



***Parent-Student Handbook  
2018 — 2019***

***With the help of God's grace, we form the mind, body, and spirit of each child within our school family; we form children to be Leaders for Christ.***



## **Catholic School Statement of Purpose**

*“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illuminated by the light of faith and having its own unique characteristics, an environment with the Gospel spirit of love and freedom....”*

The Religious Dimension of Education in a Catholic School, #25

Catholic schools in the Catholic Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young of the Diocese. We welcome non-Catholic students into our school who wish to take advantage of the opportunities provided by Catholic education. Every school must have its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is “the Way, the Truth, and the Life” (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school’s curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual activities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teachings are an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church’s Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

## **Introduction**

This *Parent-Student Handbook* reflects current policy. The formation of local school policy is the direct responsibility of the administration that will follow policies established by the Catholic Diocese of Peoria, Bishop of Peoria, and the Office of Catholic Schools.

The Education Commission is an advisory group that promotes the participation of Sts. Peter & Paul School in the educational mission of the Church. They may make recommendations to the pastor about how to fulfill this mission. The principal, in consultation with the pastor of the parish, has the right to establish or change policy as deemed necessary. Parents and students will be notified of such changes.

Policies contained in this Handbook are effective August 1, 2018, and preclude any and all policies which may have been in effect informally prior to that time. Circumstances may arise in which Sts. Peter & Paul School determines that changes are required in these guidelines and procedures. For this reason, Sts. Peter & Paul School reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this Handbook.

**Parents are required to read the *Parent-Student Handbook* each school year.** This handbook is posted on the school website and on the school's data management system. A printed copy can be given to families, if requested. Parents are required to sign the designated form at the end of the handbook after reviewing these school regulations with their children. Sign-off forms will be due in the school office by AUGUST 30. Parents of students transferring in at later times during the school year will be given ample time to read the *Handbook* and sign the form.

*Note: Parent/Guardian in this Handbook, unless otherwise designated, shall be referred to as Parent(s).*

## **Right to Life Statement**

Sts. Peter & Paul School shall uphold the teachings and disciplines of the Roman Catholic Church concerning the dignity of all human life including the rights of the unborn.

## **Accreditation and Recognition**

Sts. Peter & Paul School continues to receive accreditation from *AdvancED Illinois*. Sts. Peter & Paul School will continue to maintain high standards, implement an annual school improvement plan, and be evaluated by a district, external peer review team as scheduled.

Sts. Peter & Paul School has also obtained Full Recognition by the State of Illinois under the guidelines for Recognition of Non-Public Elementary Schools in Illinois. The school has met or exceeded the standards set by the Illinois State Board of Education (ISBE) and fulfilled application requirements.

## **Administration**

Administration in this *Handbook* shall be referred to as the Pastor, Parochial Vicar, and the Principal.

## **Academic Program Information**

### **Arrival and Dismissal**

Half-day Preschool students begin their day at 8:10 a.m. and end at 11:30 a.m.

School begins at **8:10 a.m.** Students should not arrive before 7:45 a.m. Upon entering the building, students are to go immediately to the gym and sit with their House. Preschool students go to their classroom.

Dismissal time is staggered. Nauvoo bus riders are dismissed at 2:45 p.m. SPPS bus riders are dismissed at 2:50 p.m. and students leaving in cars, riding bikes or walking will be dismissed after the buses have left.

In the event a parent will be late picking up a child, **we request a phone call to the school office.** The child will wait inside. No student may remain outdoors unattended after school hours. If arrangements other than the ones listed on the registration form arise, the office must be informed by a note or phone call. If a student is kept after school hours at the request of the teacher, parents will be notified.

### **Attendance Policy**

Regular attendance is essential to student success in school. In order to receive maximum instructional benefits, students must attend school regularly and arrive on time. Truancy (absenteeism & tardiness) cannot be tolerated. *Parents have the responsibility to ensure that their children attend school.*

#### **Absences**

Parents are expected to call the office by 9:00 a.m. explaining the reason for the child's absence from school.

#### **Excused Absences**

Excused absences include personal illness or injury, medical and dental appointments, critical illness or death in the immediate family, and serious personal or family problems.

#### **Unexcused Absences**

Unexcused absences include family trips, events and vacations scheduled during the school year, and are discouraged. Parents who have no option other than to take their children out of school for vacation incur the responsibility, along with the student, to make up the necessary schoolwork. These absences will require notification to the principal's office and the teacher at least 2 weeks prior to the scheduled event.

#### **Tardiness**

School begins promptly at 8:10 a.m. **Students are considered tardy if they are not in the gym by 8:10 a.m.** Bus riders will not be considered tardy because of a late bus. Tardiness disrupts class and shows a lack of respect for the teacher, other students, and the educational process. Excessive tardiness includes students who arrive after the 8:10 a.m. bell more than 3 times per

quarter. Classroom work missed due to chronic tardiness could result in lower grades and make up work is at the discretion of the teacher.

### **Makeup work**

For all absences, preplanned or illness, make up work will be given by the teacher upon the student's return. Tests will be made up as soon after the absence as possible.

### **Field Trips**

Permission forms (provided by the school) must be signed by the parents and returned to the homeroom teacher prior to the trip. Students who have not returned these completed forms signed by their parent(s) will not be allowed to go on the field trip. The school follows the guidelines as set forth by the Catholic Diocese of Peoria, policy D-131.

*Participation in field trips is a privilege, not a right, and can be denied for academic or behavioral reasons.*

### **Grading**

SPPS uses Sycamore, a data management system, to report the progress of Kindergarten – 6<sup>th</sup> grade students. Parents will be given a login and password to access their child's grades (as well as lunch account balance). Progress reports are sent home midway through each quarter and report cards are distributed the week following the end of each quarter.

Each classroom teacher will explain their individual grading procedures to parents and students including the expectations of when homework, tests, quizzes, and other classroom work will be graded and/or sent home.

