



*Be it known to all that enter here
that CHRIST is the reason for
this school.*

He is the unseen but ever present Teacher in its classes.

He is the Model for its faculty and the inspiration of its students.



ST. PETER CATHOLIC SCHOOL EDUCATIONAL PHILOSOPHY

We, at St. Peter School, believe our mission is to educate the whole child spiritually and morally, intellectually, culturally, socially, emotionally and physically through a planned curriculum which is sequential and based on the varying needs and learning styles of the students.

We believe that this can only be accomplished through a partnership of the home and the school. We believe that the parents are the primary educators of their children and that our educational process complements their efforts.

We believe that our Catholic School has an active role in the teaching mission of the Catholic Church. We believe in providing our students with opportunities which will develop a community of faith and service to others.

To achieve its goal of intellectual development, our school introduces basic tools of learning (e.g., reading, writing, speaking, listening, computing, using resource materials), develops skills with which to use them well, and fosters the spirit of inquiry and enterprise that motivates continuing intellectual growth and critical thinking.

To provide for social and emotional growth, our school promotes an atmosphere that encourages an appreciation of the rights, privileges, and responsibilities as individuals in a democratic society. We also encourage a cooperative attitude in social responsibilities of all kinds and respect for all people. Our school strives to develop a sense of self-esteem, integrity, responsibility, and a love and respect for learning. We also stress an appreciation of cultural diversity.

To guide physical development, our school encourages participation in challenging physical activity and promotes sportsmanship and personal habits.

To accommodate a complex, rapidly changing global society, our school continually evaluates both its achievements and its goals, seeking constant improvement in all areas. Finally, we believe in encouraging academic excellence, respect for oneself and others, and responsibility for one's actions in a Christian community.

ADMISSION POLICY #5117

- I. Children currently enrolled in the school *for* at least 6 months (K-8) will have priority placement at the time of registration. Re-enrollment will be secured provided no tuition is in arrears and the family remains a contributing parishioner or contributing non-parishioner.
- II. Admission to any available space in the preschool and school will be determined in the following order. Within each category, priority placement will be based on the date of parish registration. An exception may be made for those contributing parishioners who have been on the waiting list for a long period of time.

The child's parent(s) will be:

- A. Contributing parishioners who have sent children to the school in the past
- B. Contributing parishioners
- C. Contributing non-parishioners*
- D. Non-contributing parishioners*

Enrollment in the preschool program does not guarantee admission to the St. Peter Kindergarten the following school year.

"Contributing" is defined as one who shares time, talent, and treasure, as well as attends and participates in the Holy Mass in accordance with Catholic doctrine (C.C.C. Article 2180).

*Non-parishioner tuition rate will be applied.

SCHOOL/PARISH RELIGIOUS EDUCATION PROGRAMS WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR GENDER NATIONAL AND ETHNIC ORIGIN IN THE ADMINISTRATION OF THEIR EDUCATIONAL AND ADMISSIONS POLICIES, SCHOLARSHIPS AND LOAN PROGRAMS, ATHLETIC AND OTHER PROGRAMS.

Approved June 16, 2005

TUITION POLICY #3111.4

Families with children registered at St. Peter School and Preschool will be charged tuition in an amount to be recommended by the St. Peter Catholic Education Commission and approved by the St. Peter Finance Council. Families will select one of the following options for tuition payment:

1. In full by August 1st.
2. Payment choices offered by the tuition management program. Any payment not completely paid by the due date will be considered in arrears and will be added to the following payment due. Late fees in the amount of \$10 per month will be assessed in accordance with the tuition management program. If tuition payments are in arrears, the St. Peter Catholic Education Commission will take the following steps:

1. No registration forms (or payments) will be accepted for enrollment at St. Peter's School or Preschool until tuition payments, with the applicable late fees, are up-to-date. Space will not be reserved during registration for those families that are not up-to-date with their tuition payments including any applicable late fees.
2. Enrollment at St. Peter School or Preschool for the upcoming year will not be allowed if there is an outstanding balance from a previous school year as of July 15.
3. All outstanding balances must be paid at least 2 weeks prior to Commencement. Commencement diplomas will not be issued to any student whose family still has an outstanding balance.
4. Require participation in the SMART automatic deduction program.

If a family is experiencing financial hardship, exceptions may be made to accommodate them. However, the family must discuss their situation with either the Pastor of St. Peter Parish, the Principal of St. Peter School, or the Finance Chair of St. Peter Catholic Education Commission before any exceptions will be made.

If tuition payments for the upcoming year are paid in full by August 1st, a percentage discount is available commensurate with the rate provided from the Diocese.

In the event a student(s) leaves St. Peter School before the end of the school year, reimbursement of paid tuition will be issued on a prorated basis.

Approved November 14, 2002 Approved
November 13, 2003 Revised April, 2006

POLICY #5114 DISCIPLINE: SUSPENSIONS AND/OR EXPULSIONS

The school reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities--whether during regular school hours, on school premises, in connection with school activities or otherwise. In the event of a violation of those standards, the school reserves the right to invoke appropriate disciplinary steps including, but not limited to, demerits, detentions, suspensions and expulsion. The level of discipline appropriate for a violation shall be determined on a case-by-case basis in the school's discretion based upon a review of a variety of factors including, but not limited to, the severity of the misconduct, the student's academic and behavioral record and other similar such criteria.

