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St. Peter Catholic School Handbook

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OVERVIEW

OUR MISSION

Our Mission is to inspire our students, families and faculty to live a life of discipleship and stewardship aiming to develop the whole person.

OUR CORE VALUES

Our Core Values are reflected in the culture of the school and drive curriculum, instruction, and assessment practices in every classroom. These Values guide the school's policies, procedures, decisions, and resource allocations. Our Core Values are academic excellence, spiritual growth and charitable service.

SCHOOL GOVERNANCE

St. Peter School is a parish school. The school is governed by the Pastor and Principal. For questions or concerns about school policy, families should contact the Principal, Samantha Anderson. St. Peter School adopts all school related policies of the Diocese of Rockford. The school agrees to comply with any other applicable State or federal laws or regulatory requirements.

ILLINOIS SCHOOL CODE

Catholic Schools in the Diocese of Rockford shall be in compliance with all relevant case law interpreting the Illinois School Code, including Plyler v. Doe.

SCHOOL POLICIES AND PROCEDURES

ADMISSION POLICIES

St. Peter School, under the direction of the Diocese of Rockford, admits students of any race, gender, nationality, and ethnic origin to all rights, privileges, programs, and activities generally available to the students at the school. St. Peter School does not discriminate against students with disabilities. St. Peter School does not discriminate against individuals based on their status as immigrants. (Plyler vs. Doe, Diocesan Policy #5001)

Anti-Discrimination

If an individual believes that he or she is a victim of unlawful discrimination by the School, the individual should report this to the Principal of the School. If the complaint of discrimination is against the Principal, the individuals may instead report the matter to the Superintendent of Catholic Schools of the Diocese of Rockford. All complaints of unlawful discrimination will be investigated and treated seriously. The report will be investigated, and the investigation may include a review of the documentation as well as interviewing the alleged victim, potential witnesses and the alleged accused. Upon completion of the investigation, a determination as to the merits of the allegation of discrimination will be made. The individuals involved will be informed of the results of the investigation.

Students preparing to attend St. Peter School must meet all the requirements of St. Peter School policy, the State, and the Diocese. The Pastor and Principal make the final determination in regard to admission and that decision is final.

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For any child entering St. Peter School for the first time, a certified birth certificate and a baptismal certificate (if applicable) must be presented. If a birth certificate is not supplied within 30 days, St. Peter School reserves the right to contact local law enforcement. The age of children entering kindergarten and first grade in all Diocesan elementary schools will comply with the Illinois School Code (105 IL CS5/10-20.12).

Children entering St. Peter School's Two-year-old Preschool Program must be two years of age by September 1st. Children entering the Three-year-old Preschool Program must be three years of age by September 1st and must be toilet trained. Children entering the Four-year-old 3 day Pre-Kindergarten Program must be four years of age by October 1st. Children entering the Four-year-old 5 day Pre-Kindergarten Program must be four years of age by September 1st. Incoming Kindergartners must be five years old by September 1st.

At all times, St. Peter School reserves the right to refuse students whose individual needs or parental requests cannot be met by our educational program.

Students entering St. Peter School from another school must present an official transcript/certification of the grade level for which he/she is applying and a certificate of good standing. A meeting with the Principal is required for all transfer students who are entering St. Peter School. Parents will be asked to sign a release of records form that allows the previous school to send cumulative files, health records and contact with a previous Principal if necessary. Birth and baptismal certificates are also required.

ARRIVAL AND DISMISSAL PROCEDURES

School Day Hours:

Grades K-8 (M – F):	8:25 A.M. – 3:00 P.M.
Half Day Kindergarten (M – F):	8:25 A.M. – 11:15 A.M.
4-Year-Old Pre-Kindergarten	
3 Day (M, W, F):	8:25 A.M. – 11:10 A.M.
5 Day (M – F):	8:30 A.M. – 11:15 A.M.
3-Year-Old Preschool (M, W, F)	
Morning Program:	8:30 A.M. – 11:15 A.M.
2-Year-Old Preschool (T & Th):	8:30 A.M. – 10:30 A.M.

Students may arrive on campus beginning at 8:10 A.M. First bell rings at 8:20 A.M. Tardy bell rings at 8:25 A.M.

Car Rider Drop off At Arrival

Please follow the car line that proceeds in front of our school entrance. When you reach a spot where you can stop your car safely along the curb, your children may get out of the car and line up with their class. (*Please pull up to the farthest spot possible*). Please refrain from parking in the east lot and walking your children to the front entrance. Not only is the moving traffic line the best way to ensure the safety of the children, but it also gives us an orderly and efficient traffic pattern. If you need to enter school yourself in the morning or stop to get out of the car for any reason, please first drop off your children in the line, park, and then proceed to the front entrance.

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Car Rider Pick up At Dismissal

Please follow the various car lines that proceed in front of our school entrance. (The first two rows of cars nearest the building is reserved for Preschool and Kindergarten). Pull behind the orange cones leaving space in between each lane. Turn off your car before students dismiss. As students are dismissed from the school building, they will walk to their car with teachers. Cars that are not in a parking line of cars by 2:58 P.M. will need to wait in front of the rectory. Once students have all entered the cars, remaining cars should then slowly proceed, in order, to the car line nearest the school building. Waiting students can then enter their parked car. We appreciate your patience during this dismissal procedure.

Meeting Your Child at Dismissal

Please refrain from walking up to the school building to meet your child. Only families that have been given permission to do so due to a specific need will be given permission by the school Principal.

Bicycle Riders

Upon arrival to school, begin walking your bike when you reach school property. Lock your bike on the bike rack located near the school entrance. After school, unlock your bike and walk your bike until you are off school property.

Bus Riders

St. Peter School students who reside within Geneva School District #304 and live more than 1 ½ miles from school are eligible for free bus service. Students who do not typically ride a bus cannot ride the bus with a friend. St. Peter School students are expected to act responsibly while riding the bus. Failure to obey bus regulations and/or failure to act responsibly will result in disciplinary action, up to and including suspension from bus privileges. To ensure the safety of all students, please remind your child(ren) that it is critical for us to observe a “no eating on the bus” policy.

ASBESTOS COMPLIANCE

A copy of St. Peter School’s Asbestos Compliance letter can be requested from the school office.

ATHLETICS

Sport activities are provided for all students in 5th –8th grades throughout the year. See website for more information. St. Peter School will allow student athletes to modify their athletic or team uniforms for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values, or modesty preferences per 105 ILCS 5/22-90.

ATTENDANCE AND ABSENCES

Students are required to attend school each day that school is in session. School attendance is essential if students are to benefit from the educational opportunities that are offered. School attendance helps develop responsibility and contributes to academic achievement. Parents and guardians are responsible for their child’s attendance. Students are considered chronically truant if they are absent without legitimate cause for ten percent or more of the regular 176 attendance days. In the case of excessive absences, we will notify the Kane County Truant Officer. We do recognize that there are circumstances that arise where students will be absent from school. Excessive absence beyond valid causes such as illness, death of a family member, family emergency, or a situation beyond the student’s control will warrant dismissal from school.

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The following instances necessitate communication with the school:

1. Student illness or home emergencies verified by a parent phone call to the school office.
2. Medical or dental appointments accompanied with an email to the teacher and administrative assistant.

Reporting Absences

To report absences, please call the school office at (630) 232-0476 before 8:30 A.M. If you have not reported an absence, we will attempt to contact you to verify the absence.

Re-admittance After Absences

Upon returning to school after an absence of five or more days, your child needs a physician's note. If a student needs to take medicine, it must be brought to the school office with a note of explanation.

Assignment Make-Up

It is the responsibility of the student to obtain and complete all make-up work. In the case of an absence of more than one day due to illness or family emergency, accommodations will be made, upon request, to provide the parent with missed work. The teacher will collect the needed materials after school and deliver them to the Staff Work Room after 2:30PM.

BEFORE AND AFTER SCHOOL CARE PROGRAM (BASE)

St. Peter School provides a Before and After School Care Program ("BASE") to any Kindergarten - 8th grade student who is currently enrolled at St. Peter School. This multi-aged program is a nurturing environment offering opportunities for homework time, snack time, interest clubs that take place after school, and fun/learning activities including games, puzzles, books, and special seasonal projects.

