

ST. PETER INTERPARISH SCHOOL

Parent/Student Handbook

2008-2009
ST. PETER INTERPARISH SCHOOL

HANDBOOK ACKNOWLEDGEMENT

2008-2009

I acknowledge that I have received a copy of the St. Peter Interparish School of Jefferson City, Missouri, Parent/Student Handbook.

I understand that it contains important information about St. Peter Interparish School's general policies and regulations and about my privileges and obligations as a parent/guardian. I acknowledge and understand that this Handbook is neither a contract nor a legal document. I further acknowledge that I have read and understand St. Peter Interparish School's policies and regulations and agree to adhere to these policies and regulations.

I further acknowledge that revisions to the Handbook may occur. I have received this Handbook, and I understand that it is my responsibility to read and comply with the policies and regulations contained in this handbook and any revisions to it.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

[A copy of this Parent Handbook Acknowledgement is to be signed and returned to St. Peter Interparish School.]

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DSP denotes – Diocesan School Policy
DSR denotes - Diocesan School Regulation

ST. PETER INTERPARISH SCHOOL
314 W. HIGH STREET
Jefferson City, MO 65101
573-636-8922 Fax 573-636-8410

This Parent/Student Handbook contains information regarding the operation of St. Peter Interparish School. The school strives to provide an excellent Catholic Christian education. The school encourages questions, comments and suggestions regarding programs and procedures. School parents and staff must work together to provide the best education for all children of St. Peter Interparish School. The parish Catholic school advisory board represents the parish council Education Commission. The purpose of the Commission is to assist individuals and families to educate themselves and grow in Christian commitment needed to live full Christian lives.

The pastor of each parish, canonically appointed to be the head of the Catholic community, has pastoral authority and concern in all facets of parish life. In educational matters, he works with the parish Catholic School Advisory Board. The parish Catholic School Advisory Board is an advisory board established to assist the pastor, school administrator/principal, parish council, and finance council in fostering the education mission, goals and objectives of the Catholic school. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/principal. (DSP 1305)

Administration-Parent-Teacher Covenant

Because St. Peter Interparish School strives to be a faith community, parental cooperation and good parent-teacher relations are essential. As a faith community, our first instinct is to assume that everyone (teachers, administrators, parents, guardians and other caregivers) has the child's best interest at heart. Teachers and administrators are partners with parents in their children's education. Parents are notified of concerns about student life or behavior even when off campus.

The school is excellent in many ways, but no one within the community is perfect, and misunderstandings will occur. When a problem or disagreement arises, St. Peter Interparish School will make every effort to contact the parent to clarify the situation. Parents, guardians, and family members who experience problems or are confused with some matter regarding a child's educational experience are asked to show similar respect by striving first to learn the reasons behind a policy or inquire about the teacher's or school's understanding or decision before judging or forming an opinion. Those who are not satisfied with what they have learned from the teacher or source are asked to approach the administration. In this way, positive resolutions can be reached.

Parents and guardians are to follow these guidelines for expressing concern over a school matter.

1. If the problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, contact the teacher first. The best way to do this is through a phone call to the school, where parents may leave a message for the teacher to return the call. Parents are asked to refrain from calling another student's parents about a problem at school until school personnel have the opportunity to address the situation. In addition, for a variety of reasons, parents are not to bring up a private matter in front of other students while the teacher is on duty during the regular school day.
2. If parents feel the problem may be serious, inform the principal, assistant principal or counselor. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, an administrator may not be available immediately; therefore, patience in setting appointments, etc. is requested. Since concern for children is uppermost in all staff member's minds, the school will make every effort to accommodate parents and their concerns. .
3. All staff members of St. Peter Interparish School promise prompt attention to problems, privacy in

discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. That is, the school promises to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of every child, spiritually, psychologically, academically and physically.

I MISSION STATEMENT/PHILOSOPHY

A. *SCHOOL MISSION*

The mission of St. Peter Interparish School is to inspire students to love God, their Catholic faith, and learning.

This Parent/Student Handbook contains information regarding the operation of St. Peter Interparish School. St. Peter Interparish School in partnership with parents and the parish community strives to provide a quality education rich in Catholic identity. Recognizing that each individual has unique gifts from God, the school helps students develop their gifts to their fullest potential as stewards and co-creators in God's universe. Our goals are to:

- a) provide a healthy, positive and spiritual atmosphere in which Catholic Christian values, morals and leadership are fostered;
- b) develop self-discipline, personal responsibility, and accountability; and
- c) educate the whole child: spiritually, emotionally, intellectually, morally, and physically to help students meet the challenges of life today with a vision toward the future.