I. The following is a non-exhaustive list of infractions for which students may be disciplined, up to and including expulsion:

A. Violation of the school's rules and regulations

- 1 Intentional physical violence or verbal abuse to others
- 2 Repeated disrespect for school officials and representatives, other students, and any property on school/parish grounds including abusive language, lying, cheating, stealing, continued refusal to perform scholastic requirements
- 3 Repeated disruptive behavior in classroom, hallway, playground, or at school-sponsored activities
- 4 Possession or distribution of immoral pictures and/or literature
- 5 Habitual disregard for the published regulations of the school and obstinate refusal to accept remedial measures after warning
- 6 Repeated truancy
- 7 Any other conduct considered by the school to be contrary to the best interests of the school, its faculty, and/or the school's mission

B. Violation of the school's policy on drugs and alcohol. Students are prohibited from using or being under the influence of alcohol or drugs while at school or at any school-related function. Included within the prohibitions set forth in this Policy are the following:

- 1 Use, possession, manufacture, distribution, dispensation or sale of drugs (narcotics, stimulants, hallucinogens, barbiturates, marijuana, or other non-prescribed substance), drug paraphernalia or alcohol on school premises or with respect to school-related activities
- 2 Storing in a locker, desk, automobile, or other repository on school premises or in connection with any school-related activity any drugs, drug paraphernalia, or alcohol
- 3 Being under the influence of drugs or alcohol on school premises or in connection with any school-related activities

The school reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of such use exists. A "reasonable suspicion" of drug and/or alcohol use may be based upon the observation of the student's behavior, information received regarding alleged alcohol or drug use and/or other indicia giving rise to a suspicion of a violation of this Policy. A student's failure to cooperate in testing required by this Policy or other violations of the Policy may result in disciplinary action up to and including expulsion from the school.

NOTE: Tobacco is also considered a drug due to the highly addictive and stimulant nature of nicotine.

C. Violation of the school's policy on weapons. It is a violation of the school's policies for a student to possess a weapon on school premises or at any time in connection with school-related activities. Included within the prohibitions of this Policy are the possession, sale, distribution, manufacture, receipt, or seeking the sale or trade or use of any firearm, knife, martial arts device, matches, lighters, explosives, small firecrackers or other object which, in the school's discretion, may reasonably be considered to constitute a weapon.

Violation of this Policy may result, in the school's discretion, in disciplinary action up to and including expulsion from the school.

D. Violation of the school's policy on gang and gang-related activities. This school is a gang-free environment. Gangs, as defined in this Policy, include individuals who associate with each other primarily for criminal, disruptive and/or activities prohibited by law and/or by the School's rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in a school setting as their presence interferes materially and substantially with the educational process and the maintenance of appropriate discipline and also may foster anti-social behaviors, attitudes and practices which may endanger the health, safety and welfare of all students. Students are prohibited from participating in any activity related to a gang or secret society while on school property or in conjunction with school-related activities. Activities prohibited by this policy include, but are not limited to, the following:

- 1 Soliciting and/or recruiting others for membership;
- 2 Participating in and/or inciting physical violence;
- 3 Extorting or soliciting money and/or services, requesting any person to pay for protection or the payment of dues;
- 4 Coercing, harassing and/or otherwise intimidating, threatening or causing harm to any person or thing;
- 5 Wearing, possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang or secret society;
- 6 Using any verbal or non-verbal communications (gestures, handshakes, etc.);
- 7 Suggesting or showing membership in or affiliation with a gang or secret society;
- 8 Engaging or failing to engage in any activity where such is intended to promote or further the interest of any gang or any gang activity or secret society including, but not limited to, distributing literature, drawing or displaying gang-related symbols on any surface or teaching others to "represent" or act like a member of a gang or secret society;
- 9 Any other activity which violates any law or policy of the School or the Catholic Diocese of Rockford when such act or activity is taken to further the interests of a gang or secret society.

For purposes of this Policy, the School may also consider gang or gang-related activities in which a student engages outside the School and/or separate from School-related activities due to the potential repercussions on the School and other students of such conduct.

Violations of this policy may result, in the School's discretion, in discipline up to and including dismissal from the School.

II. The final decision to suspend for more than three days or expel must be a decision of the school's Hearing Board, which will include the Principal, Pastor, the Catholic Education Commission President, and one teacher representative selected by the Principal to serve for one year. Final decision to suspend for three or fewer days is that of the School Principal.

III. Prior to possible suspension of more than three days or expulsion, a hearing will be held. At said hearing, the student and parent(s):

- A. Shall be requested to attend
- B. Shall hear the reason(s) for possible suspension/expulsion
- C. May present their viewpoints of the situation

IV. Parental Support of Discipline Policy: All decisions by the school administration are final. Parental support of these decisions is required for the successful enforcement of the school's discipline policies. Failure on the part of the parents to support these decisions may result in the expulsion of the student.

Adopted: May 1, 1980 Revised: May,
2000 Approved: December, 2003
Revised: June, 2006

POLICY ON PARENTAL COOPERATION As members of the community of St. Peter School, we each have a moral and ethical obligation to foster and promote the Catholic values that our faith represents. The cooperation of parents is especially vital. While we recognize that issues may arise during the course of the school year that will be of concern to parents, the manner in which parents address their concerns through their personal conduct must be consistent with these values, whether at School and/or during any School-related function. The failure to meet these conduct expectations shall be addressed in accordance with this policy.

While many different types of conduct by parents are unacceptable under this policy, the following are examples of conduct that will not be tolerated:

- 1 Disrespect to any person at School or at a School-related function;
- 2 Raising of voices, foul language or name-calling directed at any staff members, teacher, child, coach, volunteer, other parents, administrator, religious or clergy member;
- 3 Any physical assault;
- 4 Any other activity considered by the School's administration to be threatening or disrespectful to another, disruptive to the School and/or inconsistent with the Catholic values that the School strives to uphold.

The above is a non-exhaustive list of conduct that violates this policy. The School reserves the right, at its discretion, to determine when a violation of this policy has occurred.

Any violation of this policy, as determined by the School, may result in corrective action, up to and including exclusion from School events. Corrective action that may be taken may include, but is not limited to, verbal and/or written warning(s), meeting(s) with the involved parent and exclusion from School events.

