrooms.

- **CELL PHONES AND ELECTRONIC DEVICES**

The possession and use of cell phones and other electronic devices (i.e., I-Pods, Handhelds, etc.) by students is prohibited at SPPCS during the school hours. These are to be kept in the student's locker and turned off.

If a cell phone (or other electronic device) is found in a student's possession during the school day, it will be taken by the administrator/teacher and kept in the school office until the parent comes to get it. There will also be a disciplinary action taken for student's using a cell phone (or other electronic device).

- **CHANGE OF ADDRESS**

A change of address or telephone number of the parent/guardian to be called in an emergency should be reported promptly to the School Office. This is of importance for emergency situations as well as for our records.

- **DISMISSAL FROM SCHOOL**

Normal dismissal times are: Bus Students—2:45, Town Students—2:50. On early dismissal days when there is bus service, the bus students will be dismissed at 45 minutes past the hour while the town students will be dismissed at 50 minutes past the hour. (i.e. 10:45 & 10:50, 1:45 & 1:50, etc.) On early dismissal days when there is no bus service, all students will be dismissed at 50 minutes past the hour. **All students not picked up within 15 minutes of dismissal time will be sent to Latchkey and charged the corresponding fee.**

Any student being dismissed before scheduled dismissal times must be signed out in the office by the adult with whom they are leaving.

Please notify the office/teacher before 2:00 p.m. if there is to be a change in your child's normal dismissal procedure.

- **DISTRIBUTION OF MATERIALS**

SPPCS will not distribute information to parents or students in any form about programs, products or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school.

The school may distribute, at their discretion, information about educational and recreational programs offered by other Catholic elementary or high schools, and the public school district or municipality in which the school is located.

- **TRANSPORTATION**

All students being picked up by parents at the end of a school day need to know where their parents are parked, so they can leave from the exit closest to the car. Places where cars may park are on West 3<sup>rd</sup> Street, Church Street, and on Mill Street. No double parking is allowed on West 3<sup>rd</sup> Street.

Parents picking up on West 3<sup>rd</sup> Street are to enter from Church Street and to wait until buses leave then pull forward. Do not leave your car unattended in the pick-up zone. Please exit once your child is picked up so that other cars may pull forward.

Please do not drop off or pick up students from the south side of the street on West 3<sup>rd</sup> street so as not to endanger the children.

Walkers and car riders are dismissed at 2:50 p.m. Bus riders are dismissed at 2:45 p.m. Bus transportation is provided by the Waterloo School District #5 for students living more than 1-1/2 miles from school. **Students who are not picked up within 15 minutes after dismissal will be sent to Latchkey and charged the corresponding fee.**

Students walking home from school are to leave school grounds upon dismissal and will be assisted at street corners by our student crossing guards.

Students who ride the bus are expected to follow the policies set down by the Bus Company concerning behavior on the bus. SPPCS administration will follow the same standards as the public school officials to correct behavior of those students acting inappropriately on the bus.

Students who come to school by bus are expected to take the same bus home after school unless the parents have notified SPPCS in writing of a change.

Students are not allowed to change to different buses in the evening for the purpose of visiting friends or for other minor matters. In emergency situations, the SPPCS Principal is allowed to give a bus pass to a student for a different bus provided that the bus is not already overcrowded.

Students who are not eligible normally for transportation by bus cannot be given bus passes to allow them to go home with friends.

All students riding buses must observe certain bus regulations:

1. Be on time at the designated bus stop.
2. Observe safe conduct while waiting for the bus to come to a complete stop before entering or departing. Always wait for a sign from the driver before crossing a road.
3. Be courteous and respectful to the bus driver. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in an accident.
4. Observe safe rules at all times. These include, among others:
  - Remain seated at all times, never kneeling or standing in the seat.
  - Keep hands and arms inside the bus.
  - Never throw things on the floor or out the window respect property. Keep your voice down so the driver can remain attentive to the traffic & Emergency vehicles.
  - Be especially quiet at railroad crossings.
  - Keep books, packages, projects, band instruments, etc. out of the aisles.
5. No animals, pets, soda, water guns, weapons, tobacco, drugs, radios, CD or tape players are to be brought on the bus.
6. Be courteous and helpful to fellow students, especially smaller children.
7. In the event of a road emergency, remain in the bus until instructions are given by the driver.
8. Do not ask the driver to stop at places other than the regular bus stop or where you are to return home. He/she is not permitted to do this except by proper authorization from school or parents.
9. These regulations for safe riding practice should be observed at extra-curricular or co-curricular activities under school sponsorship as practiced daily. Be respectful to all chaperones appointed by the school.

• **ASBESTOS ABATEMENT ACT**

The Asbestos Abatement Act (P.A. 83-1325 and amended by P.A. 84-1096) requires all schools to be tested for asbestos and have a management plan for their buildings. We have

had our building inspected by the diocese and have our Management Plan in the office. Anyone who wishes to review it may do so in the office between 10:00-11:00 and 1:30-2:30.

- **ABUSED AND NEGLECTED CHILDREN**

The Abused and Neglected Child Reporting Act (P.A. 81-1077) requires that school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must report to the Illinois Department of Children and Family Services. Telephone number: (800) 252-2873.

- **CLASSROOM PARTIES**

There are three regularly scheduled classroom parties held during the school year: Halloween, Christmas, and Valentine's Day. If any other party occasions are requested, they must have special permission of the homeroom teacher and Principal. Homeroom parents with the homeroom teacher will be in charge of any classroom parties held throughout the school year. Please remember that all food brought into school must be store-bought.

- **DRESS CODE POLICY**

It is the policy and practice of this school that all students must be dressed and groomed in such a way as not to be a source of distraction to other students and teachers.

Student's dress reflects their approach to studies; respect for themselves and the members of the faculty/staff; and their behavior as it affects other students.

Uniforms are required apparel for all students in grades K-8.