#### Grading Scale (3<sup>rd</sup> – 6<sup>th</sup> grade)

93 – 100%	A
85 – 92%	B
77 – 84%	C
69 – 76%	D
0 – 68%	F

#### Grading Scale (K – 2<sup>nd</sup> grade)

E = Exceeds basic requirements
S+ = Above average progress
S = Satisfactory progress: consistent with ability
S- = Having difficulty meeting basic requirements
U = Unsatisfactory: not meeting basic requirements

### **Non-Promotion Students**

Sts. Peter & Paul School will follow the diocesan policy concerning the non-promotion of a student (D-122). The emotional, social, physical, and academic development of the child will be taken into consideration for promotion, placement, or retention. The final recommendation regarding these areas will be made by the administration in collaboration with the faculty.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

If parents refuse to give consent to be retained, they must sign a statement of refusal and assume the responsibility for the child's future success at Sts. Peter & Paul School. This statement is kept in the student's file. It is the responsibility of the administration to determine whether or not a student may reregister for Sts. Peter & Paul School when a recommended retention is refused.

### **Special Services**

Sts. Peter & Paul School does not have a special education program; however some services of the public school district are available to eligible students. Any concerns in this area must be discussed with the principal.

If the administration determines that a referral to the local public school for evaluation is appropriate, Illinois State Statutes require that public school districts must test and evaluate those students. Sts. Peter & Paul School uses the local public schools to conduct various parts of our student assessment program. The parent(s)/guardian must sign the consent for evaluation form(s) within ten (10) calendar days of the administration's notification. Guardian/parent cooperation is necessary if the student is to remain enrolled in SPPS.

**Speech therapy** and **Title I Remedial Program** (for reading) are available through Nauvoo District #325. Students may be referred by the teacher or parent. Special testing is required for eligibility. Parental consent is required before a child is scheduled to receive help. Services are provided at Sts. Peter & Paul School.

Vision and hearing tests are given to students in preschool, kindergarten, and 1<sup>st</sup>-3<sup>rd</sup> grade; any new student; and any student referred by the teacher or parent. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. Vision screening is not an option.

### **Testing and Assessments**

Classroom teachers provide quizzes and tests for chapters and units in subject matter. Teachers may use assessments that come with a textbook series or create their own.

The Catholic Diocese of Peoria mandates a standardized testing program for academic achievement which will be administered each fall for Grades 2 through 6. Elementary schools are encouraged to supplement the required grades with testing at other grade levels. In addition to fall testing, all schools shall administer the NCEA ACRE assessment of religious knowledge, attitude, and practices each January to students enrolled in Grade 5.

## **Admission and Transfers**

### **Non-Discrimination**

No student shall be refused admission to SS. Peter & Paul School on the basis of race, sex, national or ethnic origin. Students of religious denominations other than Catholic may be admitted according to local policy.

The norms for the acceptance of non-Catholic students are developed in line with the basic mission of each school to provide a Catholic education for the children of the local parish. When non-Catholics or non-parishioners are accepted, care must be taken that room is left or provided on a timely basis for the Catholic students of the parish. Once non-parishioners or non-Catholics have been admitted, it is not permissible to exclude them to make room for parish children unless a written agreement signed at the time of their admittance clearly specifies that admittance is guaranteed for only one year.

Catholic schools exist to educate in the Catholic faith. Therefore, non-Catholic students must participate in religion classes, liturgies and prayer services scheduled during the school year. They must also satisfactorily pass all the course requirements of the school's religious education classes.

SS. Peter & Paul School complies with applicable federal and State laws prohibiting discrimination, including but not limited to Title IX of the Education Amendments of 1972, the Individuals with Disabilities Education Improvement Act, the Age Discrimination in Employment Act of 1967, Title VI and VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Illinois School Code, and relevant case law including Plyler v. Doe (1982). All Catholic schools in the Diocese of Peoria are subject to the policies of the Diocese of Peoria, including Policy A-105 (Non-Discrimination in Employment) and Policy D-111 (Non-Discrimination in Admissions). The Diocesan Policy Manual can be found on the Diocesan website at [www.cdop.org](http://www.cdop.org).

### **Admission Age**

Children admitted to a three-year-old preschool program shall be three years of age on or before September 1 of the academic year. Children enrolled in a four-year-old preschool program shall be four years of age on or before September 1. Students admitted to kindergarten shall be five years of age on or before September 1. Students entering first grade shall be six years of age on or before September 1 of the given school year. (Catholic Diocese of Peoria, D-112)

Children may be admitted throughout the academic year on or after the date of their third birthday. In such cases, parents must acknowledge in writing that their child will remain in the early childhood program and will not be admitted to kindergarten until the child has attained the age of five years on or before September 1 of the given academic year.

Exceptions to age requirements may be made only at the discretion of the principal in consultation with the Superintendent of Schools.

For children entering school for the first time, age shall be verified through a copy of the official birth certificate. In addition, a baptismal certificate shall be submitted for Catholic students.



**Tuition Policy for Admission**

Operating costs of the school and the expense of educating each child amounts to more than the tuition and fees that are charged. This is possible through the parish support of Hancock County Catholic Churches and our annual God’s Portion Day. The actual cost per pupil for education at Sts. Peter & Paul School is around \$6,000 per year.

Pro-rated tuition refunds will be considered upon request by the parents and determined by the pastor. Book fees will not be refunded.

**2018 – 2019 TUITION**

<b>CATHOLIC (K-6)**</b>		<p><i>* 5% <b>DISCOUNT</b> if paid in full by Aug 15 (applies to tuition only)</i></p> <p><i>*Other tuition payment options available (semi-annually and monthly)</i></p> <p><b>Financial assistance</b> is available (please contact Father Szydlak for more information).</p>
First Child	\$2050*	
Each Additional Child	\$900*	
<b>NON-CATHOLIC (K-6)</b>		
First Child	\$2800*	
Each Additional Child	\$1025*	
<b>PRESCHOOL</b>		
Preschool (3 half days/wk)	\$1250*	
Preschool (5 half days/wk)	\$1500*	
Preschool (5 days/wk)	\$2050*	
<b>FEES (per child)</b>		
Book Fee (K-6)	\$150	
Preschool Fee (half day)	\$35	
Preschool Fee (all day)	\$50	
<b>SPPS BUS</b>		
One child	\$800	
Two children	\$1200	
Three or more children	\$1400	

**Health Examinations and Immunizations** (Catholic Diocese of Peoria Policy D-152)

- **Dental Health Exam Required.** All Illinois students in kindergarten and Grades 2 and 6 are required to have an oral health examination.
- **Vision Exam Required.** All students enrolling in kindergarten and any student enrolling for the first time in a private or parochial school are required to have an eye examination.
- **Health Exam Required.** Each student in a Catholic school in the Catholic Diocese of Peoria shall have a health examination within one year prior to entering pre-school; prior to entering kindergarten or the first grade; and upon entering the sixth and ninth grades; and upon entering a school pursuant to a transfer, regardless of the student’s grade level.
- **Immunizations Required.** Each Catholic school student shall receive such immunizations against preventable communicable diseases as are required by the Illinois School Code and the Communicable Disease Prevention Act, at the time those immunizations are required to be received, unless one of the exceptions listed below is satisfied.