A parent who violates this policy may be warned regarding the unacceptable behavior and the School will endeavor to provide warning to a parent prior to taking more severe action. However, depending upon the involved parent's record of conduct and/or the severity of the misconduct in question, parents are not guaranteed that advance warning will be given prior to being excluded from future School events. The presence of aggravating factors (including the presence of children during the conduct in question, the severity of the behavior, a pattern or record of unacceptable behavior, etc.) shall be considered.

The decision of the Principal regarding the application of this policy may be appealed to the Pastor. The decision of the Pastor is final.

August 2006 Approved: Reverend Monsignor Joseph Jarmoluk, Pastor August, 2003

POLICY ON VIOLENCE ST. PETER CATHOLIC CHURCH GENEVA, ILLINOIS

In response to my predecessor's invitation in 1994, the St. Peter Pastoral Council led a study of the U.S Bishops pastoral message titled "CONFRONTING A CULTURE OF VIOLENCE: A CATHOLIC FRAMEWORK FOR ACTION." Many commissions responded to the three questions of the Council: [1] What does your ministry think of the Bishop's message on violence? [2] What if anything specifically should St. Peter Parish be doing to address violence? [3] What should the parish priorities be - i.e. children, teens, adults, all groups?

Their responses showed a positive attitude toward the Bishops' document and a desire for St. Peter Parish to respond to it in a positive, orderly and concrete fashion and because St. Peter Parish identifies itself in its mission statement as:

We, the people of Saint Peter Parish, guided by the Holy Spirit, are called to celebrate life in a community of faith, growth and compassion....

This parish fosters community by continuing to provide supportive activities that will enable each of us an opportunity to grow in knowledge of our faith, in unity as a loving Christian family and to demonstrate our Catholic faith in the world for the greater honor and glory of God...

Because the Scripture says in Paul's letter to the Galatians, Chapter 5:

If you are guided by the Spirit, you will be in no danger of yielding to self-indulgence. When self-indulgence is at work the results are obvious...feuds, and wrangling, jealousy, bad temper and quarrels...drunkenness and similar things. What the Spirit brings is very different: love, joy, peace, patience, kindness, goodness, trustfulness, gentleness and self control. Since the Spirit is our life, let us be directed by the Spirit.

And whereas St. Peter Parish has had a tradition of prayer, full and frequent use of the grace of the sacraments and respect for the Lord's house and God's servants: Lay, Religious and Civic.

And whereas St. Peter Parish has had a commitment to family life, responsible parenting and a pledge to help parents teach their children to live Christian values and extend mutual respect.

And whereas our presence in our neighborhoods, community and country has been an example, a source of life, hope and faith for all our brothers and sisters; It will remain the policy of St. Peter Parish that

1. At our on-campus and off-campus parish sponsored events,
 - A. Violence against persons and facilities and private property will *not* be tolerated.
 - B. Disrespect of adults, especially those in a position of responsibility for others, will *not* be tolerated.
 - C. Children will be at all times and circumstances protected from harm and abuse, physical, emotional and spiritual;
 - D. Dress and behavior which promotes groups that represent or encourage violence will *not* be tolerated.

2. And further because the Bishops' document encourages programs of awareness, prayer and action at all levels of the Church, St. Peter's Parish will offer at regular and timely intervals:
 - A. Homilies, adult education, youth ministry, school and religious education instructions on violence in society, institutions and families; ways of preventing violence; ways of helping potential perpetrators and victims avoid it, turn away from it, forgive it and heal the wounds from it.
 - B. Prayer for the cessation of violence in our midst.
 - C. Continued support for shelters for victims who are fleeing the perpetrators of violence; and continued support of those who protect our sisters and brothers from violence.

ABSENCE AND RE-ADMITTANCE OF STUDENTS

Since schools are required to report all cases of contagious illness to the Illinois Department of Public Health, all parents are required to notify the school of their child's absence by 8:30 a.m. The parent must indicate student's name, grade, and nature of absence. All unreported absences will be followed up by the school office with a phone call to the home.

Re-admission following illness from contagious disease will be permissible only with a doctor's release. It is important to take steps to stop the spread of a contagious disease. Re-admission from a non-contagious illness will require a note from the parent stating the nature of the illness and dates covered.

* * If a student needs to take medicine, it must be brought to the school office with a note of explanation. A form must also be completed.

ACCIDENTS AND ILLNESSES

In case of accident or illness the school will follow this procedure:

- 1 Contact the parent of the youngster.
- 2 If the parent of the youngster cannot be reached, the emergency contact listed on the child's emergency form* will be called.
- 3 If the parent or the emergency number cannot be reached, the family doctor will be notified.
- 4 If the parent, emergency number or the family doctor cannot be reached, emergency room services will be obtained.

* Because of this process it is vitally important that we have current people and phone numbers on our school emergency forms.

ASSIGNMENT MAKE-UP

We recognize the need for students to be absent from class upon occasion. However, because the school experience cannot be duplicated during a time of absence, we have established the following policies for making up assigned classroom work. In all cases, it is the responsibility of the student to obtain and complete all make-up work.

Excused Absences The following instances constitute an **excused** absence:

- Student illness verified by a parent phone call to the school office.
- Medical/Dental appointments – with parent note.
- Home emergencies (e.g. births, funerals) verified by a parent phone call to the school office.

In the case of an excused absence *of more than one day*, accommodations will be made, upon request, to provide the parent and/or student with make up work. The teacher(s) will collect the needed materials after school and deliver them to the Copy Room after 3:30 p.m.. Please do not ask that work be sent home with siblings.