B. *PARENTS ARE PRIME EDUCATORS*

1. The primary responsibility for the education of children is in the hands of parents. Even though their responsibility is shared with the school, the parents' responsibility remains paramount.
2. Children tend to emulate the intellectual, emotional, spiritual and moral attitudes and examples parents/guardians provide in the home. In addition to example, some parents' responsibilities are to:
 - a) Build religious traditions and family prayer into the family life style.
 - b) Attend Sunday Mass and contribute to Parish support through envelopes or direct deposit.
 - c) Provide proper diet, balance of sleep, and exercise.
 - d) Provide proper facilities for home study, and encourage completion of homework assignments.
 - e) Insist that a child/children follow(s) the regulations and principles of good behavior/manners.
 - f) Encourage the development of the individual talents and interests of a child/children.
 - g) Keep the school informed as to the special needs of a child/children, carefully read all communications sent home from the school, and return all signed communications and envelopes promptly.

- h) Attend Home & School meetings and take advantage of Parent/Student/Teacher conferences, requesting additional time as needed.
- i) Read and support the regulations of the Parent/Student Handbook.

C. PASTORS

St. Peter	Msgr. Don Lammers
Associate	Fr. Rob Fields
Associate	Fr. Frank Bussmann
St. Andrew	Msgr. Greg Higley

D. SCHOOL STAFF

Phone Ext.

Principal	Joseph Gulino, Ph. D	324
Assistant Principal	Jane Maurer	327
Kindergarten	Kathy Surface	346
Kindergarten	Barb Kemna	344
Extended Kindergarten	Judy Heinrich	343
Grade 1	Agnes Forck	513
Grade 1	Kathy Porting	519
Grade 1	Betsy Lauf	506
Grade 2	Ann Cowley	508
Grade 2	Tanya Dallmeyer	509
Grade 2	Laura Dampf	510
Grade 3	Joyce Cregger	505
Grade 3	Mary Markway	516
Grade 3	Gerard Rockers	521
Grade 4	Lana Crane	504
Grade 4	Brenda Raymer	520
Aide (4)	Pamela Linn	514
Grade 5	Rose Gerling	515
Grade 5	Julie Wankum	526
Aide (5)	Ann Brown	511
Grade 6	Sr. Esther Becker	500
Grade 6	Amy Brauner	503
Grade 7	Michael Bielski	507
Grade 7	Mark Veit	501
Grade 8	Rose Thoenen	525
Grade 8	Valerie Jones	523
PE	Sherri Kincaid	345
Music	Donna Stuckenschneider	524
Art	Cathy Bertolotti	340
Computer Coordinator	Jane Maurer	327
Children's Advocate	Lacy Ralston	329
Librarian		323
Enrichment	Jackie Remis	351
Vogelweid Director	Paula Wekenborg	333
Vogelweid Resource	Teresa Veile	347
Vogelweid Resource	Sr. Bernadette Forck	342
Vogelweid Aide	Barbara Stahlman	522
Vogelweid Aide	Joanie Willett	518

EX-OFFICIO SCHOOL ADVISORY BOARD MEMBERS

- **Msgr. Donald Lammers** **636-8159 (301)**
- **Msgr. Greg Higley** **896-4309**
- **Dr. Joseph Gulino** **636-8922**
- **Jane Maurer** **636-8922**

F. HOME & SCHOOL

There must be the closest cooperation between parents and the school faculty and staff. In fulfilling their task, schools are to collaborate closely with the parents/guardians. Associations and meetings of parents/guardians are to be established and held in high esteem. Each Catholic elementary school shall establish and maintain a home and school association to help parents/guardian in fulfilling their role as Christian educators and to provide educational assistance in Christian family living. (School) *Associations and meetings of parents are to be set up and held in high esteem. (Code of Canon Law, Canon 796.)* The home and school fulfills its purpose by supporting the school and collaborating with faculty and staff. (DSP 1430)

Parents are encouraged to take an active role in the Home & School Association. Meetings are held to inform parents of school events and updates and to offer programs regarding current educational or family issues affecting children.