Students in violation of dress code will receive a dress code violation notice—verbal or written. Upon accumulation of 3 dress code violations within a quarter students in grades 5-8 will receive a detention.

- **UNIFORMS**

The purpose of uniforms is to ensure that students are dressed appropriately so as to focus on learning. We expect and appreciate assistance from parents in supervising uniform policy of your own child/children.

The white and forest green shirts can be purchased through SPPCS Spirit Shop, JCPenney, Land's End, SPPCS Resale Shop and Famously Yours School Uniforms or any other store that carries the official SPPCS uniform colors.

### **BOY'S UNIFORM:**

**Slacks:** Solid navy blue uniform twill pants. No jeans or corduroy pants.

**Shirts:** Solid white dress shirt, white or forest green knit polo shirts or white, navy or forest green turtleneck with fold down collar may be worn as an outer shirt. Only solid white, non-logo t-shirts may be worn under uniform shirts. **No logos**

**except the official SPPCS Logo are allowed on any shirts. All shirts must be tucked in at all times.**

**Sweater:** Solid navy, white, or forest green v-neck or crew neck pullover or cardigan.  
(optional) A uniform shirt must be worn underneath the sweater.

**Sweatshirt:** Solid forest green uniform crewneck sweatshirt. The navy uniform sweatshirt is  
(optional) being phased out. All new sweatshirts must be purchased in forest green. A uniform shirt must be worn underneath the sweatshirt.

Beginning in 2012-2013 hoodies will not be allowed in the classrooms. Only approved sweatshirts and windshirts with the approved SPPCS labels will be allowed. These approved sweatshirts may be purchased through the SPPCS Spirit Shop, Gillians or Famously Yours.

**Socks:** Forest Green, dark navy, black or white socks must be worn at all times. No name brands or stripes may appear on the socks.

**Shorts:** Navy blue twill shorts NO SHORTER THAN 3" ABOVE THE KNEE.  
Shorts may be worn throughout the year.

**Shoes:** No sandals. Shoes must be closed/tied, fastened securely, no open-toed or open-heeled shoes, for safety reasons. No "Heelies" are to be worn at school.

**Hair:** Hair must be a natural hair color as determined by the Principal. It must be worn so that student's eyes are completely visible.

**Make-up:** No make-up is allowed. No fingernail polish is allowed.  
No body art or tattoos will be allowed.

**Jewelry:** Stud-type pierced earrings are allowed. No dangle-type earrings are allowed.  
No body piercing is permitted other than ears.

#### **GIRL'S UNIFORM:**

**Jumpers:** Plaid jumpers purchased from uniform company or made from material purchased from the uniform store. Jumpers may be worn throughout the school year. All plaid must be the approved SPPCS color/pattern. (Shorts are to be worn under the uniform jumpers.)

**Skirts/  
Culottes:** Plaid skirt or culottes purchased from the uniform company or made from material purchased from the uniform store. NO SHORTER THAN 3" ABOVE THE KNEE. Skirt/culottes may be worn throughout the school year. All plaid must be the approved SPPCS color/pattern. (Shorts are to be worn under uniform skirts.)

**Shirts:** Solid white blouse, white or forest green knit polo shirts or white, navy or forest green turtleneck with fold down collar. No ruffles, lace, or piping is allowed. Only solid white, non-logo t-shirts may be worn under uniform shirts. **No logos**

**except the official SPPCS Logo are allowed on any shirts. All shirts must be tucked in at all times.**

**Sweater:** Solid navy, white or forest green v-neck or crew neck pullover or cardigan.  
(optional) A uniform shirt must be worn underneath the sweater.

**Sweatshirt:** Solid forest green uniform crewneck sweatshirt. The navy uniform sweatshirt are  
(optional) being phased out. All new sweatshirts must be purchased in forest green. A uniform shirt must be worn underneath the sweatshirt.

Beginning in 2012-2013 hoodies will not be allowed in the classrooms. Only approved sweatshirts and windshirts with the approved SPPCS labels will be allowed. These approved sweatshirts may be purchased through the SPPCS Spirit Shop, Gillians or Famously Yours.

**Slacks:** Solid navy blue uniform twill pants may be worn (Pants may be full or capri length). No jeans, corduroy pants, knit, or stirrup slacks are to be worn other than navy or black knit leggings worn under a skirt or jumper.

**Shorts:** Navy blue twill shorts NO SHORTER THAN 3" ABOVE THE KNEE (Navy, twill Bermuda shorts are acceptable). Shorts may be worn throughout the year. No knit shorts.

**Socks:** Forest green, navy, black or white knee-highs, anklets, or tights. No decorations of any kind are permitted on these.

**Hair:** Hair must be a natural color as determined by the Principal. It must be worn so that eyes are completely visible.

**Make-up:** No make-up is allowed. Only fingernail polish that is single solid colored is allowed. No body art or tattoos will be allowed.

**Jewelry:** Stud-type pierced earrings are allowed as well as small hoops. Other jewelry may be worn at the discretion of the teacher. No body piercing is permitted other than ears.

**Shoes:** No sandals or flip-flops. Shoes must be closed/tied, fastened securely, and no open-toed or open-heeled, for safety reasons. No "Heelies" are to be worn at school.

### **Exceptions:**

On the days when the school uniform is not required (field trips, picture day, field day, birthdays) proper modest attire must be worn. Students will refrain from wearing clothing which depicts advertisements or slogans for any alcohol or tobacco products, any illegal drug messages, any sexually implied messages or rock bands. In addition, no low rider pants are to be worn, shorts are to be no shorter than finger tip reach with arms straight down at sides, no short tops, no crop tops, no tank tops, halter tops, no low-cut shirts or spaghetti straps. No midriff should be shown. Jeans that are ripped or have holes are unacceptable.

No sandals or flip-flops of any kind, no open-toed or open-heeled shoes.

In the event of a violation, the student will be sent to the office and remain there until the parent brings a school uniform to the student or until other arrangements have been made.

### **Physical Education Dress Code:**

All students are to wear non-marking tennis shoes on days that they have P.E.