Unexcused Absences

Any absence, other than those listed above, will be considered an unexcused absence. The following policy will apply to all unexcused absences (including vacation time taken by families):

- | | |
|--------------|--|
| Grades K - 3 | Missed work will be given at the teacher's discretion after the student returns. <i>No work will be given in advance.</i> |
| Grades 4 - 8 | At least one week prior to the unexcused absence, a note must be sent to the office listing the dates the student will not be attending school. Homework in advance may be requested but is not guaranteed.
On the day before the absence, the teachers will give the student the work to be completed during the absence. <i>Note: ALL work, including test preparation, is due upon the day of return. Incomplete work will result in a "zero" and tests will not be postponed.</i>
Also, students missing school for an unexcused absence are not eligible to participate in any school-sponsored activities (e.g. basketball) on the day of their absence. |

BULLYING

“You shall love the Lord your God with all your heart, and with all your soul, and with all your strength, and with all your mind; and your neighbor as yourself.” And Jesus said to him, “You have answered right; do this, and you will live.” Luke 10:27-29

Saint Peter School seeks to promote and provide a safe, caring educational environment. We feel that no child should have to experience a school environment that contributes to unhappy student lives, hindered academic progress, or fear of attending. Students will be expected to follow Jesus Christ's command to love our neighbor as ourselves. In accordance with this guiding command, Saint Peter School has adopted the following bullying policy which includes three parts, a definition of bullying, parental role and identifiers, and preventive strategies.

BULLYING

Any action, word or behavior which harasses, intimidates or causes physical, emotional or psychological harm to another student or students is strictly prohibited. This prohibited conduct also extends to the use of technology ("Cyber bullying") as a tool to harass or cause harm.

Bullying is prohibited during any school-sponsored education program or activity; while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. However, this policy is not limited to conduct that occurs on the premises of the Diocese school.

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically ("cyber bullying"), directed toward a student or students that has or

can be reasonably predicted to have the effect of one or more of the following:

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

Bullying may take various forms, including without limitation one or more of the following: harassment,

threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Examples

of "cyber bullying" include but are not limited to the use of e-mail, web sites, text messaging, electronic

photos or videos & social media (i.e. Face Book, Twitter, My Space etc ...) to harass or intimidate. These lists are meant to be illustrative and non-exhaustive.

Students who violate this policy will be subject to the discipline policy of the student's school.

Definition of Bullying

Bullying has three primary identifiers. Bullying is a repeated and consistent negative behavior that includes contrasting feelings about the actions between the bully and the target where an imbalance of power is evident. Bullying is primarily present in three forms. They include but are not limited to:

Physical Bullying: pushing, hitting, or kicking another student

Verbal Bullying: name calling, teasing, taunting, intimidating, gossiping about, or humiliating another student

Silent Bullying: isolation, rude gestures directed at or about, exclusion of another student

Who is a bully? - Common characteristics of a bully that may surprise parents

- 1 Bullies can have a relatively positive view of themselves
- 2 Bullies can be reasonably popular at school
- 3 Bullies are often physically stronger than classmates
- 4 Bullies are often physically effective in play activities, including sports
- 5 Bullies may not be anxious or insecure
6. Bullies may not be more likely to come from poor families

These characteristics show that any child can be a bully. The one way to prevent bullying is to recognize it, confront it, and deal with it.

These behaviors are the general definition of bullying and may encompass but do not exclude other similar behaviors.

Parental Role and Common Identifiers of Students Experiencing Bullying

The staff at Saint Peter School recognizes the role of parents as the primary educators of their children. Therefore, the parents should be aware of the common signs related to bullying and some positive ways to support the school in preventing bullying.

Parents should be aware of some of the more common signs that your child is being bullied. The National PTA lists several possible indicators of a student who is being bullied as:

- Subtle changes in behavior (withdrawn, anxious, preoccupied, demonstrates loss of interest in school and in favorite activities)
- Comes home from school with bruises and scratches, torn or dirtied clothing, or with missing or damaged books and property
- Loss of appetite
- Excessive trips to the school nurse
- Inability to sleep, bad dreams, crying in sleep
- Repeatedly loses clothing, money, or other valuables
- Appears afraid or reluctant to go to school in the morning
- Repeated headaches or stomachaches-particularly in the morning
- Chooses a roundabout or strange route to and from school
- Feels lonely
- Sensitive or withdrawn when asked about his or her day
- Big appetite after school (perhaps because lunch or lunch money was taken)
- Reluctant to take the school bus

There are several steps parents can take to assist the school in discouraging bullying. They are:

1. Let your child know that bullying is never OK.
2. Be a positive role model for your child.
3. Help your child understand how other students feel.
4. Cooperate with the school if your child is involved.

Preventative Strategies Used by the School

- 1 Listen to all parties involved in incidents
- 2 Investigate as fully as possible
- 3 To take appropriate action, or to refer the matter to the principal or assistant principal for further action
- 4 Record and inform parents of bullying incidents
- 5 Establish well-defined classroom and building expectations for behavior in all school areas including individual classrooms, hallways, locker rooms, lunchroom, and recess areas

CHEATING (includes copying, plagiarizing, and similar actions)

First Offense 1. Detention

- 1 Contact made with parent by the teacher
- 2 Student will redo an assignment and receive 0% Credit
- 3 Student will retake the test and receive 50% Credit

Second Offense 1. Two Detentions

- 1 Parent Conference to discuss the continued behavior with the teacher and the Administration
- 2 Student will redo an assignment and receive 0% Credit
- 3 Student will retake the test and receive 25% Credit

Third Offense 1. In-School Suspension

- 1 Parent Conference to discuss the continued behavior with the teacher and Administration
- 2 0% Credit on test or assignment

Fourth Offense A fourth offense will result in the student's enrollment being reviewed.

CHILD ABUSE

Child abuse and neglect are serious problems that face our society today. There are different types of child abuse: physical, emotional, sexual, and child neglect. Below are brief definitions to help you understand the dynamics of each type of abuse. None of the following behaviors will be tolerated at St. Peter School.