BASE is available from 6:45 A.M. to 8:10 A.M. and from 3:00 P.M. to 6:00 P.M. on all full days that school is in session. BASE is also available on early dismissal days from dismissal until 6:00 P.M. Please note that BASE is not available on days when the school is closed. BASE will be open on the first day of school. We also offer a Pre-K Enrichment Program from 11:15 A.M. until 3:00 P.M. each day. Pre-K students need not stay every day of the week. You must let your child's teacher know a day in advance if you plan to have your child stay. The maximum number of students for the Pre-K Enrichment Program is limited.

All participating students must be registered in advance to participate, with a \$25 registration fee paid for either program. A late fee will be charged for any child picked up late for either program. In the event that a parent is late more than two times during a school year, this family may lose the privilege to attend BASE/Extended Preschool. Billing is done through FACTS on a monthly basis. Please contact the school office for questions regarding BASE billing.

BULLYING POLICY

St. Peter School has adopted the Rockford Diocese's bullying policy. Per that policy, any action, word, or behavior which harasses, intimidates, or causes physical, emotional or psychological harm to another student or students is strictly prohibited, whether the action, word or behavior is based on a person's characteristic(s) or other matter. This prohibited conduct also extends to the use of technology ("Cyber bullying") as a tool to harass or cause harm.

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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 computer, a computer network, or other similar electronic device equipment. Please note that this policy is not limited to conduct that occurs on the premises of the Diocesan school or during school hours or school activities.

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in person, 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:

- Placing the student/students in reasonable fear of harm to the student's/students' person or property.
- Causing a substantially detrimental effect on a student's/students' physical or mental health.
- Substantially interfering with a student's/students' academic performance.
- Substantially interfering with a student's/students' ability to participate in or benefit from the services, activities, or privileges provided by St. Peter School.

Bullying may take various forms, including without limitation to 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, posting or sending of electronic photos or videos on social media or "Apps" (i.e. Facebook, Twitter, Instagram, WhatsApp, Snapchat, etc.) to harass or intimidate. These lists are meant to be illustrative and non-exhaustive.

Reporting the conduct: Any School employee who is made aware of conduct which violates this policy, or who receives a report of bullying, shall promptly report this information to the School administrator and, in the administrator's absence, to the administrator's designee, assistant principal, or dean of students. Any parent/guardian who has information that bullying involving a student(s) of the School is occurring shall promptly notify the School of this information.

Notifying the parents/guardian: Within 24 hours of the School being made aware of a reported bullying incident, the School administrator shall notify the parents/guardian of each of the students reportedly involved. The School administrator shall make diligent efforts to notify a parent/guardian using all contact information available to the school or which the school within that 24 hours can reasonably obtain.

Investigating: The School administrator shall investigate the matter, may involve School support personnel or others as deemed appropriate, and will make reasonable efforts to complete the investigation within 10 school days of the date the report is received by the School. However, information may be discovered during the investigation which extends the investigation beyond 10 school days.

Students who violate this policy will generally be subject to the discipline policy of the student's School, but where the nature or extent of the conduct warrants, violators of the policy may be subject to suspension and/or expulsion.

The School administrator or designee will provide to the parents/guardians of the students who are parties in the investigation (parties are the student(s) reported to be the target of the conduct, and the student(s) reported to be committing the conduct) information about the investigation and an opportunity to meet with the School administrator or designee to discuss the investigation, the investigation findings, and

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actions or interventions taken to address bullying, adhering to privacy rules and laws. To the extent appropriate, the School will identify to the parent(s)/guardian(s) of the involved student(s) school- or community-based resources, if available, to assist the involved student(s). The School may require the parent/guardian of the involved student(s) to participate in community-based resources for the involved student(s). (Diocesan Policy #5170)

CATHOLIC EDUCATION COMMISSION (CEC)

The Catholic Education Commission (CEC) has the key role of providing counsel in an advisory capacity and support to the administration and staff of the parish school. It is important that the commission always remembers that it works in partnership with the Pastor and Principal to promote and sustain quality Catholic Education.

1. Advising and assisting administration while they evaluate and create yearly plans.
2. Helping set policy and budgets for both the school and religious education programs.
3. Addressing issues of concerned parents at the beginning of each meeting.

Final approval for budgets comes from the Pastor and the Finance Council. Final policies and advisory steps of action must be approved by the Pastor as well.

The group consists of no more than eight volunteer parishioners with members being selected by the Pastor. CEC terms last three years with a possible re-appointment for another three years. The CEC meets four times per year. Visitors are welcome to present issues during the beginning of each meeting. In order to create sound policies and practices, the CEC values parental input. Please contact the CEC Chairperson if you are interested in presenting an issue, idea, or concern at an upcoming CEC meeting. Contact the Pastor if you are interested in serving on the commission.

CELL PHONES AND ELECTRONIC DEVICES

Cell Phones

St. Peter School does not permit the use of cell phones by students on school premises. If you find it necessary for your child to have a cell phone, we ask that your child keep the phone in his/her backpack, turned off at all times. Cell phone usage will only be permitted after the final bell rings at the culmination of the school day. If given permission to have a phone, your child may use it after exiting the school building for unforeseen schedule changes or emergency situations. If a staff member sees or hears a cell phone during the school day, the phone will be collected and kept in the school office until a parent comes to the office to retrieve it. St. Peter School is not responsible for lost or damaged cell phones.

Electronic Devices

Electronic reading devices are acceptable and may be used at the teacher's discretion. Electronic devices such as handheld games, iPods, tablets, etc. must be kept at home. If a staff member or teacher notices any of these devices, it will be collected and kept in the office until a parent comes to the office to retrieve it. Additionally, students are not permitted to wear watches or wristbands that have gaming or texting capabilities, regardless if they plan to use those features.

CHANGE OF NAME, ADDRESS OR PHONE NUMBER

Parents are asked to notify the school immediately when a change of name, address, or phone number occurs.

CLASSROOM PARTIES AND STUDENT BIRTHDAYS

Classroom Parties

Classroom parties (such as holiday parties) will be prearranged through our Classroom Room Parents. **All arrangements for these classroom activities MUST be made with the classroom teacher.** We would ask that the parties be planned with attention to the classroom community where bonding, fun, and spiritual festivities are the focus. We ask that room parents maintain simplicity and a regard for safety in their preparations.

Classroom Party Approval form should be completed in advance of any classroom activity involving food and submitted to the school office for approval. Please also refer to the Handbook Section titled, *“Food in the Classroom”* for additional information on allergies, nut-free classrooms as well as other resources to help make safe allergy-free food choices.

Student Birthdays

We ask that if you are planning to bring birthday treats to celebrate your child’s birthday, please have them be in the form of a book or a new game for the classroom. Please note that edible treats are not allowed. If you are planning a birthday party outside of school for your child, we ask that you mail the invitations rather than bring invitations to school.

CODES OF CONDUCT

As members of the St. Peter School community, we all have a moral and ethical obligation to foster and promote the Catholic values that our faith represents. The cooperation of every parent, teacher, and student is vital in order to fulfill this obligation. We ask that all parents and guardians familiarize themselves with the school and classroom rules and help their children understand them.

CUSTODY

Regardless of custody, both parents have the right to inspect and receive a copy of school records and report cards in the absence of a court order to the contrary. Ordinarily, the school will release a student to either parent unless the school has a copy of a court order giving one parent the exclusive custody. The school abides by the provisions of the Family Education Rights and Privacy Act with regard to parents’ rights to access their child’s school records. The school also abides by the provisions of the Illinois law regarding the right of access of non-custodial parent to his or her child’s school records.

DISCIPLINE POLICY

St. Peter School strives to create an environment in which our students practice behaviors and attitudes that reflect a genuine concern and awareness of the needs, rights, and safety of others.

To help guide our expectations, 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 the 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 detentions, suspensions, and expulsion. The level of discipline appropriate for a violation will be made 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 behavior record, and other similar criteria.