- **Proof of Health Exam and Immunizations Required.** A student’s parent/legal guardian must supply proof of both the health exam and the required immunizations no later than the beginning of the school year. Where proof is not submitted, the school will notify the parent/legal guardian that he or she has until **October 15th** of the current school year in which to have the student examined and receive the immunizations, and present proof of same.
  
- **Noncompliance with this Policy.** Failure to provide proof of required health exams and immunizations shall result in the student being excluded from school until the parent/legal guardian presents proof of the exams and the immunizations, and the parent/legal guardian is deemed in violation of the Illinois School Code during the period of noncompliance.
  
- **Objections to Examinations and/or Immunizations.** A parent/legal guardian who objects to his/her student being examined and/or immunized is eligible to be exempt from exams and/or immunizations only as follows:
  - **Medical Objection.** Any medical objection to an immunization must be presented by a physician licensed to practice medicine in all its branches indicating the reasons, and signed by the physician on the certificate of student health examination and placed on file in the student’s permanent record. Should the condition of the student later permit immunization, this requirement will then have to be met.
  - **Religious Objection.** Children of parents or legal guardians who object to health, dental, or eye examinations or any part thereof, to immunizations, or to vision and hearing screening tests on religious grounds shall not be required to undergo the examinations, tests, or immunizations to which they so object if such parents or legal guardians present to the local school authority a signed Certificate of Religious Exemption detailing the grounds for objection and the specific immunizations, tests, or examinations to which they object. The grounds for objection must set forth the specific religious belief that conflicts with the examination, test, immunization, or other medical intervention. The signed certificate shall also reflect the parent’s or legal guardian’s understanding of the school’s exclusion policies in the case of a vaccine-preventable disease outbreak or exposure. The certificate must also be signed by the authorized examining health care provider responsible for the performance of the child’s health examination confirming that the provider provided education to the parent or legal guardian on the benefits of immunization and the health risks to the student and to the community of the communicable diseases for which immunization is required. The Certificate of Religious Exemption form is available on the Illinois State Board of Education website at [www.isbe.net/research/pdfs/immun-exam-gdlns-religious-exempt.pdf](http://www.isbe.net/research/pdfs/immun-exam-gdlns-religious-exempt.pdf). The form may not be used for exemptions from immunizations and/or examinations for personal or philosophical reasons. Illinois law does not allow for such exemptions. • The school shall inform the parent or legal guardian, at the time that the exemption is presented, of exclusion procedures should there be an outbreak of one or more diseases from which the student is not protected.

**Other Requirements for Enrollment**

Parents of children enrolled in Sts. Peter & Paul School are required to inform the school of any health problem, disability, or special needs. The school can only make reasonable

accommodations since there is no special education program.

If a child with a disability persistently disrupts the educational setting, requires an extraordinary amount of individualized time, or places risks on the education of others, then Sts. Peter & Paul School reserves the right to terminate enrollment of the child.

Sts. Peter & Paul School reserves the right to terminate enrollment of a student if custodial parents have not disclosed the student's special need.

**Parent Cooperation as a Condition of Enrollment**

*The education of a student is a partnership between the parent/guardian and the school. The parent/guardian is expected to support the decisions of the people hired to administer the school and/or the diocesan system of schools. Just as a parent/guardian has the right to withdraw a child if desired, the administration reserves the right to require the withdrawal of a student if the administration determines that the partnership with the parent/guardian is irretrievably broken.*

## **Appeal and Review** (CDOP G-111)

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by any member of the diocese under the following conditions only:

- 1) The decision violates or is in conflict with the teachings of the Roman Catholic Church; or
- 2) The decision violates or is in conflict with an applicable diocesan policy;
- 3) The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question, or,
- 4) The decision violates or is in conflict with an applicable federal, state or local civil law.

It is to be noted that dissatisfaction with a decision regarding personnel matters can only be appealed by the aggrieved personnel and not third parties, due to issues of confidentiality.

### **Appeal and Review**

The individual desiring the appeal or the review of a decision must make that request known to the pastor/canonical pastor responsible for the school in the form of a written letter. As a matter of record, a copy of the letter is to be forwarded to the Superintendent of Schools.

This letter must clearly cover each of the following points:

1. The decision that is being questioned and which competent authority made it.
2. The grounds for the appeal or the review with specific reference to one or more of the four (4) conditions listed in the policy statement above, and
3. The proposed resolution.

The pastor/canonical pastor, having received the request for appeal or review, is to respond to the individual making the request within thirty (30) days of receiving the request. A copy of this response letter is to be forwarded to the Superintendent of Schools.

In most cases, the decision of the pastor/canonical pastor is final. However, the individual who has requested the appeal or review may further appeal the decision of the pastor/canonical pastor to the Superintendent of Schools within thirty (30) days. The Superintendent of Schools has the authority to summarily dismiss the appeal. If the individual requests a further appeal or review of the Superintendent's decision, the individual may forward the appeal to the Vicar General of the Catholic Diocese of Peoria. The Vicar General shall make a final decision on the appeal in such cases.

## **Athletic and Co/Extra Curricular Programs**

Sts. Peter & Paul students may participate in athletic and co/extra-curricular activities if they meet eligibility requirements, have a current sports physical examination on file, are adequately covered by insurance, and have an acceptable attitude. Coaches or teachers have the right to request suspension from athletic and co/extra-curricular activities, and the principal will have the authority to take the necessary action after consideration of the facts.