Grades five (5) through eight (8) will be required to wear a P.E. uniform that is to be purchased through the school.

Students who are out of uniform for PE more than 3 times in a quarter will receive a detention.

### **Enforcement of Policy:**

The Dress Code Policy is enforced for the purpose of keeping our students looking neat and presenting a positive image. As in other aspects of the school, it is through cooperation of the school and the home that our policies are best enforced. Students in violation of dress code will receive a dress code violation notice and/or a verbal notice. Upon accumulation of 3 dress code violations, (verbal or written), within a quarter students in grades 5-8 will receive a detention.

Due to the fact that "FADS" sometimes embark upon our uniform code, the final decision regarding what is acceptable for the uniform is left to the discretion of the Principal and/or Pastor.

### • **DRUG, ALCOHOL, & TOBACCO ABUSE POLICY**

It shall be the policy of the Board of Education that the possession, use, distribution, purchase, or sale of any alcoholic beverage or any contraband, controlled substance, tobacco, drug paraphernalia, look-a-like drugs, or any other illicit drugs by a student is prohibited in school buildings, on school buses, and on all other school property at all times. This policy extends to all school-sponsored and related activities, as well as field and athletic trips, whether held before or after school, evenings, or weekends. Furthermore, students shall not be permitted to attend or remain in school while under the influence of prohibited substances or alcohol.

Any student found in violation of this policy shall be disciplined consistent with the Board's disciplinary policies including parental notification and involvement, remediation, and referral to community support agencies, referral to law enforcement agencies, suspension and/or expulsion.

Anyone caught with alcohol, drugs, or tobacco in their possession, whether it be on their person, in their locker, book bag, or in their desk will be:

1. Suspended from school and the parents notified of the suspension and reason.

2. Required to have or schedule consultation with a mental health clinic, a private physician who must be an M.D. practicing in psychology or psychiatry or other school approved agencies and asked, on their return to school, to show documented proof that consultation treatment has taken place, or to be continued.
3. Student's return must be approved by counselor and Principal to return to school.

- **FEES AND FINES POLICY**

Student report cards and official records will not be released until all school financial obligations are paid. Report cards will not be available at the end of the second quarter or any following quarters, until compliance has been met or arranged. There will be a \$15.00 processing fee for all tuition payments not received by the 15<sup>th</sup> of the month in which they are due.

A student who loses a book or damages school or church property, either accidentally or otherwise, may be responsible for replacements or repairs.

- **FIRE, TORNADO, AND EARTHQUAKE DRILLS**

Fire, tornado, and emergency drills will be conducted throughout the school year, as per state guidelines.

- **INSURANCE**

School insurance is available for all students. Applications are in the school office. If a student is not covered by parent's insurance, this insurance would help provide adequate coverage.

Diocesan policy requires that all students have insurance coverage and parents must sign a statement to this effect at the start of each school year. Students whose parents refuse to sign the Diocesan statement concerning proof of private coverage and release of liability or who refuse to purchase school insurance will not be accepted into SPPCS.

Students participating in inter-scholastic sports must have insurance and the parents must sign the Diocesan statement concerning the insurance coverage and release of liability before the start of each sport during the year. Students whose parents fail to do this will not be allowed to participate in the various sports.

- **INTERRUPTIONS**

Neither the teachers nor the students should be disturbed during class time. If a conference with a teacher or the Principal is desired, parents should arrange an appointment with the school. All visitors to the school must report to the school office and sign in and out.

If there is a change in a student's daily schedule as to pick up after school or latchkey, parents must write a note informing teacher of change in student's schedule or call the school office before 2:00 p.m. *A verbal message from the student will NOT be accepted.*

- **LATCHKEY PROGRAM**

A before and after school child care program is in operation at SPPCS. The program will consist of a variety of creative and structured activities that will coincide with a daily routine of homework/study time and free play.

**Hours:** A.M. Session: 6:00 a.m. to 7:30 a.m.  
P.M. Session: 2:50 p.m. to 6:00 p.m.

**Fees:** The fee for the 1<sup>st</sup> child is \$7.00 and the 2<sup>nd</sup> child is \$5.00 per day for the afternoon session. This includes a nutritional snack.

The fee for the 1<sup>st</sup> child is \$5.00 and the 2<sup>nd</sup> child is \$4.00 per day for the morning session. This includes a nutritional breakfast.

On 10:50am dismissal days, there is an additional fee of \$5.00 for each student. **NO LUNCH** is provided so the students need to bring a sack lunch and drink.

**Latchkey Payments:**

Families utilizing Latchkey regularly are required to pay your latchkey account two weeks in advance before your child can attend after-school care. If your account falls two weeks behind, you may not utilize Latchkey service until your account has been paid in full plus prepayment for one full week has been received.

For better tracking and record keeping purposes, preferred method of payment on all fees is by check.

**Late Pick-Up Policy:**

If a parent is late picking up a child, there will be a \$3.00 charge for every 5 minutes that is past 6:00 p.m.

- **MEDICATIONS**

School personnel are not allowed to dispense any kind of medication, prescription or over-the-counter, to students. If a student needs to take medication, the necessary paperwork **must** be on file in the office. Please pick these forms up in the office. **Students should then -- under the supervision of personnel -- go to the office to take their own medication.**

- **WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL:**

Whether or not to keep a child home from school isn't always an easy decision. It is obvious that a very ill child does not belong at school, but there are days when common sense isn't enough to make the choice. The following may give parents some helpful guidelines:

- Children with fevers should not be in school.
- Children with contagious diseases, spread by contact, coughing or sneezing, should stay home. Examples are: influenza, chicken pox, pink eye, and strep throat. A child

with strep throat may return to school after 24 hours of antibiotics, and a child with pink eye after 24 hours of antibiotic eye drops.

- Conditions making students too uncomfortable to participate in class are also reasonable grounds for remaining at home. Examples are: urinary tract infections, painful injuries, and nagging coughs.
- When keeping a child home from school, don't forget to call the school office and inform them to whom they should send homework with at the end of the day. Homework will be available after 2:45pm.