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The school has established the following policy to assist if students make choices that do not reflect the proper concern or awareness for others.

St. Peter School will communicate individually with students for lesser discipline offenses. These reminders to students will allow them to self-correct their behavior before additional consequences are administered. If a student fails to correct their behavior, the teacher may administer a yellow slip and may contact the parent by phone or e-mail.

Search and Seizure

It is our goal to provide the safest environment for your child while they are in our care. Therefore, school authorities are authorized to conduct searches of students and their personal effects, as well as the property of St. Peter grounds. We may also ask for the aid of law enforcement officials for the purpose of conducting reasonable searches of school grounds.

- School authorities (certified employees and administrators) may search a student and/or student's personal belongings when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating the law or school rules. These belongings include but are not limited to book bags, purses, wallets, lunch boxes, etc.
- School property such as classrooms, lockers and desks are likewise subject to search.
- If any illegal activity or possession of an illegal substance is found, law enforcement officials will be notified.

A student's failure to cooperate with such an inspection may lead to disciplinary action up to and including expulsion. (Diocesan Policy #2600)

Yellow Slip

St. Peter School will use a "yellow slip" to inform middle school parents of distractions to the learning environment. 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 school staff members an opportunity to share with the parents the facts surrounding a behavior or continued misconduct, describing the disciplinary action taken. Some of the "yellow slip" warning offenses include but are not limited to:

- Class disruption
- Not following directions
- Uniform violation
- Tardy to school or class
- Continued incomplete work
- Lunchroom misbehavior

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A **detention** will be used for repeated misbehavior (three warnings) or a one-time offense of more extreme misconduct:

- Persistent misbehavior
- Persistent uniform violations
- Persistent tardiness
- Continued incomplete work
- Lying
- Physical aggression
- Inappropriate language
- Insubordination
- Intentional damage or misuse of school property

Discipline Consequences

Detentions are held after school on Tuesday from 3:00 P.M. to 3:30 P.M. If a student continues to make choices that do not properly reflect the proper concern or awareness for others, the following process will be followed:

A Yellow Slip, which must be signed by the parent, will serve as notice/warning and as a record of misconduct.

3rd Detention - Parents will be contacted and a mandatory conference with the parents, teachers, and Principal will be held. The purpose of the meeting will be to address the behaviors displayed by the student, as well as alert the parents to the impending 4th Detention Level and its consequences.

4th Detention - Parents will be contacted and the student will be placed on an in-school suspension. A mandatory conference with the parents, teachers, and Principal will be held. The purpose of the meeting will be to address the behaviors displayed by the student, as well as alert the parents to the impending 5th Detention Level and its consequences.

5th Detention - Parents will be contacted and the student will begin serving a 2nd In-School Suspension. A conference with parents, student, teachers, Pastor and Principal will be scheduled. The student's continued enrollment is subject to review, with expulsion a possible result.

Suspensions and Expulsions

A copy of St. Peter School's official "Discipline Policy: Suspensions and Expulsions" is found in the Appendix Section of this Handbook.

DRESS CODE

Students K – 8 will be required to be in uniform every day to attend classes. Preschool and Pre-Kindergarten students are **not** required to wear a uniform, but have the option to order preschool uniforms through Land's End. Dennis Uniform and Land's End are the main uniform providers for St. Peter School.

Dress Code for Girls K - 8

Blouses:

- Plain buttoned blouse, white only. Round or pointed collar with no frills or other decorations. (K – 8)

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- White knit shirt with plain collar and cuff. (K – 4)
- Dark navy blue, or white knit shirt with plain collar and cuff. (5 – 8)
- Short sleeves shirts should extend at least halfway to the elbow.
- Logos are not allowed, except for the St. Peter School logo.
- Shirts must be tucked in at all times.
- Undergarments worn under shirts or blouses must be white or beige.

Jumpers/Pants/Shorts:

- Plaid jumper. (K – 4) **Dennis Uniform**
- Plaid skirt. (5 – 8) **Dennis Uniform**
- Jumpers and skirts must be knee length. Skirts may not be worn above the knee or rolled up at the waist.
- Dark navy blue dress pants.
- Dark navy blue shorts may be worn from August to September and from May to June.
- Shorts must be knee length.
- Cargo pockets or flare bottoms pants or shorts may not be worn.

Sock/Belts/Hair Accessories:

- Socks must be white, black, or navy with NO LOGO.
- Socks must at least cover ankles.
- If tights are worn, they must be white, black, or navy.
- All stretch pants under the skirts must be purchased from **Dennis Uniforms**.
- Solid black, navy blue, or brown belts must be worn with pants or shorts that have belt loops.
- Any hair accessory that complements the uniform may be worn, assuming it does not interfere with classroom instruction.

St. Peter Sweatshirts/Sweaters/Sleeveless Sweater Vests:

- Red (K-4) or blue (5-8) St. Peter sweatshirts. (Must be purchased from **Dennis Uniforms or Land's End**, spirit wear sweatshirts only on announced spirit wear days). Sweatshirts must be sized appropriately and may not be worn tied around the waist. Only 8th grade may wear the red hoodies as part of the uniform.
- Solid red (k-4) or navy (5-8) cardigan sweater. **Dennis Uniform or Land's End**
- Solid red (k-4) or navy (5-8) sleeveless pullover sweater vest (crew, or V-neck). **Dennis Uniform or Land's End**

Shoes:

- Dress shoes - Plain solid black, dark brown or dark navy blue, including stitching, laces, or logo, if applicable. NO decorative stripes or plaid fabrics are allowed. No gym shoes are allowed for uniform shoes. Students should not wear shoes with a heel greater than one inch.
- High top gym shoes, work boots, sandals, clogs, moccasins, open-toe, or open-heeled shoes are not allowed.
- When in doubt, check with the school office, send a picture **before** removing tags and wearing shoes.

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Restrictions:

- Jewelry worn in school must be minimal. Dangling earrings are not allowed.
- Students are not permitted to wear watches or wristbands that have gaming or texting capabilities, regardless if they plan to use those features.
- Caps, hats, or tattoos may not be worn in school.
- A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Any student's appearance that disrupts the educational process or compromises health and safety standards must modify their appearance. (Diocesan Policy #2435)
- Girls' hair is to be neat and kept out of the face. Bangs should not touch the eyebrows. Simple hair accessories and/or gels are acceptable for girls to keep hair out of the eyes and face. Hair coloring of any type will not be permitted. If in violation, students will have seven days to comply with this policy.
- Make-up is not allowed in grades K-7, very minimal is allowed for picture days and special occasions for grade 8.
- Only clear nail polish is allowed.
- Chapstick (no color) is acceptable, no lip-gloss.

Dress Code for Boys K - 8

Shirts:

- Red, Light blue or white knit shirt only. (Collar and button placket, turtleneck, or polo). (K – 8) **Red Shirt** should be purchased from **Dennis Uniform or Land's End** only due to the variations in color.
- Blue cotton dress shirt with collar.
- Logos are not allowed, except for the St. Peter School logo.
- Shirts must be tucked in at all times.
- T-shirts worn under shirts must be white.

Pants/Shorts:

- Dark navy blue dress pants. (They cannot gather at the bottom of the pant)
- Dark navy blue shorts may be worn from August to September and from May to June.
- Shorts must be knee length.
- Cargo pockets or flare bottoms pants or shorts may not be worn.

Socks/Belts:

- Socks must be white, black or navy with **NO LOGO**.
- Socks must be able to be seen over the top of the shoes.
- Solid black, navy blue or brown leather belt must be worn with pants or shorts that have belt loops.