Participation in athletic and co/extra-curricular programs is a privilege, not a right. Therefore, students forfeit this privilege if behavior, academic standards and financial obligations are not met. Co/extra-curricular and athletic activities do not take precedence over academics; they work in cooperation with academics.

### **Band**

Instrumental music experience is offered to fourth, fifth, and sixth graders through Nauvoo-Colusa School District #325. Lessons are conducted at Sts. Peter & Paul during school hours. Cadet Band will meet at the N-C Elementary School during school hours. Parents of those participating in band are responsible for transporting the student to the band sessions. Each student is responsible for work missed while at band.

### **Athletic Program**

Sts. Peter & Paul School will co-op with Nauvoo-Colusa Elementary School for fifth and sixth grade boys' and girls' sports teams. This will be arranged on a per year basis depending on the needs of the schools to field a team.

Practices will begin in November, and games will be scheduled from the first part of December to the middle of February. The season is to consist of a maximum of 20 games including tournaments. Regular season games may not be played more than 50 miles from Nauvoo without special permission from the administration of each school. Each player is entitled to play in all regular season games unless a disciplinary action is in effect. If a student has a suspension on the day of a game, he/she should not attend the game.

ALL PARENTS or LEGAL GUARDIANS are expected to share the duties associated with scheduled HOME games.

- **Athletic Policy:** Sts. Peter & Paul School will have an inter-mural athletic program with the sport selection at the discretion of the Pastor and Principal (with consultation of the Education Commission if necessary).
- **Athletic Philosophy:** Athletics, as an extra-curricular school activity at the elementary level, is a privilege, one that is earned and fostered by a student's Christian character and academic efforts. Athletics will be recognized as a supportive component to the total educational process, offering balance rather than prominence within its educational scope and practices.
- **Student-Athletes:** Students in 5<sup>th</sup> and 6<sup>th</sup> grades who demonstrate Christian conduct and achieve academically according to their abilities may participate in athletic activities. Previous to the beginning of each sport during the school year, participants will be required to have on file:

- Parental/Guardian Consent Form and Liability Waiver
- Annual Proof of Physical Examination, signed by a licensed physician
- **Code of Conduct:** Student-athletes are expected to model appropriate Christian behavior at all times and follow all school rules. Students must attend at least half day on a school day in order to participate in a game that day.
- **Academic Responsibilities:** Students must receive passing grades in all subjects to remain eligible. Consistent academic performance and progress is expected according to one's ability. This progress shall be monitored on a weekly basis; it shall be done as a collaborative effort among teachers, the Principal, the parent(s) or legal guardian(s), and the student-athletes.
- **Parent(s) / Legal Guardian(s):** Parents or legal guardians are the first teachers of faith formation in their children's lives. Display of Christian conduct is paramount to modeling what is expected of one's own child. It is a gift to student-athletes when their parents and legal guardians emphasize good sportsmanship rather than excessive competition and when they praise rather than criticize the efforts of their children, their children's teammates, opposing team members, coaches and officials. It should be remembered at all times that the program belongs to the children.

### **Practices, Games, and Tournaments**

No games or practices, including tournaments or Open Gyms, may be scheduled or played on Sundays or non-school attendance days (unless approved by both principals). Practices, games and tournaments will be limited to five days per week, per team. Practices should not exceed one and a half hours per day.

In the event that a grade level does not have sufficient members to form a team, the Principals may allow student-athletes to play up; however, those playing up will be from the next lower grade level only.

Technical fouls committed by student-athletes will result, at a minimum, in exclusion for the remainder of the game if the technical foul resulted from unsportsmanlike conduct.

## **Closings and Early Dismissals**

The general rule for closings and early dismissals (due to weather) is: we follow what the Nauvoo-Colusa School district does.

Sts. Peter & Paul School uses a Parent Alert System with information provided from the registration form. In the event that an emergency or weather conditions make it necessary to close school, an email, phone, or text alert will be sent with a message detailing time of dismissal, etc. **Please make sure we have the most current contact information.**

You may also listen to the radio or check with local television stations. When school is dismissed early, all games and practices for that day are automatically cancelled. There will be no half-day preschool when there is a late start.

## **Communication between Home and School**

A variety of means are provided for communication between home and school. The faculty and staff recognize the responsibility to demonstrate open and courteous communication with parents. Communication and expression of concerns must always be conducted in a constructive and Christian manner within an appropriate setting. Rude and/or abusive communication to the faculty and staff members on the part of parents or students will not be tolerated.

Conferences may be initiated by parents or teachers at any time and scheduled at the convenience of both parties.

### **Custody of Student**

If there are limitations, for example, regarding visitation rights, it is the responsibility of the custodial parent to provide the school with a copy of the custody section of the divorce judgment, or any order modifying the judgment. ***Any changes made in custody agreements should be promptly reported in writing to the principal.*** The school reserves the right to request, in writing, that parents provide a copy of the custodial agreement in the divorce decree to confidentially keep on file in the school office. Sts. Peter & Paul School complies with the provisions of the Family Educational Rights and Privacy Act with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student.

## **Confidentiality and Professional Conduct**

All Sts. Peter & Paul School administration, faculty and staff members are expected to maintain the highest standards of professional conduct when interacting with students, parents, and colleague, including confidentiality. Any concerns in this area should be directed to the administration.



## Discipline

Ordinarily, each teacher, supervisor, or coach handles discipline problems. Cooperation and frequent communication between parents and teachers, supervisors, and coaches are essential to the successful solution of more serious problems. The principal is kept informed but is usually involved only with more serious problems, which will also be reported to the pastor/president of the parish or school.

*In addition, any student who engages in conduct, whether inside or outside of school that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church, may be subject to disciplinary action, including suspension or expulsion.*

**Jesus is the Center of our lives and His teachings are the prime reason Catholic schools exist. Our students, through their personal conduct, should reflect this Christ-centeredness.**

### **Rules of Conduct:**

1. Students are expected to show respect for peers, faculty, staff, guests and volunteers through words and actions.
2. Students are to be in proper school dress code as detailed in the *Parent-Student Handbook*.
3. Students are to remain seated if teacher must leave the classroom.
4. All property must be given proper care.
5. Students are expected to be in their classrooms ready to learn by **8:10 AM**.
6. Students should not run inside the building.
7. Good manners are to be displayed by all students.
8. Students may not chew gum at school.