- **Physical Abuse.** The deliberate physical injury of a child. Physical abuse by a caregiver often stems from consequences/punishments that are unreasonable and too harsh for the child. Alcohol and other drug use can intensify stressful situations and add to the possibility of physical abuse.
- **Emotional Abuse.** The deliberate emotional injury of a child. Signs of an emotionally abused child are more difficult to recognize. Emotional abuse includes placing unrealistic expectations on a child, constant ridicule, rejection, blaming, or repeated unfavorable comparisons to siblings or peers.
- **Child Sexual Abuse.** When an individual uses his/her authority to involve the child in sexual activity. Child sexual abuse includes any activity performed for the sexual satisfaction of the abuser. Examples: exhibitionism, voyeurism, inappropriate touching/fondling and intercourse/rape. Other children commit approximately one- third of child sexual abuse. Information about "initiations" or tricked, pressured, or forced sexual activity is serious and should not be ignored. This serious misconduct is considered unacceptable.
- **Child Neglect.** The deliberate and consistent withholding of food, clothing, shelter, medical care, education, and supervision. Often parents/caregivers of neglected children are overwhelmed by their own needs/stresses and are unable to recognize the child's needs.

Signs of Abuse

The most obvious sign of abuse is the child telling he/she has been abused. Unfortunately, many children do not recognize they are being abused or are frightened to reveal the abuse. Below are some signs that a child *may* be abused:

- Broken bones, burns, bruises and abrasions especially in soft tissue areas, abdomen, and back.
- Low self esteem, developmental problems, speech disorders.
- Refusal to go to a friend's/relative's home or school for no apparent reason.
- Seductive or provocative behavior.
- Irritation of genital/anal areas. Trouble using the bathroom.
- Self-destructive behavior such as use of alcohol/drugs, suicidal statements/actions, and running away.
- Undue anxiety, crying, sleep problems, loss of appetite, or uncontrolled eating.
- Behaving like a younger child, thumb sucking, bed wetting, tantrums.
- Sudden drop in grades, behavioral problems at school, disinterest in clubs/activities, or truancy.

Whether signs of abuse or not, a child who is repeatedly demonstrating these characteristics needs your help to solve whatever problem may be concerning him/her.

Suspicion or Disclosure of Physical and Sexual Abuse

If you suspect or have been told about abuse it is your responsibility to immediately report the abuse as to the school authorities and when appropriate, the police. For the child:

- Stay calm as the child explains the situation.
- Be supportive, the child is NOT to blame.
- Reassure the child that you will investigate the incident and will stop it from happening again.
- Help the child report to proper authorities. Avoid unnecessary repetition of the abuse story by child.
- A doctor should examine physical and sexual abuse. Therapy may be needed for all forms of abuse.

Child molesters are sometimes very skilled at controlling and using children, often by giving them excessive attention, gifts, and money. Child molesters use their skills on parents and other adults, disguising their abusive behavior behind friendship and care for the child.

Suspicion or Witnessing Emotional Abuse

If you suspect or have witnessed emotional abuse such as bullying you must report this immediately to the teacher. For the child:

- Stay calm as the child explains the situation
- Be supportive
- Reassure the child that you will investigate the incident and will stop it from happening again.
- Help the child report the emotional abuse to the administrator.

WHAT TO DO GUIDELINES

For Employees and Volunteers of St. Peter School for Use in Response to Cases of Sexual Abuse

It is important for every person to take child abuse and neglect seriously, to be able to recognize when it happens, and to know what to do next. Care enough to call the state's Child Abuse Hotline and the Police.

Recognizing Abuse

Some keys to recognizing sexual abuse victims:

- Abrupt behavioral changes
- Panic attacks
- "Unexplained" fear
- Withdrawal/silence
- Depression

Some of the results of abuse:

- Anger/shame/guilt
- Inner conflict/confusions
- Fragmentation of self
- Loss of trust -feeling betrayed
- Impaired capacity for intimate fulfilling relationships

WHAT TO DO

If you know of, suspect, or have been a victim of sexual abuse:

- 1 Call the Illinois Department of Children and Family Services hotline: 1-800-25ABUSE
- 2 Call the Geneva Police Department: (630) 232-4736

Always call the child abuse hotline. However, you should also consider calling the police – especially in emergencies or when the child has been injured.

People who report alleged child abuse or neglect in good faith cannot be held liable for damages under criminal or civil law. In addition, their names are not given to the person they name as the abuser or to anyone else unless ordered by a hearing officer or judge. Members of the general public may make reports without giving their names.

CURRICULUM

Students receive instruction through a combination of total class instruction, small groups, and individual help based on the various subjects and classes. These methods provide for the individual needs and learning styles of the students. Curriculum guides are provided for all subject areas through the Diocese.

Students in grades 6-8 receive instruction that is departmentalized in Religion, English, Literature, Math, Science, and Social Studies. Language classes are offered to students in grades 6-8, four times a week.

“Specials” are an integral part of the St. Peter School experience. Each week students experience art, music, physical education, technology, and library visits. Students in grades four through eight may participate in band programs.

DISCIPLINE

Registration for admission to our school implies agreement that the parents of the registered will foster in their children a willingness to "obey the rules" and to conduct themselves in an appropriate manner.

In guiding your child's growth in habits of virtue and in Christian attitudes, it is important to **emphasize the positive** rather than the negative. The essence of Christian discipline is self-discipline. To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations.

Discipline Process

All student discipline is initially placed in the hands of a highly qualified and competent teaching staff. Student discipline must originate in the classroom in order for the teacher to maintain high levels of credibility with students. Based upon that premise, the following steps should be taken to resolve any concerns parents may have with a student discipline issue:

- 1 In order to protect the teacher's authority in the classroom, the initial parent contact needs to be with the teacher that administered the discipline.
- 2 Parental contacts should be made in the context of a continued partnership of support between the teacher and parent in an effort to ascertain the factual events surrounding the incident.
- 3 If the matter is not resolved in a reasonable manner of time (approximately one week) and a parent would like to discuss the matter in greater length, a meeting should be scheduled with the parent, the teacher, and the Principal.
- 4 Any serious matter involving a student safety or security issue should be brought to the immediate attention of the Principal or Director of Student Services.
- 5 The Principal or Director of Student Services will immediately notify a parent if the student is involved in an offense deemed worthy of a suspension.