St. Peter Sweatshirts/Sweaters/Sleeveless Sweater Vests:

- Red (K-4) or navy blue (5-8) St. Peter sweatshirts. (Must be purchased from **Dennis Uniforms or Lands' End**, spirit wear sweatshirts only on announced spirit wear days). Sweatshirts must be sized appropriately and may not be worn tied around the waist. Only 8th grade may wear the red hoodies as part of the uniform.
- Solid red (k-4) or navy (5-8) cardigan sweater (**Dennis Uniform**).
- Solid red (k-4) or navy blue (5-8) sleeveless pullover sweater vest (crew, or V-neck). (**Dennis Uniform**)

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Shoes:

- Plain solid black, dark brown or dark navy blue, including stitching, laces, or logo, if applicable. NO decorative stripes or plaid fabrics are allowed. Sperry shoes must also have black or brown soles, no white or ivory. No gym shoes are allowed for uniform shoes.
- Only dress shoes or uniform shoes are acceptable. Shoes that resemble a gym shoes are not allowed unless a doctor's note is approved.
- High top gym shoes, work boots, sandals, clogs, moccasins, open-toe or open-heeled shoes are not allowed.
- If a student must wear shoes that do not meet these requirements, a note must be on file in the office from a doctor, (i.e., podiatrist, family physician, physical therapist, etc.).
- When in doubt, check with the school office **before** removing tags and wearing shoes.

Restrictions

- Students are not permitted to wear watches or wristbands that have gaming or texting capabilities, regardless if they plan to use those features.
- Earrings, caps, hats, or tattoos may not be worn in school.
- A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Any student's appearance that disrupts the educational process or compromises health and safety standards must modify their appearance. (Diocesan Policy #2435)
- Boys' hair should be clean and neatly styled. It is to be off the collar, not touch the ears, and not touching the eyebrows. The hair is to be tapered or faded on the sides and in the back. The neckline is to be clean and cut neatly straight across. Shaved designs are not permitted and must not entail significant contrast of longer and shorter hair. Gels are acceptable to keep hair out of the eyes. Hair coloring of any type will not be permitted. If in violation, students will have seven days to comply with this policy.

Dress Code for Physical Education. (Gym uniforms are purchased via Dennis Uniforms)

For the safety of the student, jewelry may not be worn in gym class. The school cannot be responsible for jewelry removed in gym class; therefore, students should NOT wear jewelry on gym days. In the case of newly pierced ears, a note from the parent must be sent to the office. If a note is on file, the earrings may be covered with tape. If no note is on file, the earrings will need to be removed.

GRADES K – 4: Gym shoes are needed for gym days. Kindergarten students should wear their gym shoes to school on the day of gym class. Students in grades 1 – 4 may keep a pair of gym shoes at school in their classroom. These shoes must be used exclusively for P.E. class and may not be worn outside as their classroom/uniform shoes. Please label your child's gym shoes. Girls should wear shorts under their uniform jumpers.

GRADES 5 – 8: Uniforms consist of gray St. Peter School t-shirt and black shorts labeled with the student's last name. Students may wear any color gym shoe for P.E. class; however, we do ask that you make an effort to purchase shoes that have a sole that is not black or dark in color and will be worn indoors only. Shoes worn for P.E. class cannot double as the student's school uniform shoe. The insides of the shoes should be labeled with the student's name. The shoes should be kept inside the student's gym locker.

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PE attire for cooler weather: If students would like to wear something to keep them warm outside on cooler days, they may choose to wear a St. Peter School Uniform crew neck sweatshirt or a St. Peter School sport team sweatshirt or a St. Peter spirit wear sweatshirt. Students may wear plain black, red, navy, or gray sweatpants without stripes or logos.

Dress Up Days (Picture day, First Communion, Graduation, Confirmation etc.)

On Dress Up Days, students are expected to dress modestly and follow all other rules that apply to hair, makeup and jewelry. No sleeveless tops, low necklines, spaghetti straps, shoulder baring, midriff – baring, or open back shirts may be worn. Overly short apparel is not permitted. All skirt lengths must be no more than (1 ½) inches above the knee. Heeled shoes should be no more than one (1) inch in height. Students are not permitted to wear beach flip-flops but may wear nice sandals or dressy open toed shoes on dress up days.

Dress Down Days (Spirit wear days, other dress down /out of uniform days)

Students are expected to dress in appropriate clothing and follow all other rules that apply to hair, makeup and jewelry. The rules of modesty should be followed at all times. When shorts are allowed, even when they are athletic shorts, they should not be more than (3 inches) above the knee. Overly tight apparel will not be allowed in any fashion, including tops, slacks, jeans, shorts, and skirts. Jeans are allowed but no Yoga pants, leggings or spandex shorts are allowed. Students are not permitted to wear beach flip-flops, sandals or open toed shoes on dress down/spirit wear days but gym shoes are acceptable. If the dress code policy for dress up/down days is not followed, parents will be called to provide proper clothing. If you are not sure whether or not your child is in proper attire for an out of uniform day, please send a uniform along with your child. If something does not follow our guidelines, students will be asked to call home and the student will not be allowed to dress down at the next dress down day.

DRILLS

Annual safety drills are led by school administration and supervised by the Geneva Police and Fire Departments. These drills include fire, tornado, and lockdown.

ELIGIBILITY POLICY

Sports are offered to enhance our students' total educational experience, but not at the expense of their academic success. Sports ineligibility will be handled on a weekly basis in grades 5-8 as needed for the purpose of participation in sport practices and games. Each Monday morning (after the first three weeks of a quarter) an eligibility report will be run through FACTS. If the overall grade point is less than 2.0, the student will receive a warning email communication sent to the parent by the Principal. Grades will be checked three days from the first notice. If the overall average has not improved, a student will be held from participating in sports until it is above a 2.0. Again, parents will receive an email communication of this. Special accommodations may be made if a student has an active Catholic Education Plan. School personnel will have the final determination in eligibility. No monies will be refunded based upon ineligibility.

If a child is absent from school they may not participate in ANY after school activities such as a sports practice/game, after school club, school social event, band performance etc. Exceptions may be made per the Principal, in the event of an extreme personal family situation. If a child is at school and goes home during any time of the day due to illness/personal reasons, not completing the culmination of the school day, they cannot participate in after school events. If a child arrives late to school for any reason, they

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must be at school by the end of lunch/recess time in order to be eligible to participate in any after school activity. This policy pertains to on-campus and off-campus events.

EMERGENCIES, ACCIDENTS and ILLNESS

In case of emergencies, accidents, or illness the school will:

1. Contact the parent of the student. If the parent cannot be reached, we will contact the emergency contact listed on the child's emergency form.
2. If the parent or emergency contact cannot be reached and the child does not require emergency services, the child will stay in the school's Health Office until a contact can be notified.
3. If the parent or emergency contact cannot be reached and the child does require emergency services, we will obtain emergency services. We will continue trying to contact the parents and emergency contacts.

EMERGENCY CLOSINGS/LATE STARTS

St. Peter School typically follows Geneva School District #304 with emergency closings and late starts. In the event of a school closing or a late start, School Messenger 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.

On days when the weather turns severe while school is already in session, or in other emergency situations, we ask parents to make certain that you or someone on your contact list can be reached at all times. Children will not be released unless we have been in contact with a parent or person on your emergency list.

FIELD TRIPS

Field trips are scheduled to supplement learning activities that cannot be duplicated in the classroom. Your child's classroom teacher will arrange classroom field trips and a permission slip is always necessary before your child will be able to attend the outing. Field trips are considered to be educational learning opportunities; therefore, all students should attend and must maintain regular school discipline and exemplary behavior.

If a payment of fees is required, these fees are non-refundable, as the cost of the trip is based on the total number of students in the group attending the function. Field trip forms must be turned in by the due date or students may not be able to attend. Please sign the note allowing the fee to be added to your FACTS Account.

It is our goal to involve parents as much as possible on field trips as chaperones. Please note that younger siblings may not be taken on the field trip. Chaperones must comply with stated Volunteer Guidelines.

FIREARMS AND DRUGS

For purposes of #1 and #2 only, school grounds are defined as the real property comprising any school, any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity, or on a public way within 1,000 feet of a school.

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- #1. The chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian.
- #2. The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds.
- #3. The chief school administrator shall notify the Illinois State Police of such incidents (#1 – 2) through the School Incident Reporting System (SIRS) in IWAS.