### **The Leader in Me**

Sts. Peter & Paul School incorporates this program which uses Stephen Covey's 7 Habits of Highly Effective People. Through this leadership curriculum, our students are being equipped to become effective and productive Christian leaders for the challenges of the 21st century. The leadership model teaches skills of making good choices, getting along with others, and managing time and activities wisely – by following these 7 Habits, our students are inspired daily to be Leaders for Christ.

#### **Habit 1: Be Proactive (You're in Charge)**

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

#### **Habit 2: Begin With the End in Mind (Have a Plan)**

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

### **Habit 3: Put First Things First (Work First, Then Play)**

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

### **Habit 4: Think Win-Win (Everyone Can Win)**

I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

### **Habit 5: Seek First to Understand, Then to Be Understood (Listen Before You Talk)**

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

### **Habit 6: Synergize (Together Is Better)**

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us can alone. I am humble.

### **Habit 7: Sharpen the Saw (Balance Feels Best)**

I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.

## **Corporal Punishment**

Corporal punishment is not permitted in any school or school program in the Catholic Diocese of Peoria. Corporal punishment includes but is not limited to slapping, paddling, or maintenance of students in physically painful positions or intentional infliction of bodily harm. (D-146)

Sts. Peter & Paul School complies with diocesan policy and forbids the use of corporal punishment. Faculty and staff may use reasonable force, as needed, to prevent injury to a student, another staff member, or oneself.

## **Detention**

**Detention** is a disciplinary measure used as a consequence for unusual, repeated, or excessive misbehavior. Parents/guardians will be notified the day the detention is issued and at least 24 hours prior to the date of the detention. If a student is unable to stay for the detention, the principal must be notified by phone or in writing so another date can be arranged.

## **Suspension**

**In-school Suspension** is isolation from the classroom and other students within the school building. Class work will be done during this time. **Suspension** is the removal of the student from the school and school activities for 3 school days. During this time all missed class work as a result of the suspension must be completed before re-admittance.

### **Expulsion – Permanent Dismissal**

**Expulsion** is defined as permanent dismissal of a student from Sts. Peter & Paul School and is a measure that is used only as a last resort.

### **Pastor’s Jurisdiction**

The pastor is the final recourse in all disciplinary situations and may waive any disciplinary rule or step for just cause at his discretion.

The pastor reserves the right to request the withdrawal of a student:

- For failure of the family to meet financial obligations of the parish.
- Following a determination by the principal that a student’s educational needs can no longer be met by school personnel and by available school resources.
- Due to a failure of a family or student to participate in required activities or to support the mission of the school.
- Or due to disciplinary infractions.

### **Bullying (D-147)**

All elementary and secondary schools in the Catholic Diocese of Peoria shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian, and strictly prohibited.

Although religious schools are exempt from the Illinois law and its application to bullying situations, for the purpose of this policy, Illinois law shall be used to define bullying in our diocesan schools:

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

1. Placing the student in reasonable fear of harm to the student’s person or property;
2. Causing a substantially detrimental effect on the student’s physical or mental health;
3. Substantially interfering with the student’s academic performance; and/or
4. Substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school (105 ILCS 5/27-23.7b).

Bullying conduct covered under this policy is conduct that occurs on school property or at school sponsored activities or events, while students are being transported or walking to and from school or school sponsored activities or events, while students are waiting at bus stops for transportation to and from school, or cyberbullying as defined hereinafter.

Cyberbullying under this policy is the bullying and/or intimidation of students through the use of the internet and/or social media sites on any electronic devices, whether on or off school campus or during non-school hours.

### **Bullying Prevention**

Any reported bullying issue shall be promptly brought to the attention of the appropriate party, the

pastor or principal or their designee, and thereafter investigated. Any student who engages in bullying and/or cyberbullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling.

Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser.

### Types of Bullying

1. Relational: ostracizing another student, psychological manipulation, and systematic actions to isolate, shun, or exclude.
2. Verbal: name calling, put downs, and/or the spread of rumors.
3. Physical: aggressive acts such as hitting, slapping, choking, kicking, spitting, or pushing, as well as the destruction of property or the writing of offensive notes/graffiti.
4. Cyberbullying: actions associated with one or more types of bullying utilizing email, instant messaging, social networks, text messages, or other means of electronic communications.

Bullying conduct may include but is not limited to:

- Physical acts such as inappropriate, unwanted, uninvited, or injurious physical contact with another; stalking; sexual assault; or destruction or damage to the property of another.
- Written or electronic communication of any type that incorporates language or depictions that would constitute bullying, using any medium including but not limited to cell phones, computers, websites, electronic networks, instant messaging, text messages, and emails.
- Verbal threats made to another; blackmail or demands for protection money.
- Non-verbal threats or intimidation such as aggressive or menacing gestures.
- Direct or indirect relationally aggressive behavior such as social isolation, rumor spreading, or damaging someone's reputation.
- Blocking access to school property or facilities.
- Stealing or hiding or otherwise defacing books, backpacks or other personal possessions.
- Repeated or pervasive taunting, name calling, belittling, mocking, putdowns, or demeaning humor related to a student's race, color, sex, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in the disruption of school activities or create a hostile educational environment for the student.
- Any of the preceding conduct which occurs off school grounds when such conduct creates, or reasonably can be expected to create, a substantial disruption in the school setting and/or at school sponsored activities and events.

### Illegal Drugs

The illegal possession and/or distribution of narcotics, drugs, or non-medical controlled substances while in school or on school property by a student or employee of SS. Peter & Paul School is a grave offense. Any violations will be reported to the local law enforcement agency as required by the School Reporting of Drug Violations Act (105 ILCS 127). Drug violations may result in criminal prosecution as well as expulsion of a student or termination of employment.

### **Possession or Use of Weapons or Look Alike Weapons in School** (D-150)

Catholic schools in the Diocese of Peoria teach and uphold the sanctity of human life. Virtues such as respect for others, peacemaking, and self-discipline are foundations of Catholic education.