- **PEANUT ALLERGIES AND/OR OTHER FOOD ALLERGIES**

As we have more and more students with peanut and/or other food allergies, the faculty and staff at SPPCS want to take every precaution to ensure the safety of the children.

As a school community, there are a few steps that we are taking to ensure the safety of all children with food allergies:

### **Cafeteria Guidelines**

A "peanut" table is available for the students bringing peanut items. This child can invite a friend to eat with him/her that day. After eating, the children at the "peanut table" will wash their hands.

Every child with a peanut allergy is to have a "Significant Medical Condition" form on file in the office. Part of the form is to be completed by the physician.

Parents of children with allergies are to have at least one Epi-pen available at the school for your child in case of an emergency.

If you would prefer to have more, please contact the office. It is strongly suggested that one be in the classroom and one be in the office. Parents of children with allergies are to be in good communication with the teachers and administration. Parents of children with allergies are to send alternative snacks to have available for their child.

Faculty and staff have been in-serviced on the signs and symptoms of allergies and the reactions of such.

Faculty and staff have been instructed on the use of Epi-pens and what steps to take to contact emergency staff.

All children are being instructed by their teachers to eat the food that they have either brought from home or bought in the cafeteria. **No food swapping.**

We ask for your support in using your best judgment when sending snacks to school. If you have any questions, please do not hesitate to contact the office at 618-939-7217.

- **PHYSICAL EDUCATION**

All students must participate in the Physical Education program. Students who cannot participate in physical education for a certain period must bring a note from their parents and/or physician, if applicable, stating the reason to be excused from the PE class.

- **PREGNANCY POLICY**

Catholic school Principals, in consultation with the Office of Education, shall make final judgments as to whether or not pregnant students should be enrolled or retained in school. They shall take every precaution to avert consideration of abortion as an option by the pregnant student. In the light of compassion, mercy, and justice, they shall consider each person's case individually, consult with the parents, recommend appropriate counseling resources, and insure confidentiality.

Pregnancy shall not be a reason for expulsion.

- **RECORDS**

Student's school records will be released to appropriate agencies, schools, or other parties when requested by a parent through use of a signed release or information form provided all fees have been paid. Records will be released upon request to either natural parent or to a legally appointed guardian. In cases of divorce or separation within a family, the school will still continue to release records to either of the natural parents unless the school has been given written legal notice that one of the parents involved is not allowed access to the child's records. Verbal instructions by one parent are not enough cause to prevent the right of the other parent to have access to the student's records.

- **SCHOOL CANCELLATIONS**

Whenever the Waterloo School District #5 cancels school (due to inclement weather, etc.) Ss. Peter & Paul Catholic School will also cancel. The radio stations that will announce cancellations are: KMOX -1120 and WIBV -1260. If school is canceled a day in advance, it will also be announced on TV Channels 4 and 5.

- **SPECIAL EDUCATION**

SPPCS works in conjunction with the Waterloo District #5 for Speech, and Special Educational Services. In addition, there are Resource Teachers available to assist those students requiring additional assistance outside the regular classroom.

The child who is working as hard as possible in a class and is unable to keep up with the rest of the students will often be referred for assistance from the Resource Teacher, testing and/or possible inclusion in special education classes. In these circumstances, should the parent refuse to allow testing and/or subsequent placement in special education programs, the student will, of necessity, be graded as any other student and be retained if unable to produce enough acceptable work to pass.

- **VACATIONS**

We in no way promote vacations that interfere with students' attendance at school and thus prohibit their academic success. Permission for only family sponsored vacations will be granted. Parents are to notify the office as well as individual teachers and coaches at least one week in advance. All work that is missed will be given to the student upon return to school. All missed work will be due within one week of returning to school. All tests and quizzes missed are to be made up within one week and outside of regular class time (recess, before or after school, etc).

- **VOLUNTEER**

Volunteers are vital to the success of SPPCS. In order to volunteer, you must comply with all Diocesan Child Protection policies as per page 6.

- **WEAPONS POLICY**

Weapons include but are not limited to guns, knives, lasers, or any other item that could be harmful or a threat to any person, including toy, or look-a-like guns, knives, etc. Halloween is not an exception to this rule.

All such weapons if found in a student's possession, in a locker, school bag, desk, etc. will be handled in this manner:

1. At the discretion of the Principal authorities may be notified.
2. Parents will be called.
3. Weapons may be turned over to juvenile authorities.
4. Counseling suggestions will be completed and documented, when deemed necessary by authorized personnel.

Students found to be in willful violation of the policy will be expelled. Inspections by the Principal or a designated person of desks, lockers, bags, pockets, etc., can be done at any time.

## FINANCIAL OBLIGATION TO THE SCHOOL

- **2011-2012 TUITION**

Tuition rates and fees for the 2011-2012 school year are as follows: The base tuition rate is \$2,850. Tuition fees for the second child are \$2,075. Tuition fees for the third child are \$1,400. Tuition for the fourth or more children are \$0. The instructional materials/general service fees are \$400/per child. All fees need to be paid prior to the start of school and are non-refundable.

To be eligible for Parishioner Rates approval must be received from the parish pastor.

Here is a tuition breakdown for the 2011-2012 school year for a single child, additional children, and a single child non-parishioner family rate.

<u>PARISHIONER RATES (first child)</u>	<u>ADDITIONAL FEES</u>	<u>NON-PARISHIONER RATES:</u>
\$2,850.00 Base Tuition Rate	\$2,075.00 Additional student tuition for second child	\$5,000.00 Base Tuition Rate
\$ 400.00 General Service Fee		\$ 400.00 General Service Fee
-----		-----
\$3,250.00 Total Fees	\$1,400.00 Additional student tuition for third child	\$5,400.00 Total Fees
	\$ .00 Additional student tuition for fourth child	
	\$ 400.00 General Service Fee for each subsequent child	\$3,500.00 Additional student tuition for second child
		\$2,500.00 Additional student tuition for third child
		\$2,000.00 Additional student tuition for fourth child
		\$ 400.00 General Service Fee for each subsequent child

Graduation is a privilege not a right. No student will be allowed to participate in graduation ceremonies until ALL fees and tuition have been paid.