Communicating Disciplinary Action

Saint Peter School will continue to communicate individually with students for lesser discipline offenses. The reminders to the student will allow them to self-correct their behavior before additional consequences are administered. If the student fails to correct their behavior, the teacher may administer a check (or demerit or similar notation) and may contact the parent by phone, e-mail, or a yellow slip. The amount of checks (or demerits or similar notations) required for a further consequence will be based on the student's grade level while considering the child's social developmental level.

Yellow Slip

Saint Peter School will continue to use a yellow slip this year. The yellow slip will inform parents of more serious discipline matters. The yellow slip will provide an additional channel of communication between parents and school staff. Students will be required to bring a yellow slip home to the parents and have them sign the slip indicating they have discussed the behavior and reviewed behavior expectations. The student will need to return the slip to the teacher the following school day. Failure to do so will result in additional consequences. The yellow slip will give the school staff member an opportunity to share with the parents the facts surrounding their decision and describe the disciplinary action taken. Some of the yellow slip offenses include but are not limited to:

Persistent Misbehavior Class Disruption Continued Incomplete Work Lying Cruelty or Disrespect to Another Individual Physical Aggression Intentional Damage or Misuse of School Property Inappropriate Language Persistent Uniform Violations Repeated Tardiness Inappropriate Lunchroom Behavior Insubordination Accumulation of Checks (or Demerits or Similar Notations)

Saint Peter School faculty and staff endeavor to continue a long and supportive relationship with all parents regarding the formation of the students entrusted to our care. We hope that these discipline procedures give a basic guideline for understanding decisions made by the staff, keeping in mind the best interest of all the students involved.

Final Note to Parents on Discipline

Good discipline originates at home. The parent is the first teacher of his/her child and should develop in him/her good habits and proper attitudes toward school. A parent should:

- 1 Recognize that the teacher takes the place of the parent while the child is in school.
- 2 Teach the child respect for law, authority, the rights of others and for private and public property.
- 3 Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
- 4 Work with the school in carrying out recommendations made in the best interest of the child, including discipline and the uniform code.
- 5 Talk with the child about school activities; show an active interest in his/her progress. Read with your child.
- 6 Encourage good eating habits and enough sleep each night. Gum is not allowed at school.
- 7 Realize that good stewardship includes taking care of the environment and the parish/school facilities through recycling and keeping the buildings neat and clean.

MY WWJD PRAYER

Walk with me today, Jesus, in everything I do. Keep me by Your side, Jesus, that I may learn from You. Be with me in the morning. Be with me through the day. Keep Your hand upon me, please, and bless all I do and say. In each of my activities, Jesus, may I always turn to You. And in all of my decisions, let me first ask: What Would Jesus Do?

EARLY DISMISSAL AND TARDINESS

In each case of tardiness or early dismissal, the student must present a note of explanation from the parent to the office. In cases where the parent knows his child will be tardy, a call to the school office will suffice. In the case of early dismissal, the parent must pick up the child at school. If someone other than the parent will pick up the child, the school must be notified of this or other arrangements in advance.

If a student has to stay after school for any reason, the teacher will send home a permission slip the previous day.

EXTRACURRICULAR ACTIVITIES/SPECIAL PROGRAMS

Sports programs are offered for boys and girls in grades five through eight in basketball, cross country, volleyball, track, football (boys), and cheerleading (girls). These groups meet after school and on weekends.

After-school enrichment activities are offered during the year for all levels.

Daisies, Brownies, Girl Scouts, Cub Scouts, and Boy Scouts are part of St. Peter School.

FIELD TRIPS

Field trips are educational and may be arranged by the individual teacher. Written consent of the parent is always needed before a child is permitted to go with his/her group. Chaperones are necessary; however, younger children may not be taken on field trips. Parents who would like to chaperone may indicate so on the permission slips for each field trip.

All trips and outings are considered a privilege which a pupil may forfeit by violations of the discipline policy. If a payment of fees is required, these are non-refundable, as the cost of the trip per individual is based on the total number in the group attending the function.

* * Students will not be allowed to attend if the school does not have a written permission slip.

GRADING SYSTEM

The marking system has been assigned average numerical values. Letter grades for 4-8 are based on the equivalency below.

A+ 100-99 B-86 D 73-72 A 98-96 C+ 85-82 D-71-70 A-95-93 C 81-79 F 69-0 B+ 92-90 C-78-76 B 89-87 D+ 75-74

Each report card tells the parents how the child is doing in comparison to what is expected of a child at his particular grade level. There should be a great deal of parental interest in the effort grade which tells how hard your child is trying. The Honor Roll is based on the student's academic subjects.

INSURANCE

Parents are responsible for primary insurance for their children. A supplemental insurance policy is available.

LOST AND FOUND

Parents are urged to mark all articles such as clothing, books, boots, scarves, etc. with their child's name to facilitate their return when lost. All found articles without names will be kept 30 days in a lost and found box placed in the Copy Room. If not claimed within that time, they will be given to charitable organizations.

LUNCH

A supervised lunch period is available where children may eat lunches brought from home. Milk may be purchased by the semester or at a yearly rate. The milk program is subsidized by the State Government.

All students in full day kindergarten through eighth grade are eligible to stay for lunch. Students remaining for lunch will be supervised in the building and on the playground. There are times when students eat in the classrooms due to funeral luncheons; volunteer parents are asked to help supervise.

Children who remain for lunch are expected to follow the school rules of common courtesy, safety, and respect in the lunchroom, on the playground and in the washrooms. Those who do not will be refused permission to remain during lunchtime. Responsibility of providing for a child refused permission to stay for lunch will rest entirely with that child's parents.

Children who stay for lunch may not, under any circumstances, leave the school or playground unless accompanied by their parents. Parents requesting their child to leave school during the lunch period must follow the same procedures as for an early dismissal.