Furthermore, a safe academic and social environment is essential for learning and Christian formation. The possession or use of weapons not only disrupts the school's learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students.

It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school-related functions. Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling (or seeking the sale or trade of) weapons at school or any school-related function shall, at the discretion of the pastor and principal, be subject to immediate expulsion.

Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. The student's parents will be notified, and there will be an administrative review. The normal consequence shall be expulsion from school. The school administrator shall also notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS).

In cases where there are substantial mitigating circumstances, the pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in grades K-3). In the event that a student finds a weapon at school or a school-related function, the student shall *immediately* notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into the school.

Diocesan schools reserve the right to dismiss any student at any time whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students.

## Dress Code

The purpose of the dress code is to help provide an atmosphere for learning that is free from distraction and one characterized by modesty and decorum. It also assists in eliminating unnecessary competition among the students.

Students attending Sts. Peter & Paul School are expected to be well groomed and dressed in an acceptable manner for their age and in a manner conducive to a positive school atmosphere and in conformity with Christian modesty.

We ask the parents' cooperation and support with regard to the dress code regulations. Frustration can easily be avoided in both the home and school if the following stipulated dress code requirements are enforced in the home from the start of the school year.

**PRESCHOOL (3 & 4 year old):** Preschool children are not required to follow a formal dress code. However, the children should always wear modest clothing that is clean and in good repair. It is suggested to wear clothing that they can easily undo for bathroom purposes and also to have a change of clothing in case of an accident. Shoes must be clean, in good condition, and cover the entire foot including the toes and heels. Also, for safety at play, the **preschool children are NOT allowed to wear flip-flops or sandals to school** (tennis shoes are a recommended shoe).

### **KINDERGARTEN – 6<sup>TH</sup> GRADE:**

UNIFORM DAYS	GIRLS	BOYS	NOT ACCEPTABLE
SHIRTS	SPPS uniform shirt (purchased from school) Shirts must be tucked in throughout the day	SPPS uniform shirt (purchased from school) Shirts must be tucked in throughout the day	Non uniform shirts Uniform shirts that are stained, torn or ripped
PANTS	Jeans, slacks, khakis without holes	Jeans, slacks, khakis without holes	Knit, jersey, nylon, spandex, or sweat/wind pants, leggings or stirrup pants, pj bottoms
SHORTS	Jean, khaki, dressy shorts of modest length – no shorter than fingertip length. Allowed Aug – Sept 30 and beginning April 1 (please use your parental discretion at these times)	Jean, khaki, dressy shorts of modest length – no shorter than fingertip length. Allowed Aug – Sept 30 and beginning April 1 (please use your parental discretion at these times)	Knit, jersey, mesh, nylon, spandex, or cut-offs
SKIRTS	<u>No leggings or skirts</u> (only uniform skirt or uniform jumper allowed)	Not applicable	
SHOES	Tennis shoes must be worn for PE and gym playtime Shoe laces MUST be tied Winter boots are	Tennis shoes must be worn for PE and gym playtime Shoe laces MUST be tied Winter boots are	Shoes or boots that light up, have more than 1 1/2 inch heel, or are distracting Flip-flops, crocs, open-back

	encouraged in snowy weather (with a change of shoes for inside)	encouraged in snowy weather (with a change of shoes for inside)	shoes, slippers, “heelies” Winter boots worn in the classroom
SOCKS	Socks must be worn	Socks must be worn	
SWEATSHIRTS	SPPS uniform sweatshirt (purchased from school)	SPPS uniform sweatshirt (purchased from school)	
HAIR	Hair will be clean, combed, and <u>out of the eyes</u>	Hair will be clean, combed, and <u>out of the eyes</u> - shaped above the ears and above the collar	Extreme hairstyles or unnatural hair colors
ACCESSORIES	Hair barrettes, headbands, or ribbons Wristwatch Religious necklace or pin Small post earrings Nail polish	Wristwatch Religious necklace or pin	Rings, bracelets, anklets Non-religious necklaces/pins Dangling or hoop earrings Large hair accessories Nail polish designs, chipped or peeling nail polish Cosmetics

SPECIAL DAYS	GIRLS	BOYS	NOT ACCEPTABLE
Casual Day	Clothing that is in good condition, fits properly, and is appropriate for a Catholic school	Clothing that is in good condition, fits properly, and is appropriate for a Catholic school	Clothing that is stained, torn, or ripped, flip-flops, crocs, open-back shoes, or sleeveless shirts
GPD Casual Day	Same as Casual Day, but must donate \$1 to dress casual	Same as Casual Day, but must donate \$1 to dress casual	Same as Casual Day
Spirit Day (home basketball games, other days TBA)	SPPS spirit shirt, SPARTAN shirt to support our 5th/6th grade girls & boys teams	SPPS spirit shirt, SPARTAN shirt to support our 5th/6th grade girls & boys teams	
Birthday Privilege Day	Students may choose to have a dress up day or casual day on the day of their birthday lunch celebration.		

School personnel and the principal will have the final decision as to whether a student’s appearance is acceptable. **Students who repeatedly violate the uniform policy may be denied participation in the next Casual Day.**

## **Hot Lunch Program**

Sts. Peter & Paul School participates in the National School Lunch Program which means that the school must meet Federal nutrition requirements and the Dietary Guidelines for Americans. The NSLP requires that milk be served with each student's hot lunch. If your child has allergies to dairy products or any other foods, NSLP requires that special dietary requests must be supported by a statement, which explains the food substitution that is requested. It must be signed by a recognized medical authority. The medical statement must include:

- \*an identification of the medical or other special dietary condition which restricts the child's diet
- \*the food or foods to be omitted from the child's diet
- \*the food or choice of foods to be substituted

Our Hot Lunch Program is subsidized by the Federal Government. We receive commodities each month which helps keep the cost down. The Federal Government specifically restricts outside fast food and pop while the Hot Lunch program is being served. For that reason NO FAST FOOD OR POP will be allowed to be brought in for students to eat at lunch time.

A hot lunch with milk is available to all students. The prices are:

- Hot Lunch - including milk - \$2.50 a day
- Milk only - \$.35 a day

We urge that lunches be paid on a monthly basis. Parents may check their balance on the Sycamore website. Please pay lunch balance on Smart Tuition at the end of each month. A record is kept of the number of lunches for which a student pays with credit being given when a student is absent. Children may bring cold lunches from home.