- **TUITION POLICY FOR PARTIAL YEAR:**

The tuition policy for families moving in during the school year is: All families will pay the full registration fee regardless of when they register.

Families registering after the start of the school year will pay tuition on a pro-rated basis, e.g. those coming at mid-year will pay one-half the tuition rate. A full month's tuition will be charged regardless of what day of the month they register.

- **GENERAL SERVICE FEE**

The Board of Education annually establishes student fees for grades K-8 to pay for rented textbooks, consumable books, supplies, and direct student fees. For the 2011-2012 school year, the general service fee is \$400 per child and is non-refundable.

Students are responsible for having books covered at all times. Book covers will be given to each student at the beginning of each semester. Textbooks should never be marked on with pen or pencil (with the exception of consumable workbooks). If a book is lost or damaged

in any way, the student will be required to pay damage fees. Students will be responsible for carrying books to and from school in a school bag or tote bag.

- **CAFETERIA PROGRAM AND METHOD OF PAYMENT**

A hot lunch including milk is served daily in the cafeteria. Children who bring their lunch may purchase milk. Breakfast of cereal, pop tarts, milk, etc. is available from 7:15-7:30 a.m. in the cafeteria. Students pay for these items at time of purchase.

Lunch money is collected on the FIRST DAY that lunch is served. All money is given to the teacher. Parents are to send lunch money in one envelope for all students in that family. We ask that all parents start the school year by sending in a minimum of \$20 per student. As students purchase hot lunches and milk, the price will automatically be deducted from your account. You will receive a notice when your balance falls below \$10 and will be asked to replenish your account. The cost for K-4 is \$2.25/per day and 5-8 is \$2.50/per day.

- **FREE & REDUCED LUNCHES**

Please keep in mind that the lunch program is government funded, and we ask you to please take advantage of our free and reduced lunches. **All information is kept strictly confidential.** To apply at any time during the school year for free or reduced lunches, please contact the school secretary for an application. If your status changes, you will need to reapply.

## **CURRICULUM & ACADEMIC EXPECTATIONS**

- **CURRICULUM**

The SPPCS school day is from 7:45 a.m. to 2:50 p.m. for grades K-8. Mathematics, Reading, English, Social Studies, Religion, Science, Spelling, Computer, Spanish, P.E. and Music are taught in Grades K-5. Students in Grades 6-8 have electives to choose from in both fine arts and practical arts. A course of studies on Human Sexuality is part of the curriculum for grades five through eight as directed by the Belleville Diocesan Office. The religion teachers teach this course. A copy of the school curriculum is available in the office.

- **CHURCH**

Children will participate in Mass on a regular basis. Students in grades 2-8 will attend Mass twice a week, students in K-1 will attend Mass once a week. Parents are asked to teach the children proper church behavior. As the first teachers of their children, parents are strongly encouraged to attend Mass Sundays and Holy Days. The children are encouraged to use the stewardship envelopes supplied to them to submit prayers and other offerings of time and talent.

- **CLASS TRIPS**

Field trips are privileges given to enhance student learning. Students who fail to meet academic or behavioral requirements may be denied participation in these trips.

Many educational class trips are taken during the school year. Permission slips are taken home and signed by a parent. If these permission slips are not signed by a parent or a child forgets to return them to school, he/she will be required to remain at school during the field trip. No child may attend a field trip without parental permission. **Phone calls and other forms of communication will not be accepted.**

Approved chaperones will attend field trips in a supervisory role. These chaperones will travel with the students and may not bring other siblings/children along.

\* Please see information on page 6 regarding Child Protection requirements.

\* See page 34 for field trip permission slip

- **EARLY LEARNING CENTER**

The Early Learning Center of SPPCS provides for the child, a loving, caring place where he/she may grow and become more aware of him/her self and the world. We hope to stimulate each child and develop a positive self-image and to expand the child's horizons mentally, physically, and emotionally. Children must be 3 years old by September 1 and potty trained to attend.

The center is under the administration of the SPPCS Principal. The teachers are Judy Paisley and Richelle Metz who are both qualified in Early Childhood Education. They are assisted by Lori Roever, Kim Huels, and Dawn Grohmann.

The preschool extended care program is directed by Lori Roever.

- **EARLY LEARNING CENTER FEES**

\$50 non refundable registration fee

Tuition

Weekly Full-Time rate - \$100

Part-Time rates vary, depending upon attendance

- **ACADEMIC EXPECTATIONS**

Report cards are sent home quarterly for grades 1 – 8 and at the end of each semester for Kindergarten. Parent-teacher conferences will be scheduled for all students, kindergarten through eighth grade, during the second quarter.

Conferences are intended to help the student through the cooperative efforts of parents and teachers. At the conference, teachers will discuss the student's strengths and weaknesses as they have noted during the first quarter. Hopefully this will alert parents to potential difficulties early enough to provide additional assistance to the child when needed.

If parents feel the need for a conference outside the scheduled times, these may be arranged with the teacher/Principal. Special conferences will **not** be scheduled during class time and parents are asked not to interrupt teachers with the intention of discussing the student's progress.

\*Graduation is a privilege not a right. No student will be allowed to participate in graduation ceremonies until ALL fees and tuition have been paid. Payments received after May 1<sup>st</sup> must be paid in cash or cashier check. All accounts must be cleared before graduation for students to participate in the ceremony.

- **GRADE CARDS**

Grades are sent home four times a year approximately every nine weeks. Progress reports/mid-terms are sent home each quarter. Grades are also available on-line at [FastDirect.com/SPPCS](http://FastDirect.com/SPPCS).