FOOD IN THE CLASSROOM

To protect the health and safety of the students, there are restrictions on providing food in the classroom. Students may not bring edible birthday treats into the classroom to celebrate their birthdays. All edible treats that will be passed out for approved school activities, such as classroom parties, must be individually wrapped by the manufacturer. The wrapped treat or the box in which the wrapped treat was packaged must contain a food ingredient label to determine if the item is acceptable to students with allergies, diabetes, or other dietary restrictions.

If the student is bringing food into a nut-free classroom, all treats must be nut-free and in most cases should be prepared and packaged in a location completely free of nuts. The school Health Office must approve all edible items served at school activities prior to the event. Please complete the Classroom Party Approval form and submit for approval in advance of all activities involving food.

Parents may not bring food into the lunchroom, except to provide lunch to their own children. Please do not drop off water bottles at the office. Students may use the drinking fountains if they are in need of water.

Some of the precautions that will be taken will include:

- Peanut/other allergen awareness signs in designated rooms.
- Special seating arrangements if needed/especially at snack time and during lunch time
- Awareness and follow through with cleaning protocol; hand washing, desk or table washing.
- Functioning intercom for communication with school office
- On-going awareness and training for staff members
- Awareness of how students are treated that have food allergies
- Strict guidelines with celebrations and parties (no peanut products)
- No sharing of food items between students
- Classroom project materials containing allergens cannot be used
- If there is exposure to an allergen/spill of any type, parents will be notified and have the option to take their child home if necessary until it is removed (i.e. spilled milk)

Please discuss the following with your child:

- Do not offer, share or exchange any foods with other students at school.
- Hand washing with soap and water, after eating, is necessary to decrease the chance of cross contamination of surfaces at school.
- If your child rides the bus, remind them that it is critical for us to observe a “no eating on the bus” policy.

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GRADING SCALE

The following grading scale is used from 4th to 8th grade:

A+	99 - 100	B+	91 - 92	C+	83 - 84	D+	75 - 76	F	Below 70
A	95 - 98	B	87 - 90	C	79 - 82	D	72 - 74		
A-	93 - 94	B-	85 - 86	C-	77 - 78	D-	70 - 71		

Effort and Conduct are evaluated using the following criteria:

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Effort Rubric for St. Peter School

Improvement Needed (1) Student...	Satisfactory (2) Student...	Good (3) Student...	Exceptional (4) Student...
rarely has appropriate books or materials ready.	sometimes needs help or reminders to have appropriate books or materials ready.	usually has appropriate books and materials ready without help or reminders.	consistently has appropriate books and materials ready.
rarely turns in assignments on time even with prompting and minimal evidence of meeting requirements stated in teacher directions.	usually turns in assignments on time with some prompting and fulfills sufficient requirements stated in teacher directions.	turns in assignments on time and fulfills requirement stated in teacher directions.	consistently turns in assignments on time and thoroughly fulfills the requirements stated in teacher directions in a unique and creative manner.
needs a lot of support to begin working after teacher gives direction.	sometimes needs prompting to begin working after teacher gives direction.	usually able to begin work without reminders after teacher gives direction.	consistently uses different strategies to figure out things that he/she doesn't understand and is able to begin work immediately after the teacher gives direction.
often gets frustrated right away and gives up or doesn't try to do the activity at all.	needs lots of encouragement and help so he/she doesn't get frustrated and give up.	occasionally becomes frustrated when attempting a task but still tries to do the task.	accepts challenges even if frustrated. Keeps on trying until he/she succeeds.
rarely participates or asks questions during activities and assignments.	needs encouragement to participate in class activities and assignments.	usually participates during class activities and assignments and will ask questions with few or no reminders.	consistently participates during class or assignments and asks questions when needed.
requires frequent supervision and prompting to participate as a group member.	works toward group goals with some prompting.	works cooperatively toward group goals.	works cooperatively towards group goals and provides encouragement and support for peers.

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Conduct Rubric for St. Peter School

Improvement Needed (1) Student...	Satisfactory (2) Student...	Good (3) Student...	Exceptional (4) Student...
needs frequent reminders to keep hands, feet, and objects to him/herself; rarely respects personal space.	occasionally needs reminders to keep hands, feet, and objects to him/herself; sometimes respects personal space.	usually keeps hands, feet, and objects to him/herself; usually respects personal space.	consistently keeps hands, feet, and objects to him/herself; consistently respects personal space.
rarely respects other's belongings.	sometimes respects other's belongings.	usually respects other's belongings.	consistently respects other's belongings.
rarely uses appropriate voice and volume level for activity.	occasionally needs reminders to use appropriate voice and volume level for activity.	usually uses appropriate voice and volume level for activity.	consistently uses appropriate voice and volume level for activity.
is often dishonest.	is occasionally dishonest.	is honest.	Is honest at all times.
seldom follows classroom rules.	occasionally needs reminders to follow classroom rules.	follows classroom rules with few reminders.	consistently follows all classroom rules.
rarely takes ownership for his/ her behavior.	occasionally takes ownership for his/her behavior.	takes ownership for his/her behavior.	takes ownership for his/her behavior and assists others.
does not pay attention in class and is often distracted by others; does not stay on task.	occasionally wanders either physically or mentally. Has trouble staying on task.	pays attention in class. Is usually on task.	pays attention in class. Is consistently on task.
does not get along well with peers.	sometimes does not get along well with peers.	usually gets along well with others.	consistently gets along well with others.

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HARASSMENT

Unlawful harassment (race, religion, disability, national origin, sexual, etc.), whether of or by students or of or by staff members, is strictly prohibited. All harassment claims shall include investigation, disciplinary measures where appropriate, and documentation of the facts and results of the school's response. (Diocesan Policy #2405)

Battery Against School Personnel

- #1. The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel;
- #2. The chief school administrator shall notify the Illinois State Police within 3 days of each incident of battery (#1) through the School Incident Reporting System (SIRS) in IWAS.

HEALTH EXAMINATIONS AND IMMUNIZATIONS

Illinois Health requirements call for the following health information to be on file upon enrollment:

- A recent *Illinois* physical examination with list of immunizations and current booster immunizations against measles, mumps, rubella, tetanus, diphtheria, poliomyelitis, varicella, pertussis, and others as required by the Illinois Department of Public Health (Preschool, K, 1, 6).
- A recent vision exam (K and any child entering school for the first time).
- A recent Illinois dental examination (K, 2, 6) to be completed within the school year.
- A request for an exception to any vaccination based upon a religious or medical objection should be submitted for review and individual consideration to the Principal of St. Peter School and must be approved by the Superintendent of the Diocese of Rockford.

HEALTH POLICIES

A copy of additional health policy information is found in the Appendix Section of this Handbook.

General Overview

- All Parents/Legal Guardians must complete an **SPS Student Health History** form.
- If your child will require medication be taken during school hours, please complete the **Physician and Parental Authorization for Administration of Medication** form and read additional requirements under the **Administering Medication to Students**.
- Please make sure the school knows how to reach you during the day and that alternate emergency numbers are available. If contact numbers change during the school year, please make sure to notify the school office. The safety and well-being of your child/children are our first priority.
- To ensure the safety of all students, if your children ride the bus, please remind them that it is critical for us to observe a “no eating on the bus” policy.
- **All forms are located on our FACTS system.***

Sending a Student Home Sick

If a student needs to be sent home due to illness, the Health Office will notify the parent or guardian. The parent or guardian must make arrangements to pick up the student. If we are unable

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to reach the parent or guardian, we will use the Student Emergency Information Form to contact the designated emergency contact person. A student will be sent home if he/she has a fever of 100°F or higher; or has vomited or has diarrhea.

Returning to School from an Illness

Students must be symptom free or on an antibiotic for contagious illnesses for 24 hours before returning to school.

Emergency Transport to Nearest Hospital

In the event that an injury or illness necessitates immediate transport to a hospital, paramedics will transport the student to the nearest hospital (or the hospital designated on the Student Health History Sheet). A staff member will accompany the student. Parents will be notified immediately to meet their child at the hospital.

Notification

Communicable diseases or conditions (strep throat, chicken pox, etc.) shall be reported to the Health Office. Health Office will look for any cases of diseases reportable to the Illinois Department of Public Health. They will send out parent notification letters via FACTS to the affected grade/classrooms for any reportable disease.