SPPS also participates in the Federal Free and Reduced Lunch Program. Applications will be sent with the registration pack or are available any time during the year at the school office. Notification is sent to the parent to inform them of the qualifications.



## **Emergency Procedures**

Sts. Peter & Paul School complies with the emergency crisis management plan of the Catholic Diocese of Peoria (D-143) and the State of Illinois required health and safety drills.

## **Health and Safety**

### **Asbestos Statement**

This notice is for your information on AHERA Asbestos Inspections. Sts. Peter & Paul School has complied with all LEA rules and responsibilities under Illinois 763.84. The operation and management plans that are now in effect are available for your inspection at the school and can be viewed by appointment only. For an appointment, please contact the pastor or principal.

### **Safe Environment Program**

Sts. Peter & Paul School incorporates the principles of the diocesan Safe Environment Program into its overall curriculum during the school year. It is part of an ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. Parents have an opportunity to ask questions about the program at the annual orientation meeting or at any time during the school year.

### **Wellness Policy**

Sts. Peter & Paul School implements a local student wellness plan (per diocesan policy D-151), and is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.

### **Healthful Food and Beverage Options for School Functions**

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges – cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk

- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Bread sticks with marinara
- Fat-free or low-fat flavored yogurt & fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)
- Flavored soy milk fortified with calcium
- Pure ice cold water

*This list is not all-inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.*

## **Medical Care**

Students should be fever free (without fever reducing medicine) for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day.

### **Administration Of Medication**

The purpose of administering medication at school is to help students maintain a state of health sufficient for their academic learning and faith development.

1. The school administration shall retain the right to decline to allow a particular medication to be administered by school staff.
2. All prescription and non-prescription (over-the-counter) medications require written authorization from the student's health care provider (licensed to prescribe the medication) as well as written parental consent. A medication authorization form can be obtained from the office.
3. The written parental request and health care provider's authorization shall be valid only during the school year in which they are submitted, and must be renewed each subsequent school year. The school may allow, on a case-by-case basis, the parent or other adult family member to directly give the student the medication at school as if they were doing so at home.
4. Any medication for a student must be in an original, properly labeled container, either labeled by the pharmacy with the name of the student, name of the medication, dosage and instructions, name of the pharmacist, and pharmacy contact information, or in the case of over-the-counter medications, labeled by the retailer with the name of the medication and suggested dosage, with the student's name affixed to the container.
5. All medications shall be stored in a locked drawer or cabinet. Controlled substances must be stored in a locked cabinet that is securely affixed to the wall or floor.
6. The school shall keep a log for each student of all medication administered at school, including the date, time, and initials of the staff member administering the medication. As required by state law, students may self-carry and self-administer drugs for the treatment of asthma, diabetes, or serious allergies, provided that the parent has submitted their consent in writing as well as a written authorization from the student's physician. The authorization from the student's physician shall include the student's name, the name and purpose of the medication and/or epinephrine auto-injector, the prescribed dosage, and the time or circumstances under which the medication or epinephrine auto-injector is to be used. The school reserves the right to restrict the self-carry and self-administration of medication for asthma, diabetes, or serious allergies to certain grade levels and/or ages of students.
7. Only a school nurse or other staff member designated by the school administration shall be permitted to administer medications to students.
8. Students will be subject to disciplinary action if they violate the school's medication policies and/or procedures.
9. Unused medications will be returned to the family at the conclusion of the school year, when they withdraw from the school, or when the prescribed medication period concludes, whichever is sooner.

### **Counseling Services**

Sts. Peter & Paul School does not have counseling services. If the administration or a parent feels that there is a need for such services, the administration will help recommend agencies that could be of service.

## Parent and Family Involvement

We appreciate our parents and their support. SPPS has many opportunities for parents to be involved in the various activities throughout the year. This involvement by parents keeps tuition rates low, reduces the amount of fundraising, and most importantly, builds our school community!

- Each family is **EXPECTED** to help in the following ways:
  - **supervise** the playground or gym during the **noon recess** on a rotating basis or pay \$25 fee (supervisors must complete Safe Environment training & background check)
  - work **Concessions** at a home basketball game or the SPPS tournament (this is an annual fundraiser for the school)
  - participate on one of the following **Parent Committees**:
    - **Grape Festival Parade Float**: design & create SPPS float for 2 parades, supervise students riding float, tear down & clean up float after parade
    - **Pancake Breakfast CO-CHAIRS**: order sausage, solicit donors, prepare sign-up sheets for workers & donations, gather necessary equipment & supplies and transport to park, supervise during breakfast and clean up, return supplies
    - **Mississippi Valley Regional Blood Center Drive**: help set up & clean up, promote blood drive, solicit and serve food to donors & workers
    - **Concessions CO-CHAIRS**: help coordinate concessions and workers for 5th and 6th grade boys basketball games & SPPS tournament
    - **SPPS 5th/6th Boys Basketball Tournament Co-Chairs**: organize and run the basketball tournament – contact teams, set up schedule, recruit / schedule referees, oversee tournament games
    - **Christmas Program**: set up & clean up, coordinate refreshment table (punch, cookies, napkins), engage a Santa, plan gifts for principal, priests, & students
    - **Catholic Schools Week**: plan / organize special treats for teachers & students, help serve Grandparents' Day lunch, set up & clean up for Friday (lunch & Talent Show)
    - **School Picnic**: reserve shelter house, haul lunches to park, provide treat for students, organize & manage games/activities, clean up
- Parents may also volunteer to help with the following:
  - **God's Portion Day Committee** - coordinate & participate in various fundraising activities throughout the year, solicit donors, operate annual Auction first Sunday in June
  - classroom **Holiday parties** for Halloween, Christmas, and Valentine's Day
  - opportunities to work and/or donate
    - Grape Festival Pancake Breakfast
    - Yard Sale / Bake Sale
    - Fall Dinner

## **School Property**

### **Care of Textbooks**

At the beginning of the school year each child should have a book bag so that no damage to the books results. Care of books is the pupil's responsibility. Payment is required when damage results.