HOME & SCHOOL OFFICERS

- **President** **Lisa Lamons** **295-4176**
- **Vice-President** **Mika Schrimpf** **659-6698**
- **Secretary** **Angela Hirsch** **635-5321**
- **Treasurer** **Jan Davidson** **632-2623**
- **Room Parents** **Angie Gaines** **634-3260**
- **Family Mentoring** **Lora Hall** **896-5913**
- **Hospitality** **Melissa Mallicoat** **893-2726**
- **Parent Involvement** **Susie Theroff** **782-8264**
- **Special Projects** **Carrie Young** **636-4767**
- **Past President (Advisor)** **Gloria Johnson** **636-9296**

II GENERAL ADMINISTRATION

A. CONFIDENTIALITY

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the Diocese of Jefferson City Catholic schools operate under a “spirit of confidentiality.” This means that outside of the sacramental confidentiality between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

- Information that concerns violation of the law;
- Matters involving the health and safety of the student or any person;
- Serious moral issues;
- Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with the school administrator.

The school administrator/principal, after consultation with the Catholic School Office, may chose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel. (DSP 5260)

B. ADMISSIONS

Non-Discrimination

Every Catholic school in the Diocese of Jefferson City respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment, except as permitted by law. The Diocese of Jefferson City has the obligation to publicize its non-discrimination policies, and a non-discrimination statement is to be part of each local school's handbook. (DSP 5101)

1. Parents are to make sure that the parish records are correct regarding all of the information regarding their children.

The kindergarten registration packets are placed in the rear of St. Peter and St. Andrew churches on the second weekend in January. It is to be turned in to the school office before the last Friday in January with all fees and forms completed. (See Enrollment Policy for kindergarten through Grade 8.) If there is no packet for a parent in the church, contact the school office immediately.

Parents are to attend all new kindergarten parent meetings so that they are fully informed of the St. Peter Interparish School program and policies.

Children will be administered a school Readiness Test and parents will have the opportunity to discuss strengths and areas of growth with those who administer the test.

2. Necessary requirements for kindergarten registration are:

- The child must be five years of age on or before July 31 of that year.
- Birth Certificate.
- Social Security Number.
- Baptismal Certificate if not baptized at St. Peter Church.

- Health Record with Immunizations completed.
- Pastor's approval from either St. Peter or St. Andrew.
- A \$125 non-refundable registration fee, which is applied toward the sustaining fee and supplies.

Any student NOT a member of St. Peter or St. Andrew is required to pay tuition. (See H., school support #4)

When changing membership from a local parish to membership at St. Peter or St. Andrew, it is necessary to receive approval of the pastors involved in order to attend St. Peter Interparish School.

Students are placed on the enrollment request list only when the Registration Form, Financial Commitment Form, and Initial deposit (\$125) are recorded at the school office.

3. Policy for kindergarten through Grade 8:

Kindergarten students are enrolled only when the Registration Form, Financial Commitment Form, and initial deposit are recorded at the school office. "First received" may be "first enrolled" for each level by the final due date all registrations are to be in to the school office. All parents or guardians MUST attend a kindergarten enrollment meeting.

Students are normally admitted in the following prioritized order.

- Level I BAPTIZED Children of parishioners of St. Peter or St. Andrew with an older sibling attending or who has graduated from St. Peter Interparish School whose parents are regularly contributing financially to the support of the parish.
- Level II BAPTIZED Children of parishioners of St. Peter or St. Andrew who are registered in that parish and whose parents are regularly contributing financially to the support of the parish and have no siblings attending. Length of time a contributing member is of major importance.
- Level III Children of non-Catholics or Catholic families, who are not members of St. Peter or St. Andrew, but have siblings already attending St. Peter Interparish School.
- Level IV BAPTIZED Children of Catholic families who are not members of St. Peter or St. Andrew Parish, but are registered in other parishes and have no siblings attending (will pay the tuition).
- Level V Children of new non-Catholic families are admitted if there are openings after May 1 (will pay the tuition).

Non-Catholic Student Participation

Non-Catholic students enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law. (DSP6235)

*Special consideration may be granted for students who MUST be supported by the Vogelweid Program.