First Aid

- The office staff will oversee the Health Office.
- First aid is administered as necessary.
- In the event of a serious injury, the parents are contacted immediately. If the situation warrants, paramedics will be called; the ambulance cost will be the parent's responsibility.
- Emergency information must be up-to-date.

Administering Medicine to Students

The purpose of administering medication in school is to help each child maintain an optimal state of health that may enhance their educational plan. The law which regulates the administration of medication in the school is the same as that applied to hospitals and other institutions: **Medication of any type (including homeopathic/herbal remedies) will be administered only with a written order from the child's physician and parents. Also, neither the school nor the school personnel incur liability for injury or illness or other damage resulting from administering medication prescribed by a licensed physician or other licensed medical personnel, and administered in accordance with the prescribed dosage.**

Prescription Medicine and Over-the-Counter Medicine

If at any time your child will be receiving prescription medication during the school day, a **“Physician and Parental Authorization for Administration of Medication”** form must be completed in its entirety and on file in the school office. The form must be signed by the child's physician and parent or legal guardian on an annual basis or as needed. The prescription medication must be brought in by the parent or legal guardian in the original packaging with a prescription label attached with the pharmacy's name, physician's name, child's name, name of medication, prescribed dosage and the time or circumstance in which the medicine is to be administered.

Parents wishing to give the school permission to administer over-the-counter medication to their students must also complete the **“Physician and Parental Authorization for Administration of**

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Medication” form in its entirety. This document will indicate the medication, dosage, and duration of administration. This form also requires the child’s physician and parent/legal guardian’s signature. The parent or legal guardian must bring in a new bottle of the medication in the original, unopened packaging labeled with the child’s name and the dosage.

Student Medical Rights (per State of Illinois Code)

The school allows the self-administration and/or self-carry of asthma medication, epinephrine injectors, and diabetes medication upon receipt of the necessary documents.

The school allows a nurse or administrator to administer medical cannabis infused products to registered patients. However, administration must be done in a manner that, in the school administrator’s opinion, does not disrupt the educational environment or expose the product to other students. The school may also allow for self-administration under the direct supervision of a nurse or administrator. In either case, administration is contingent upon receipt of the required documents and permitted in the following circumstances:

- i. While on school premises,
- ii. While at a school-sponsored activity; or,
- iii. Before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus.

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration.

Guidelines for Self-Carry of Medications:

1. Inhaler/Epipen must be properly labeled with the name of medication, student’s name and the dosage.
2. The student must demonstrate proper knowledge of self-administration to the prescribing physician and/or School Registered Nurse.
3. A current “Physician and Parental Authorization for Administration of Medication” form must be on file in the school health office.
4. A second Inhaler/Epipen is preferred to be kept in the school health office at all times in case the medication is forgotten or misplaced.

Diabetes Requirements

The best practice for all students with diabetes is to have a Diabetes Medical Management Plan. The Diabetes Medical Management Plan must be completed by the student’s healthcare team and parents/guardians and returned to school at the start of each new school year.

In addition, a Physician and Parental Authorization for Administration of Medication form is required for any emergency medication needed at school and must also be signed by the physician and the parent/guardian and submitted to school before the start of each new school year.

The Diabetes Medical Management Plan must be reviewed with the relevant school staff for each student

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with diabetes. Please contact the school office to arrange a meeting with school health staff and your child's homeroom teacher prior to the start of school.

Food Allergies

It is our goal to ensure that every student in our school is safe. St. Peter School has adopted a policy for managing students with food allergies. Our policy is in compliance with Public Act 96-0349 and meets the guidelines created by the Illinois State Board of Education and the Illinois Department of Public Health.

The best practice for all students with food allergies is to have an Emergency Action Plan. Students with food allergies (life-threatening or otherwise) must have an Illinois Food Allergy Emergency Action Plan and Treatment Authorization form completed by a licensed healthcare provider, signed by the parent/guardian and returned to the school at the start of each new school year, and be on file in the nurse's office. This form indicates, in writing, what the school will do to accommodate the individual needs of a student with a food allergy. A copy will be given to the classroom teacher and a meeting scheduled with the teacher at the start of the school year. With approval from the parent/guardians of the student with life-threatening food allergies, the teacher will communicate this to the students and parents so that every precaution as a classroom household can be made to ensure safety.

Included within the Illinois Food Allergy Emergency Action Plan and Treatment Authorization form is an Emergency Action Plans (EAP). The EAP details the specific steps staff must take in the event of an allergic reaction. The EAP also shall identify who is trained in administering the epinephrine auto-injector, where the epinephrine auto-injectors shall be stored (including a backup storage) and how the devices will be monitored for expiration. The EAP form must be completed by a licensed health care provider. It also requires the signature of the parent/guardian of the student with food allergies.

In addition, a Physician and Parental Authorization for Administration of Medication form is required for any emergency medication needed at school, such as an Epinephrine auto-injector, and must also be signed by the physician and the parent/guardian and submitted to the school before the start of each new school year.

Please contact the school office to arrange a meeting with school health staff and your child's homeroom teacher prior to the start of school.

Because students with food allergies cannot be in contact with foods containing certain allergen(s), parents in your child's class will be notified of the presence of a food allergy and a process will be in place to communicate and clear all snacks brought into the classroom for classroom parties.

HOME AND SCHOOL ASSOCIATION

The St. Peter Home & School Association was established to assist in the educational mission of the school. Through the effort of dedicated volunteer officers, Home & School coordinates parental participation in various fundraising activities throughout the year. Home & School also provides assistance to the administration in integrated and efficient ways.

Per the Home & School bylaws, the purpose of this organization is:

- To enlist the spiritual, educational, and social resources of home and school to provide the best Catholic education possible.
- To provide a solid organization for the school's fundraising efforts.
- To support the administration, faculty, and policies of the school.

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As distinguished from a school board, the Home & School Association is not a policy making body. The decisions of the organization are subject to the consent of the Principal and the Pastor, and they shall not be in conflict with school/parish policies or procedures. The Pastor and Principal of St. Peter School are the final decision makers on Home and School Funding, activities and events.

HONOR ROLL

Our Honor Roll program is designed to recognize academic excellence among middle school students at St. Peter School.

Students in 6th, 7th, and 8th grades will earn placement on the Honor Roll as quarterly report cards are issued using the following criteria:

- High honors is reserved for students with a quarterly GPA of 3.70 or higher.
- Regular honors is reserved for students with a quarterly GPA of 3.30 to 3.70.

INTERNET ACCESS

Please see our Internet Access Policy & Authorization for Internet Access for our standard policy regarding Internet use and access. A copy of St. Peter School's official Internet Policy is found in the Appendix Section of this Handbook.

INSPECTION POLICY

In order to provide our students and employees with a safe and healthy environment, the school reserves the right, in its discretion, to conduct inspections of school property and the property of students and visitors on school premises. Included in this policy is the right to inspect lockers, desks, or other property existing on school premises, as well as backpacks, bags, gym bags, or similar devices brought onto school premises.

LATE ENTRANCE/EARLY DISMISSAL

If it is necessary to take your child out of school early or have them arrive late, a parent or guardian should inform the school office and homeroom teacher and must come to the office to sign the child in or out. Students who are tardy more than 3 times in one quarter will be issued a lunch detention. Awards will be given for going all semester and not being tardy!

LIBRARY

The library is available to all students. Students are expected to pay for lost or damaged books and fees for returning books late.

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 placed in a lost and found box located in the Work Room. At the end of the school year, items left in the lost and found will be given to a charitable organization in need.

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LUNCH

A supervised Lunch/Recess time will be taken for K – 8th grades after the morning class periods are completed. There will be two designated lunch times for K through 8th grade students. Students must remain on campus during lunchtime.

Students can either bring their own lunch or order a Hot Lunch from Pal Joey's. (All applicable information regarding order Hot Lunch can be found on our FACTS website.) Milk service will be provided daily with families placing their order through the school office on an annual basis.