PARENT-TEACHER CONSULTATIONS

One formal Parent-Teacher conference is held for all grade levels in November. Other conferences may be held by the request of the parents or the teacher. Parents requesting a conference with a particular teacher must call the school to make an appointment with that teacher. Parents should leave a voicemail for that teacher to set up a conference that is convenient for both parties.

At the beginning of each school year, a Curriculum Night is held to give parents an opportunity to meet the teachers and visit classrooms. On this evening each classroom teacher will make a brief presentation on the curriculum of that particular grade.

PLAYGROUND RULES

- 1 Students must play in designated areas and stay in sight of the supervisor. Boundaries may need to be adjusted due to the weather.
- 2 Playground equipment must be used in a correct manner.
- 3 There will be no tackle football or contact sports, no hard baseball, no snowball throwing, no pushing, no fighting, no bad language.
- 4 Children should line up at the door when the bell rings before entering the school. No running into the building is allowed.
- 5 Students should always follow the directions of the administration, teachers, and playground supervisors.

PRESCHOOL

St. Peter School offers two sessions of four-year-old preschool: two mornings a week (Tuesday & Thursday), and three mornings a week (Monday, Wednesday, & Friday). These classes introduce young children to the concepts of letters and sounds, numbers, colors, shapes and time. Children are also aware of a loving God and are learning to get along and share with one another. The preschool program is both academic and developmental.

PROGRESS REPORTS

The purpose of a progress report is a positive, motivational attempt to encourage or to improve academic standing. Progress reports are sent home after six weeks of a nine week quarter for grades 3-8. The progress report relates academic grades as of that date but allows for three more weeks of improvement until the official report card is distributed. In some circumstances parents are notified prior to six weeks when a more chronic academic problem exists. Dates of progress reports are listed on the monthly activity calendar. Progress reports are to be returned to school with a parent signature to insure receipt.

If a student is involved in sports, he/she will be expected to have all passing grades (no 'D's or 'F's). A warning will be given with a time by which the grade should be raised. If the grade does not improve and effort is not indicated, a student will not be allowed to practice or play until improvement is noted by the teacher. The principal will notify the student, the parents, and the coaches.

RELIGIOUS EDUCATION

Religious education and prayer are observed daily. Catholic principles are integrated into every aspect of living through example, precepts, and discussion. Our programs are firmly rooted in the teachings of Christ and His message along with the teachings of the Church. There is a strong emphasis on making Christ's message a living message. During Advent and Lent, the students may receive the Sacrament of Reconciliation. All school student Masses are scheduled for Friday mornings at 8:45 a.m. Parents are always welcome.

MULTIMEDIA LEARNING CENTER

Technology in the Classrooms and Labs

Students receive formal technology instruction using various media elements such as computers, mobile devices, cameras and recording devices. Web-based research and collaboration are monitored by certified instructors. An educational technology director works with teachers to both extend and enhance the St. Peter School curriculum. The director also works directly with students to spark interest and creativity with media use and production. Students and parents are required to sign and acceptable use policy prior to use.

Library

Students have designated library visits as well as access to library materials in the school library and from home via web-based databases. All books and materials must be checked out and returned by the school librarian. Students will be assessed fines for overdue materials and will be charged the replacement cost for lost materials. The school uses a computerized library circulation system.

SACRAMENTAL PROGRAMS

All sacramental preparation is conducted in cooperation with the Parish Director of Religious Education and recognizes the parents' role in the religious education of their children. Students receive instruction in class and are required to do certain assignments, sometimes with the assistance of their parents. School parents are expected to attend the required adult sessions.

SNOW DAYS

St. Peter School usually follows Geneva School District #304 in this matter. In the event of a school closing or a late start, School Reach will be activated to notify parents. You may also find emergency closing information by going to the Home Page of our website at www.stpeterrockets.org.

TELEPHONE CALLS

Normally, a student will not be permitted to call for homework assignments, gym clothes, art supplies, etc. Any books or lunches brought to school by parents will be left in the Copy Room to be picked up by the student at an appropriate time.

Students should not bring cell phones to school for use during the school day. If cell phones are brought to school during the day, they must be off at all times. A student who does not follow this policy, will have his/her cell phone sent to the office and a parent will be notified.

TESTING

Iowa Tests of Basic Skills are given in grades 2-8 each fall.

TEXTBOOKS

Textbooks are rented. To protect the substantial investment made each year in textbooks, please make sure that the books are properly covered. Any books which are damaged in any way must be replaced at the expense of the one causing the damage or an appropriate fine will be imposed.

TRANSPORTATION

WALKERS Children walking to school must respect the rights of homeowners by keeping off lawns and by using public sidewalks on the way to and from school. Kindergarten students may not walk home without a written note from the parent. A school crossing guard is provided by the Police Department at Kaneville and Northampton/Southampton before and after school.

BICYCLES Bicycle racks are provided. Each student who rides a bicycle to school is asked to walk his/her bike on school property. All bikers should wear helmets and all bikes must be locked.

SCHOOL BUS REGULATIONS St. Peter School students who reside within Geneva School District #304 and live more than 1 1/2 miles from school are eligible for free bus service.

Bus Stop: Be on time. Do not push. Wait until bus comes to a complete stop. Enter one at a time.
Keep off private property. Fighting will not be tolerated.

On Bus: Go to seat. Be polite. Obey driver at all times. Do not talk too loudly. Do not touch handle or lever on emergency door. Do not bring articles on the bus which may injure other children. No food on bus.

Getting Off the Bus: Keep your seat until the bus comes to a complete stop. Leave the bus one at a time. Always complete your route and transfer buses in a quiet and orderly fashion.

Failure to obey the above bus regulations will result in the pupil's suspension from bus privileges. St. Peter School students are expected to know how to behave. Inappropriate language, disrespect, fighting, throwing objects, etc. are always cause for suspension of bus privileges.