Each child will have one set of books to use. If books are badly used or damaged, additional remuneration will be charged. Textbooks are on a loan basis. Students may be charged replacement costs for damaged or lost textbooks, workbooks, and library books.

### **Care of School Property Including Desks, Tables, and Chairs**

Students are responsible for good care of their desks, tables, and chairs. Students should not sit on desks or tables. Desks should not be overfilled or desktop hinges may break. Students will be asked to remove excess items in overfilled desks.

Students may not hang on doors, overhead pipes, and basketball rims, or in any way damage school property. Windows must be handled with care under the supervision of teachers or designated staff.

If any school property is used in a manner beyond normal wear and tear, students will be referred to the school office. Consequences include, but are not limited to, detention, referral to the pastor, and monetary compensation.

All students' desks are the property of Sts. Peter & Paul School and school personnel reserve the right to inspect them at any time. There is to be no writing on or around desks. Any damage to school desks is considered vandalism.

### **Drug Free Environment**

Sts. Peter & Paul School prohibits student use of tobacco, alcohol, or any controlled substance in the entire school, gymnasium, cafeteria, and on the school grounds and functions.

### **Use of School (and Parish) Facilities**

Individuals or groups who wish to use any part of the school or parish facilities, including the cafeteria and gymnasium, must have obtained approval for this usage with the school. The Catholic Diocese of Peoria, Catholic Mutual, will be contacted for insurance, as needed.

# **Technology - Acceptable Use Student Policy**

## **Purpose**

Catholic schools use technology such as computer hardware and software, presentation tools, and online materials in their instructional programs to facilitate research, collaborative learning, and interpersonal communications and to provide access to information. The use of such technology shall be consistent with Catholic moral principles and reflect the varied instructional needs and learning styles of students.

## **Authority**

Electronic information available to students and staff does not imply endorsement of the content by the school nor the accuracy of information received on the Internet. The school shall not be responsible for any information that may be lost, damaged, or unavailable when using its computers or for any information that is retrieved via the Internet.

The school shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. It reserves the right to log network use and to monitor fileserver space utilization by computer users. The use of the Internet is a privilege, not a right; inappropriate, unauthorized, and/or illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

## **Responsibility**

The school shall make every effort to ensure that students and staff use technology responsibly. Teachers have a professional responsibility to help students develop the moral foundation and intellectual skills necessary to discriminate among sources, identify appropriate information, and evaluate and use information to meet their educational needs.

## **Guidelines**

Any school network accounts will be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the school network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

## **Prohibitions**

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with the moral principles espoused by the Catholic Church, accepted rules of network etiquette, and federal and state law. The following uses of computer hardware & software, the Internet, e-mail, and/or the school computer network are strictly prohibited:

- Chat rooms.
- Using e-mail for other than educational purposes.
- Transmitting material likely to be offensive or objectionable to recipients.
- Hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Accessing or sending obscene or pornographic material, including language, sound, or images.
- Disrupting the work of other users.
- Intentionally obtaining or modifying files, passwords, and data belonging to other users.

- Commercial and/or for-profit purposes.
- Non-work or non-school related work.
- Product advertisement.
- Fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Inappropriate language or profanity.
- Impersonation of another user, anonymity, and pseudonyms.
- Loading or use of unauthorized games, programs, files, or other electronic media.
- Destruction, modification, disruption, or abuse of hardware and/or software.
- Quoting personal communications in a public forum without the author's prior consent.
- Creating and/or uploading computer viruses.
- Placing unlawful information on the network or facilitating illegal activity.

### **Security**

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. To protect the integrity of the network, the following guidelines must be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in with another's name.
3. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the network.

### **Safety**

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator. Users shall not reveal personal addresses or telephone numbers to other users on the network or the Internet.

### **Consequences for Inappropriate Use**

The user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Actions such as illegal use of the network, intentional deletion or damage to files belonging to others, and/or theft of services will be reported to appropriate authorities for possible prosecution.

General rules and etiquette for behavior and communications will also apply when using e-mail or the Internet. Loss of access and other disciplinary actions shall be consequences for inappropriate use. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, the Internet, and/or other networks. This includes but is not limited to the creation or uploading of computer viruses.

### **Copyright**

The illegal use of copyrighted software by students and staff is strictly prohibited. Anything uploaded to or downloaded from the network shall be subject to "fair use" guidelines and copyright law.



**Social Media:** The school recognizes the importance of the Internet in forming public opinion. Therefore, it is essential that administration, faculty/staff, parents, students and volunteers join together and help shape the way the school is perceived in the community via interaction in social media. The following guidelines will help everyone make appropriate decisions about utilizing various social media.

- Parents, students, employees and volunteers are personally responsible for the content that they post, share and respond to online.
- Online postings and conversations are not private. Do not share confidential information, internal school discussions, or specific information about students, staff or other parents.
- Never discuss sensitive school matters using social media outlets.
- Under no circumstances should offensive comments be made about students, parents or staff nor the school in general.
- Social media sites using the school name may not be created without permission.
- Do not use any school logo or image without permission.
- Public postings on social media should not be used to challenge or ridicule Church teachings.

The school reserves the right to require parents, students, employees or volunteers to remove content or comments posted on social media for any reason, including but not limited to the administration's opinion that the comments violate this policy. The core values of the school apply to behavior both on and off campus including the online environment. Failure to comply with any of the provisions of this policy may be grounds for disciplinary action, including dismissal from the school and/or termination of employment and/or volunteer activities.

**Cell Phones and Portable Electronic Devices:** Students are prohibited from the use or display of any cellular communications, electronic paging devices, and/or any electronic music devices, etc. in the school district buildings and upon property during regular school hours. Any exceptions to this policy must be approved by the administration. Any communication devices found at school in classrooms, or that are being used during the school day, or disrupting the learning environment will be confiscated and must be retrieved by a parent or guardian.



Sts. Peter & Paul School  
**Parent/Guardian Verification Form**  
**2018-2019**

We have read, will abide by, and agree to be governed by the ***Parent-Student Handbook***.

We have also read, reviewed, and discussed the contents with our student(s).

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*THIS FORM IS TO BE RETURNED BY AUGUST 30<sup>TH</sup>**