We ask that you provide healthy lunches for your child(ren) so they are prepared for the rest of the day with the appropriate nutrients for optimum learning. Children are expected to have their lunch with them when they come to school at the start of the day. In an emergency you may bring your child's lunch to school; however, lunches must be dropped off by 11:00 A.M. to the front office.

Children are expected to follow the school rules of common courtesy, respect, and the use of good manners. Children are expected to remain seated while eating lunch until their lunch is finished and garbage is thrown away.

MEDICATION

See the Handbook Section titled, "*Health Policies*" for medication information.

PARENT TEACHER CONFERENCES

To strengthen closer cooperation between home and school, parent-teacher conferences are held following the end of the first quarter. Only one conference per child will be scheduled. Additional conferences may be held at the suggestion of the parent or teacher. Please make an appointment in advance.

PLAYGROUND/RECESS

The playground period is an excellent opportunity for training the child in good sportsmanship, thoughtfulness, and consideration for others. Every child, unless excused for health reasons, is expected to participate in playground activities. Please do not ask that a child stay indoors because he/she prefers to do so.

Children are expected to obey the playground supervisors whether they are volunteers or staff members. Children are also expected to treat each other and the playground equipment with respect. Students may bring balls (no hard balls) from home provided they are only used during playground or recess times. Any violation will result in the ball being confiscated.

Children should be sent to school dressed warmly enough to withstand the weather. In order to play in the snow, students must be dressed appropriately (snow pants, boots, gloves, etc.) When it is raining or severely cold, (wind chill below 10°F), the children will be kept indoors.

PROPERTY

Any school property used by the students, such as books, desks, computing devices, athletic equipment, etc., shall be treated with care and respect. Textbooks must be covered the first week of school and kept covered

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at all times. Parents are financially responsible for the condition of any school property entrusted to their children. Defacing school property could result in fines and/or disciplinary consequences. Lockers and/or desks may be decorated with simple decorations for celebration of birthdays, no balloons, and decorations must be approved by homeroom teacher.

RECORDS

St. Peter School official transcript of scholastic records will not be sent to another school until all financial obligations have been satisfied.

REPORT CARDS

Parents will receive a report of their child's progress. Report cards will be delivered quarterly via FACTS. Parents should sign the report card online after viewing. 6th grade students will use a pass/fail grade at the end of each quarter for Spanish. 7th and 8th grade students will follow the regular grading system and Spanish will be included in the final grade point average.

See the Handbook Section titled, "*Grading Scale*" for additional information.

SOCIAL MEDIA

Per the State of Illinois, the school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website; the school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and, the school may require the student to share content in the course of such an investigation.

STANDARDIZED TESTS

All students in 3rd – 8th grades will take the *Iowa Test of Basic Skills* and *Cognitive Abilities Test* in the fall. Various other assessments will be given periodically, such as the *Star Math* and *Star Reading* Assessments and **Fountas and Pinnell** Reading Assessment to assist the administration and teacher in determining the effectiveness of the instructional program and to appropriately meet individual needs. If your child has an accommodation plan and needs accommodations for these ITBS assessments please make sure that your child's teacher is aware.

TELEPHONE

Telephone messages may be left for teachers who will return calls when time permits. Please let the school office know if it is in excess of 24 hours. In an emergency, the child may use the phone in the school office with permission of the Principal, teacher, or school secretary. Teachers may also be contacted through email.

TOBACCO PROHIBITION

The Illinois School Code prohibits the use of tobacco on school property by any school personnel, student, or other person when such property is being used for school purposes. "School purposes" includes but is not limited to all events or activities or other use of school property that the school board or school officials authorize or permit on school property, including without limitation all interscholastic or extracurricular athletic, academic, or other events sponsored by the school or in which pupils of the school participate. (Diocesan Policy #2520)

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TUITION

Tuition and fees are to be paid through FACTS. Any family paying in full by August 1st will have the FACTS management fee waived. Information on the tuition management plan is included in the registration materials or can be picked up in the school office.

UNIFORM POLICY

See Handbook Section titled, “*Dress Code*” for additional information.

VISITORS

Visitors to St. Peter School are only allowed to enter the school through the Main Entrance. Visitors must sign in at the Main Office upon arrival. All visitors will be given a visitor badge to wear at all times during their visit. Visitors are **not** to deliver items (including lunch) to the classroom or approach a teacher with a non-emergency concern during class hours, unless an appointment has been made in advance. Because teachers and students are constantly moving through the school, we ask that visitors refrain assembling in the school lobby or hallways.

VOLUNTEERS

Protecting God’s Children, an online safe environment training program created by Virtus, is offered to all parents, and required of all employees and volunteers having direct contact with children. All Diocesan priests, seminarians, employees and volunteers in direct contact with children are criminally background checked before they perform service for the Diocese in any parish, school or other diocesan facility.

All volunteers aged 16 and older are asked to create an account through the Virtus online system and complete the Safe Environment program there. These documents are reviewed on an annual basis and if/when any updates are made to the documents, all volunteers are asked to review and accept the updated version. The Protecting God’s Children Safe Environment program includes:

Trainings

- Protecting God’s Children Online Training
- Sexual Harassment Prevention Training (annually for volunteer coaches)
- Mandated Reporter Training (every 3 years on a schedule provided by the State of Illinois for volunteer coaches)

Background Screening

- Background Check Screening (required for those 18 years of age and older)
- State & National Sex Offender Registry Checks (required for those 18 years of age and older only)

Documents/Policies

- DCFS Mandated Reporter Form (required for those 18 years of age and older)
- Sexual Misconduct Norms
- Code of Pastoral Conduct
- Technology and Social Media Guidelines
- Guidelines for Youth and Those Working with Youth

For information regarding this process, please contact the Parish Office and ask for the Compliance Manager.

APPENDICES

COVID POLICY

Due to the ever-changing nature of this health crisis, our current policies as they relate to COVID may be found on FACTS.

Discipline Policy for Suspensions and Expulsions

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.

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
 - a. Intentional physical violence or verbal abuse to others
 - b. 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
 - c. Repeated disruptive behavior in classroom, hallway, playground, or at school-sponsored activities
 - d. Possession or distribution of immoral pictures and/or literature
 - e. Habitual disregard for the published regulations of the school and obstinate refusal to accept remedial measures after warning
 - f. Repeated truancy
 - g. 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:
 - a. 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
 - b. 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
 - c. 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. **NOTE: Tobacco is also considered a drug due to the highly addictive and stimulant nature of nicotine. The Geneva Police will be made aware if illegal substances are used.**

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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.

- 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:
- a. Soliciting and/or recruiting others for membership;
 - b. Participating in and/or inciting physical violence;
 - c. Extorting or soliciting money and/or services, requesting any person to pay for protection or the payment of dues;
 - d. Coercing, harassing and/or otherwise intimidating, threatening or causing harm to any person or thing;
 - e. 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;
 - f. Using any verbal or non-verbal communications (gestures, handshakes, etc.);
 - g. Suggesting or showing membership in or affiliation with a gang or secret society;
 - h. 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;
 - i. 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 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. Geneva Police and the Rockford Diocese will also be made aware of gang related activity.

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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.

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

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.

STATE OF ILLINOIS HEALTH REQUIREMENTS

Child Health Exam

Children entering St. Peter School for the first time, Pre-school, Kindergarten and 6th Grade must have a child health exam by his/her healthcare provider that is recorded on the State of Illinois Certificate of Child Health Examination form. This form may also be used for sports physicals **BUT** a sport physical may **NOT** be used in place of a State of Illinois Certificate of Child Health Examination form. Your doctor must fill in **ALL** of the required sections, including the Diabetes Screening. Lead screening is required for children six years of age and under. Screening for TB is also strongly recommended. **Parents must fill out the Health History section of the form and sign it before submitting it to the school.**

Dental Exam

By the 15th of May of each school year, every student in **Kindergarten, 2nd, and 6th grades** must present to the school proof of having been examined by a dentist. If proof is not submitted, the school may hold the student's report card until one of the following occurs:

- the student presents proof of a completed dental examination
- the student presents proof that a dental examination will take place within 60 days after May 15th
- the student presents a dental examination waiver form

Vision Exam

Illinois law requires that proof of an eye examination by an optometrist or physician who provides complete eye examination be submitted to the school no later than October 15th of the year the child is first enrolled in **Kindergarten or entering an Illinois school for the first time**. If proof of examination is not submitted, the school may hold the child's report card until one of the following occurs:

- the student presents proof of a completed eye exam
- the student presents proof that an eye exam will take place within 60 days after October 15th
- the student presents an eye examination waiver form

Extra-Curricular Sports

Sports physicals done within one year of the start of the sport are required before participation in any extra-curricular sport. **Students may not participate in practices nor games until both parent and student sign acknowledgement of having received and read the information regarding concussions.**

Please note that the Illinois Elementary School Association mandates the following:

3.61 No student shall be permitted to compete in a try-out, practice, or game unless such student has filed with the school Principal a certificate of physical fitness issued by a licensed physician, physician's assistant, or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding such tryout, practice, or contest in any athletic activity.