**Grading Scale:**

100 = A+

85 = C+

94 – 99 = A

79 – 84 = C

93 = A-

78 = C-

92 = B+

77 = D+

87 – 91 = B

76 – 71 = D

86 = B-

70 = D-

Below 70 = F

## **Failing Grades:**

A grade of "F" is given in any subject in which the student fails to get above 69% as the cumulative average of class assignments and tests.

## **Homework:**

Assignments are purposeful and constructive to the learning process. The amount of time normally required for homework in kindergarten through third grade is 20-30 minutes, for fourth through fifth grades it is 30-60 minutes, and 60-90 minutes for the sixth through eighth grade.

Homework is recorded. For grades 5-8 assignments one (1) day late will receive a deduction of 25%; a 0% will be assessed for assignments more than one (1) day late. Non-completion of assignments may result in a detention. At the discretion of the teacher, special arrangements will be made for students who were sick or absent.

It is not the teacher's responsibility to ensure that each student brings home the necessary books and assignments each night. The student is expected to be responsible for this. You may visit a teacher's bulletin board at [FastDirect.com/SPPCS](http://FastDirect.com/SPPCS).

\*Students are to be given one day for each day missed, in order to make up work assigned during excused absences.

## • **RETENTION OF STUDENTS**

Any student receiving an average of 69% or lower in three or more core subjects for the year will be retained in his/her current grade. This is **not** determined on the number of "F" grades. This is determined by an overall average. Parents will be notified in writing before beginning of 3<sup>rd</sup> qtr if retention of student is being considered. The grades will be averaged for the year in each subject and the final percentage will determine the child's status.

Eighth grade students will not be considered as exceptions to the policy on retention. Any eighth grade student who fails three or more subjects for the year will not graduate and will be expected to repeat eighth grade the following year.

Students who are currently receiving extra help through the local public school Special Education Department may be allowed exceptions to the retention policy at the discretion of the SPPCS Principal. The Principal's decision not to retain such a student will be based, in part, on the teacher's recommendation that the student is working to the best of his/her ability in the failing classes. A child who fails because of lack of motivation or refusal to try to complete work will not be promoted regardless of special education status. After-school tutoring does not constitute special education help and will not be taken into consideration when a decision is being made regarding retention of the student.

## • **HONOR ROLL**

SPPCS students, grades 5 through 8, will participate in an Honor Roll Program at the end of each quarter of the school year. Requirements for the Honor Roll include grades for Religion, Reading, Spelling, Mathematics, English, Science, and Social Studies. For the First Honors, students must have an overall average of 93%, with no grade below a C in any course taken. For the Second Honors, students must have an 86% average, with no grade below a C in any course taken.

## **EXTRA-CURRICULAR ACTIVITIES**

- **EXTRA-CURRICULAR ACTIVITIES**

Any activities sponsored by the school which are not part of or related to core curriculum required for every child are considered to be extra-curricular. Examples of these would be speech, band, chess, scholar bowl and athletic activities including cheerleading.

Student participation will not interfere with classroom behavior and academic progress. All players must maintain a passing grade (70%) in every subject to be eligible for practice or games. Coaches will give a roster of the players to each departmental teacher. Each Friday, teachers will report any failing grade to the coach.

The following Extra-Curricular Activities are available:

Chess—Grade 5-8  
Scholar Bowl—Grades 7/8  
Speech—Grades 5-8  
Art Contest—Grades 5-8  
Young Authors—Grades K-8  
Student Council—Grades 5-8  
Team Quest—Grades 3-8  
Math Contest—Grades 6-8  
Spelling Bee—Grades 5-8  
Geography Bee—Grades 5-8  
Softball/Baseball—Grades 6-8  
Basketball—Grades 5-8  
Volleyball—Grades 6-8  
Soccer—Grades K-8  
Track—Grades 6-8  
Cheerleading—Grades 7/8

- **BAND**

All SPPCS 5th through 8th grade students are invited every year to join the SPPCS Band. However, a student must begin with the fifth grade or Beginner's Band. Band lessons/practice will be three times a week. If class time is missed because of band lessons, all band members are responsible for contacting the classroom teacher and completing any missed work. The band fee for 5<sup>th</sup> grade is \$300 and the fee for 6<sup>th</sup> – 8<sup>th</sup> grade is \$350. Mr. Michael Sladek is the band instructor.

- **FUND RAISERS**

All fundraisers are to be submitted in writing and pre-approved by the Principal and by the designated committee before the fundraisers are implemented.

- **FUN NIGHT**

Junior High students are allowed to have up to two Fun Nights per year. These activities are planned by eighth grade students with permission and approval from the Principal before the event occurs. Students must make request at least two weeks before the planned event date. Planning includes setting the date, times, music criteria/activities, eight to ten both male and female chaperones, refreshments, and cost involved.

- **ATTENDANCE AND CONDUCT AT GAMES**

We encourage all parents, grandparents, family, and friends of the SPPCS Falcons to attend all athletic and extra-curricular activities. It is especially important for parents to accompany smaller children to the games and to make sure they watch the games and do not spend their time running in the gym or outside. If any student or player leaves the building, they will be charged another admission fee to enter again. If any student shows poor conduct at a home or away game or on the bus, they will be prohibited from sports activities for a specified time. Students are not allowed to loiter in the lobby.

- **CONDUCT AT EXTRA-CURRICULAR ACTIVITIES:**

Parents and students are encouraged to attend and participate when possible in activities sponsored by the school. These activities, when planned well, provide a good means for school support and spirit.

In keeping with our philosophy emphasizing the dignity of all, sportsmanship and/or appropriate conduct at games, concerts, and other activities are our highest priorities. Use of inappropriate or demeaning language or gestures will not be tolerated at these activities and students, parents, or other spectators who refuse to respect this will be asked to leave. Unsportsmanlike conduct at games particularly can damage the reputation of our school and indeed is a poor witness to the Christian faith we profess.