VISITORS/VOLUNTEERS

All visitors must first stop at the school office. Badges are available for visitors.

Volunteers are part of some St. Peter School programs. Volunteers follow the guidelines of the Rockford Diocese which include background checks, norms, and "Protecting God's Children." Badges are available for volunteers.

Regulations regarding visitors and volunteers will be made as necessary for the safety of the students and staff.

INTERNET ACCESS POLICY & AUTHORIZATION FOR INTERNET ACCESS

All use of the Internet shall be consistent with the Diocese's and School's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Internet Access Policy and Authorization does not attempt to state all required or proscribed behavior of users. However, some specific examples are provided. The failure of any user to follow the terms of the Internet Access Policy and Authorization for Internet Access will result in the loss of privileges, disciplinary action (up to and including expulsion or discharge), and/or appropriate legal action. The signature(s) on the Authorization for Internet Access is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use – Access to the Internet must be for the purpose of education or research, and be consistent with the educational objectives of the Diocese and School.
2. The use of the Internet is a privilege not a right, and inappropriate use will result in a cancellation of those privileges, disciplinary action (up to and including expulsion or discharge) and/or appropriate legal action. The building administrator will make all decisions regarding whether or not a use has violated this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final. Electronic communications, downloaded material and/or other information obtained or transmitted via the Internet may be monitored or read by School officials.
3. Unacceptable Use – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
 - a) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulations;
 - b) Unauthorized downloading of software, regardless of whether it is copyrighted;
 - c) Downloading copyrighted material for other than personal use;
 - d) Using the network to identify, imply, or infer any gang activity;
 - e) Wastefully using resources, such as file space;
 - f) Invading the privacy of individuals;
 - g) Using another user's password or account;
 - h) Posting anonymous messages or using pseudonyms or anonymous sign-ons;
 - i) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, performance, sexually oriented, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the Diocese and/or School;
 - j) Using the network while access privileges are suspended or revoked; and k) Unauthorized subscriptions to Internet services such as list servers and newsgroups.

4. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your message to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal address or telephone numbers of staff, students, or colleagues.
 - d. Recognize that electronic mail (E-Mail) is not private.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Use and share computer resources courteously and efficiently.

5. No Warranties – The Diocese and/or School make no warranties of any kind, whether expressed or implied, for the service they are providing. The Diocese and School will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use of any information obtained via the Internet and the use of other services through the Internet is at your own risk. The Diocese and School specifically deny any responsibility for the accuracy or quality of information obtained through the services.

6. Indemnification – You agree to indemnify the Diocese of Rockford and School for any claims, losses, costs, or damages, including reasonable attorney fees, incurred by the Diocese and/or School relating to, or arising out of any breach of this Internet Access Policy and Authorization or otherwise from your use of the Internet services that are subject to this Policy and the Authorization form.

7. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account and confidential password. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.

8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data for another use. This includes but is not limited to, the uploading or creation of computer viruses.

9. Telephone Charge – The Diocese and School assume no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

10. Release of Liability – You agree to release the Diocese and/or School from any claims or liabilities arising from the use of the Internet services that are subject to this Policy and the Authorization form.

11. Prohibited Use of Electronic Imagery – Employees are prohibited from using the image or likeness of one's self or of any other employee, student, parent, or parishioner on any Internet or web-based site, or in any electronic communication, except with the express permission of the Diocesan site administrator.

12. Prohibited Use of Diocesan Equipment for Transmission of Electronic Imagery – Employees are prohibited from using Diocesan equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent, or parishioner, except with the express permission of the Diocesan site administrator.

13. Prohibited Third-Party Transmission of Electronic Imagery – Employees are prohibited from permitting any other individual or entity from photographing, videographing, or otherwise creating

the likeness of any other employee, student, parent, or parishioner for commercial purposes, and/or for advertising purposes, and/or for Internet transmission or posting, except with the express permission of the Diocesan site administrator.

14. Reporting Obligations – Employees who are requested by any individual or entity to permit any of the actions identified in paragraph 13 are required to refer the individual or entity to the Diocesan site administrator.
15. Use of Diocesan Computers and Equipment by non-Diocese Parties – Use of computers by non-employees is absolutely prohibited unless the individual is an authorized volunteer. Allowing a non-Diocese person to use a Diocese computer is no different than allowing that person to review files belonging to the Diocese and/or Parish and/or School. This prohibition is absolute and includes activities such as allowing a non-Diocese person to use Diocese-provided computers to send or receive E-mails or access the Internet.
16. Intended Recipients of E-mail and Use of E-mail Lists – Distribution of internal E-mail address lists to anyone outside of the Diocese is prohibited except with the approval of the administrator of the site in which one works. E-mail should ordinarily be directed to specific people. While there are group lists in the Diocese electronic mail address book, the existence of these group lists does not authorize any employee to use such group lists. Additionally, distribution of an E-mail to a group list is prohibited unless specifically directed to do so by a manager.
17. Content of E-mail and Internet Material – No one may send electronic communications or access Internet sites that may constitute verbal abuse, slander, defamation or disparagement of any individual or entity. Employees should use caution and common sense when communicating electronically and when accessing Internet sites and must do so in a manner consistent with all Diocesan policies. For example, accessing pornographic sites is strictly prohibited. Also, Diocesan facilities are not a “home shopping network”. E-mail messages offering goods and services for sale are undignified and generally not appropriate.
18. Prohibited Access to Another’s Computer, E-mail, and Voicemail – Except as specifically authorized by the user involved, and except for the unrestricted right of the Diocese to access and/or monitor any and all electronic equipment at any time, employees are not authorized to access or attempt to access E-mail, Internet or the voicemail system of another user, or to transmit messages from a co-worker’s equipment. Using unauthorized files or a password to gain access to confidential files is prohibited. However, as the need arises, a Diocesan employee may specifically authorize another Diocesan employee to access his or her E-mail.