3.62 No student shall be allowed to participate following disabling illness or injury without a physician's release.

Illinois State Board of Education regulations recommends that we have an Individualized Health Care Plan (IHCP) for each student with a food allergy and a Diabetes Medical Management Plan (DMMP) for each student with diabetes.

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An IHCP/DMMP requires a meeting with the parent, school office staff and the student's homeroom teacher prior to the start of school. If you have a student that will require an IHCP, please notify us. Meetings will most likely be scheduled the week before school starts and we will contact you prior to those dates to find a time that best meets everyone's needs.

Any student with any medical need or condition that requires the administration or potential administration of medicine must make an appointment to meet with the school nurse to establish a plan of action prior to October 15th of the current school year. This is for the safety of all students and staff.

The School Code of Illinois requires that before students may start school, the following conditions must be on file upon enrollment:

- For Kindergarten, 6th Grade, and New to Illinois Students – a complete physical examination with the Illinois form signed by a licensed physician and dated no earlier than one year prior to the first day of school is required. A sports physical does not meet the requirement and is insufficient.
- A complete immunization record signed by the child's health provider including:
 - DPT series with last immunization after the 4th birthday
 - 1 Tdap vaccination for students over 11 years old and entering grades 6-12
 - Polio series with last immunization after the 4th birthday
 - Hepatitis B series
 - Measles, Mumps and Rubella (2)
 - Meningitis 6th grade and 12th grade
 - Varicella- 2

Additionally, Public Act 99-024, effective Aug. 3, 2015, adds to the religious exemption requirements for immunizations and health examinations. The new law was effective starting in the 2015-2016 school year and states that parents or legal guardians who object, for religious reasons, to immunizations for their child for school entry must now have a Certificate of Religious Exemption that is signed by a health care provider. The signed certificate verifies that the health care provider counseled the parents or guardians on the benefits of immunizations and the health risks of not vaccinating students.

The school shall inform the objecting parent/legal guardian of measles outbreak control exclusion procedures in accordance with the Department's rules, Control of Communicable Disease Code (77 Ill. Adm. Code 690) at the time the parent/legal guardian presents the objection. (665.510) A request for an exception to any vaccination based upon a religious or medical objection should be submitted for review and individual consideration to the Principal of St. Peter School before October 15th of the current school year.

The Certificate of Religious Exemption form is available on ISBE's website at <https://www.isbe.net/Documents/immun-exam-gdlns-religious-exempt.pdf>.

- **DENTAL Requirements for Kindergarten, 2nd grade, 6th grade and New-to-Illinois Students**
Students in kindergarten, second and sixth grades shall have a complete Illinois dental exam signed and dated by a dentist. Student's parent/legal guardian must provide proof 35 of that exam by May 15th of the current school year. Noncompliance with this policy will result in withholding of the student's report card until the required documentation is provided. (Diocesan Policy #5150)

● **VISION Requirements for Kindergarten and any child entering school for the first time**

All students enrolling in kindergarten and any student enrolling for the first time in Illinois (with the exception of preschoolers) must also have an eye examination. A licensed optometrist must perform the exam. All eye exams must be completed within one year prior to Oct. 15th.

Health and Immunization Policy

(105 ILCS 5/27-8.1) (from Ch. 122, par. 27-8.1)

(3) Every child shall, at or about the same time as he or she receives a health examination required by subsection (1) of this Section, present to the local school proof of having received such immunizations against preventable communicable diseases as the Department of Public Health shall require by rules and regulations promulgated pursuant to this Section and the Communicable Disease Prevention Act.

(5) If a child does not submit proof of having had either the health examination or the immunization as required, then the child shall be examined or receive the immunization, as the case may be, and present proof by October 15th of the current school year, or by an earlier date of the current school year established by a school district. To establish a date before October 15th of the current school year for the health examination or immunization as required, a school district must give notice of the requirements of this Section 60 days prior to the earlier established date. If for medical reasons one or more of the required immunizations must be given after October 15th of the current school year, or after an earlier established date of the current school year, then the child shall present, by October 15th, or by the earlier established date, a schedule for the administration of immunizations and a statement of the medical reasons causing the delay, both the schedule and the statement being issued by the physician, advanced practice nurse, physician assistant, registered nurse, or local health department that will be reasonable for administration of the remaining required immunizations. If a child does not comply by October 15th, or by the earlier established date of the current school year, with the requirements of this subsection, then the local school authority shall exclude that child from school until such time as the child presents proof of having had the health examination as required and presents proof of having received those required immunizations which are medically possible to receive immediately. During a child's exclusion from school for noncompliance with this subsection, the child's parents or legal guardian shall be considered in violation of Section 26-1 and subject to any penalty imposed by Section 26-10. This subsection (5) does not apply to dental examinations. (36) Parents or legal guardians who object to health or dental examinations or any part thereof, or to immunizations, on religious grounds shall not be required to submit their children or wards to the examinations or immunizations to which they so object if such parents or legal guardians present to the appropriate local school authority a signed statement of objection, detailing the grounds for the objection. If the physical condition of the child is such that any one or more of the immunizing agents should not be administered, the examining physician, advanced practice nurse, or physician assistant responsible for the performance of the health examination shall endorse that fact upon the health examination form.

Exempting a child from the health or dental examination does not exempt the child from participation in the program of physical education training provided in Sections 27-5 through 27-7 of this code.

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.

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- 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

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permitting any other individual or entity from photographing, video graphing, or otherwise creating.

14. 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, is prohibited.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.

St. Peter School Tuition Policy

Families with children registered at St. Peter School and Preschool will be charged tuition in an amount to be approved annually by the St. Peter Finance Council.

Families will select one of the following options for tuition payment:

- 1) Payment in full by August 1st
- 2) Monthly payment options as offered by the FACTS Tuition management program – parents must be registered in FACTS by August 1st or within 10 days of registration at St. Peter School if after August 1st.
- 3) All families must enroll and participate in the FACTS Tuition program for payment of tuition and fees, sports fees, field trips, etc. throughout the school year. FACTS charges an annual fee for families that do not choose payment in full.

Any payment not completed by the due date will be considered in arrears and will be assessed a \$30/month late fee which will be added to the following month's expected payment. If tuition payments are in arrears, the school and Business Office will take the following steps:

- 1) Principal or Parish Business Manager will contact the family to arrange payment.
- 2) If past due situation continues, no registration for other St. Peter School or parish activities will occur without the permission of the Pastor.
- 3) All outstanding balances and late fees must be cleared before registration forms for next year's school enrollment will be accepted.
- 4) All outstanding balances must be paid two weeks prior to Preschool, Kindergarten or 8th Grade Commencement or diplomas will not be issued until balance has been cleared.

If a family is experiencing financial hardship, exceptions may be made to accommodate them. However, the family must discuss their situation with the Pastor of St. Peter parish, the Principal of St. Peter School, the Business Manager of St. Peter parish or the Finance Council Chairperson as soon as possible and prior to any exceptions being made.

In the event a student leaves St. Peter School before the end of the school year, reimbursement of paid tuition may be issued on a prorated basis with the approval of the Pastor.

Approved November 14, 2002
Revised April, 2006
Revised August, 2020



Rev. Jonathan P. Bakkelund, Pastor