While on school property, spectators are asked to respect our building and equipment. Adults are asked to remind students of correct behavior when their actions are injurious to themselves, to others, or to our property. If students do not respond appropriately to these reminders, they will be asked to leave.

Win the Prize Program and Code of Conduct for parents and fans is encouraged for all school functions.

## DISCIPLINE POLICIES

- **DISCIPLINE**

The teachers at SPPCS believe that all students can behave appropriately when they know the rules of the class and know that the teachers, administrators, and parents consistently will enforce these rules. Students who break the rules choose to accept the consequences. Students who keep the rules will be shown appreciation by their teachers.

Each year the teachers will set down specific rules for their classroom. They will also spell out in detail the rewards and consequences of their system. Parents are asked to cooperate with the teacher in order to provide the best education possible for the students and will be expected to be a part of the disciplinary procedure for positive, as well as negative, behavior. During the first month of school, the teachers will send home specific guidelines so that the parents know what is expected of their children as well as what is expected of them.

Upon receipt of a behavior slip, the student takes home two (2) copies. The top copy is to be signed and returned to the teacher indicated at the teacher's next class: and the 2<sup>nd</sup> copy is for the parents.

Upon failure to return the behavior slip. The student will be sent to the principal to call his/her parent.

Upon the receipt of the **third** behavior slip, a detention notice will be sent home. This signed notice is to be returned to the homeroom teacher the next school day.

Some examples of behaviors warranting behavior slips:

- Irreverence and misbehavior in Church
- Inappropriate talking
- Disobedience
- Disrespect
- Disruptive behavior
- Gum chewing
- Uniform violations

Automatic detention or other consequences may be invoked at the principal/teacher's discretion for more serious infractions.

Some examples of more serious infractions are:

- Inappropriate Catholic Christian behavior
- Profanity
- Defiance
- Cheating
- Fighting
- Stealing
- Inappropriate behavior during detention

- Inappropriate use of electronic devices, i.e., cell phones
- Drugs, alcohol, cigarettes
- Weapons, firearms, explosives
- Harassment

Continued blatant disrespect toward staff members, teachers, administration, students, and playground monitors, etc. will result in suspension, counseling and/or dismissal.

Any student possessing drugs, alcohol, cigarettes, weapons, firearms, and/or explosives is subject to dismissal from SPPCS.

Any 8<sup>th</sup> Grader receiving 3 or more behavioral related detentions may not be allowed to participate in the Chicago trip.

- **DETENTION POLICY**

**After School Detention:**

The after school detention system will be used only in grades 5 through 8. Lunch detentions may be used for grades 4-8.

If a child receives a detention, a date will be given for the serving of that detention. Detention will be on Tuesday and Thursday from 2:50 – 3:30 p.m. The form MUST be signed by a parent and returned the next day. Three behavior-related detentions in one quarter constitute suspension.

The cost will be \$5.00 for each detention served. This will be payable to the school when the detention slip is returned. Students will spend the first part of detention completing a written reflection on their action that resulted in the detention. The remaining time will be spent completing homework or studying.

Students must be picked up at 3:30 p.m. If a parent is late picking up a student, the student will be sent to latchkey and charged the appropriate fee.

If a student misses a scheduled detention, the detention may be doubled.

**Lunch Detention:**

The lunch detention system will be used for 4<sup>th</sup> grade students. Students will eat lunch separately and will spend the lunch recess writing a reflection and reading.

- **SEXUAL HARASSMENT**

We at Ss. Peter & Paul Catholic Grade School believe that a school environment wherein sexual harassment of students is permitted fosters disrespect for fellow students and employees, interferes with a student's performance, and creates an intimidating, hostile school environment.

Sexual harassment is defined as: any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic grade or achievement; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's school performance or creating an intimidating hostile or offensive school environment.

Students who are the victims of sexual harassment committed by employee(s) or student(s) are encouraged to notify the Principal.

- **RESOLUTION PROCESS**

To be effective, efficient, and maintain confidentiality, the process needs to work on an individual/family level with direct contact and discussion between the involved individuals. This will ensure that the process is not hindered by rumor, hearsay or any other “filter” that interrupts the lines of communication. General parental concerns will not be discussed at open Board meetings unless determined appropriate by the Executive Committee of the Board of Education.

Parents should address their concerns through the following process:

Parents are to submit in writing their concerns to the teacher or staff member. The teacher or staff member will then contact the parents to meet and discuss their concerns in a direct manner.

1. *If step one does not bring satisfaction or the concerns are above the classroom level:* Parents are requested to submit in writing their concerns to the Principal. The Principal will then contact the parents to meet and discuss their concerns in a direct manner.
2. *If step two does not bring satisfaction:* Parents are requested to submit in writing their concerns to the Board of Education President for consideration by the Executive Committee of the Board of Education. The Executive Committee (Board President, Officers, and/or designees) will determine the appropriate forum for discussion. This could be in Executive Committee or with the full Board, depending on the level of concern. The Executive Committee will contact the parents to meet and discuss their concerns in a direct manner.
3. *If step three does not bring satisfaction:* Parents are requested to submit in writing their concerns to the Pastor. The Pastor will then contact the parents to meet and discuss their concerns in a direct manner.
4. *If step four does not bring satisfaction:* Parents are requested to submit in writing their concerns to the Diocesan Office of Education for consideration by the Director of Education. The Director will determine the appropriate forum for discussion. The Director will contact the parents to meet and discuss their concerns in a direct manner.

The Board of Education and the Diocesan Office of Education feel this five-layer process ensures a complete and thorough analysis of parents’ concerns. In our Catholic environment we hope to resolve all concerns at the lowest levels.

- **SUSPENSION & EXPULSION**

Suspension will be invoked for extraordinary acts of misconduct or failure of a student to respond to ordinary sanction. Examples of such extraordinary misconduct are: physical, written or oral violence, toward a teacher, student, their family, school and/or parish, property or possessions; abusive expressions of contempt to a teacher, willful damaging of property; stealing; possession and/or use of illegal drugs/paraphernalia, tobacco products, or alcohol on school premises or at school-sponsored activities. Expulsion or suspension will be levied on any student who is found to be carrying a weapon to, from, or within the school; or to, from or at any school activity. This list of examples is not to be considered as exhaustive.

Suspension will be invoked at the discretion of the Principal and is used to give school officials and parents time to decide whether or not the offending student should be permitted to return to SPPCS. Suspension of a student may not exceed ten days and the student will normally be allowed to return to school after the parents have met with the Principal to discuss specific measures to ensure appropriate behavior on the part of the student or the student will be expelled.

- **General Behavioral Expectations:**

In keeping with the philosophy of our school, students are expected to treat each other as well as the faculty with respect. As such, disrespectful gestures or words will not be tolerated. The teacher will normally deal with this type of behavior within the classroom following the guidelines he/she has set up in accordance with discipline procedures. When a student shows a consistent problem over a period of time, or is involved in a major difficulty - i.e. fighting, stealing, use of alcohol, drugs, or tobacco during school time or at school-sponsored activities, he/she will be referred to the Principal for further disciplinary action.

Any teacher suspecting possession of any type of weapons, drug/paraphernalia, tobacco products, or alcohol by any student can search the book bag/lockers or desk of the individual. The Principal should be included and informed of any such searches. Weapons and/or other unlawful objects that could produce any bodily harm or are dangerous or potentially dangerous in school, on school property, on buses, or at school functions are prohibited at all times.

The following procedures regarding threats made by students are to be followed by all Principals as per:

- Thomas Posnanski

- **Procedure for Student Safety:**

The safety and welfare of students enrolled in a Catholic school in the Diocese of Belleville is of the highest priority. For this reason, a student's written or verbal threat of violence toward other students and/or persons within the school will be taken seriously. For the purpose of this procedure, a threat of violence will be interpreted as a verbal or written threat of action that may cause physical harm to others. The Principal of the school will take immediate action upon learning of the threat or alleged threat. This action includes suspension of the student

into the custody of parent or guardian until a satisfactory psychological evaluation is completed and the Principal agrees that the student may return to school.

The local police will immediately be notified of the threat.

## **BOARD OF EDUCATION & FACULTY/STAFF**

### **• BOARD OF EDUCATION**

The SPPCS Board of Education is an advisory Board to the Principal and Pastor. The duties and functions of the Board are:

1. Interpret, apply, and enforce the policies of the Bishop and the Diocesan Board of Education.
2. Formulate, apply, and enforce policies for the school.
3. Determine needs and then set goals and objectives for the school and designate the responsibility for their implementation.
5. Sponsor, support, and participate in activities that pursue those goals and objectives that are the Board's responsibility to achieve.
6. Be responsible for and monitor the annual budget. Said budget shall include all items pertaining to the educational program.
7. Aid in the development of financial resources.
8. Promote better understanding and support of Catholic Education.
9. Be responsible for the determining of tuition rates, insurance, salaries, and other matters relating to education.
10. Act as liaison body with local state school officials.
11. Establish committees on a standing or ad hoc basis according to need.
12. To assist in the selection of a Principal per Diocesan policy 2211.1 and on a yearly basis evaluate the Principal's service to the Board and his/her implementation of its policies and goals.
13. To monitor, evaluate, and update on a biannual basis the Ss. Peter & Paul Catholic School strategic plan.
14. To write and distribute, on a yearly basis, the SPPCS annual report.

### **2011-2012 School Board Members:**

Tara Busch	939-5628
Jennifer Garner	473-3687
Linette Hermanns	939-4713
Chris Janson	939-5915
Suzan Knese	939-1761
Sarah Krebel	530-7860
Rose Lehmann	458-5663
Mary Mueller	939-0497
Cathy Pfeil	939-4384
Julia Pluff	939-5951
Jennifer Urish	282-3579
Ken Gibbs, Trustee	939-3031
Fr. Osang	939-6426
Mrs. Lisa Buchheit, Principal	939-6947
Belleville Diocesan Office of Education	235-9601

• **FACULTY AND STAFF**

Principal	Mrs. Lisa Buchheit
Bookkeeper	Mrs. Jane Briesacher
Secretary	Mrs. Julie Doerr
Preschool	Mrs. Judy Paisley
Preschool	Mrs. Richelle Metz
Preschool	Mrs. Lori Roever
Preschool	Mrs. Dawn Grohmann
Preschool	Mrs. Kim Huels
KA	Mrs. Carrie Phelps
KB	Mrs. Becky Lowe
1A	Mrs. Diane Sawyer
1B	Mrs. Dawn Kessler
2A	Mrs. Laura Metzger
2B	Mrs. Michelle Floerke
3A	Mrs. Kathy Riebeling
3B	Mrs. Kim Castello
4A	Mrs. Ann Myers
4B	Mrs. Lynn Dugan
5A	Mrs. Kathy Bement
5B	Mrs. Judy Haberl
6A/Lit/Religion	Mrs. Mary Ann Toenjes
6B/Soc Studies	Mr. Vern Tepen
7A/Science	Mr. Chris Haberl
7B/Math	Mr. Ron Hurst
8A/English	Mrs. Beth Timmons
8B/Lit/Religion	Mrs. Beth Lyons
Physical Ed	Mrs. Kerry Brinkmann
Computer	Mr. Jeff Toth
Resource	Mrs. Patricia Roche
Resource	Mrs. Jenny Johnston
Spanish	Mrs. Mimi Davinroy
Counselor	Mrs. Jennifer Mechler
Enrichment/Gifted	Mrs. Laura Frierdich
Music/Band	Mr. Michael Sladek
Latchkey	Mrs. Joanie Steibel
Kitchen	Mrs. Karen Sensel
Kitchen	Mrs. Joanie Steibel
Kitchen	Mrs. Linda Harbaugh
Custodial	Mr. Mike Huebner
Custodial	Mr. John Green