**The school office records registration as official only when all forms are completed properly and fees are received.

***Normally, eighth grade year transfer students from local schools are not enrolled.

4. Registration Procedure (Grades 1-8)

The family registration packets are placed in the back of St. Peter and St. Andrew churches on the last two weekends in July.

All families who choose to register by mail must do so by the first Friday in August. On the first Sunday in August, office staff will be on duty in the school office for those who choose to register in person.

Parents are NOT to just drop by school and leave registration packets with cafeteria workers or custodians. Parents may drop them off at the rectory in a sealed and well-marked envelope 'To school office-registration'.

The Sunday before school starts is an Open House, not a registration day. The school encourages parents to have paper work and fees in to the school office by the first Sunday in August. There will be an office assistant on duty for those who need some last minute help.

***Parents who enroll students to St. Peter Interparish School during any time of the school year are responsible for the full 'Family Stipend'. The 'Sustaining Fee' is prorated.**

C. DAILY SCHEDULE

1. For Grades 1-8.
 - a) School Day Begins 7:50
 - b) Lunch: 3&4 - 11:10, 1&2 - 11:30, 5&6 - 11:45, 7&8 - 12: 10
 - c) Dismissal 3:05

2. For kindergarten:
 - a) 7:50 - 10:50 Morning class & morning Extended-Kindergarten
11:00 – 11:40 Lunch for morning kindergarten students attending Extended Kindergarten
 - b) 11:50 - 3:05 Afternoon class & afternoon Extended Kindergarten

D. SCHOOL CALENDAR

St. Peter Interparish School follows the diocesan calendar. The school calendar is placed in the school packet picked up by parents/guardians in the rear of St. Peter and St. Andrew churches the last two weekends in July. Non-parishioners will be called to pick up their packets at the school office after August 1.

E. ATTENDANCE

This school handbook specifies times for the beginning of the morning and afternoon sessions. Any pupil who arrives after either of the stated times is considered tardy. (DSP 5210)

All absences and tardies are recorded and documented on the student's attendance record. A dental or doctor appointment is an excused absence or tardy. An excused absence is recorded as an absence or tardy, but it does not fall under any other disciplinary policy.

1. Absence

If a student is absent more than 5 days in a quarter, St. Peter Interparish School considers that excessive and a doctor's excuse may be required. Excessive absenteeism may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5510.)

For grades 1-8, an absence of more than two hours is recorded as one-half day absent. Students must attend for at least 2 hours to NOT be counted as full day absent.

For grade K, an absence of more than one hour is recorded as one-half day absent.

2. Tardiness

Tardiness is noted as not being in school on time, for any reason. Excessive tardiness may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5510.) **St. Peter Interparish School considers 5 tardies or more in a quarter excessive. Parents/guardians will be contacted.**

- a. It is parental responsibility to see that students arrive to the classroom by 7:50. Students are considered tardy if they are not in their seats by the 7:52 bell.
- b. Students who arrive to school after 7:52 will wait in the entryway until Morning Prayer is completed, and then must report to the ESO Officers in the main entrance hallway area before going to the classroom. Students who arrive to school after 8:00 must report to the office.
- c. **Students will receive a tardy slip at the time they arrive. The tardy slip must be signed and returned the next school day to the SCHOOL OFFICE. If the student does not return it the next day, the parent/guardian will be called and required to come in by the end of the next school day to sign the form.**
- d. Tardy students are to pick up their homework assignments from earlier classes missed before they leave school.

3. Written Excuses (See DSP 5211)

All students are to attend school daily except for sickness or reasons communicated to school administration. For matters of administration, lunch preparation etc., parents/guardians must call the school office (573-636-8922) every morning a child will be absent from school by **8:30am**. Requests for homework assignments are to be made at this time. If parents know of an absence early, parents may call the number at any time as it can be reached 24 hours a day.

- a) Written excuses are required for all absences or tardiness. They are kept on file in the teacher's files until the end of the school year. An excuse must state the reason for the absence/tardiness, the date, and must be signed by a parent/guardian. Students are responsible to complete missed assignments. If a pupil is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrators/principal may investigate or delegate someone to investigate the situation.
- b) A written request must be presented to the secretaries to be excused for Medical or Dental appointments. If possible, appointments are to be made outside school hours. Students are credited for school during the hours away from school providing the period of absence is less than 1/4th of the school day (2 hours).

c) Students who choose to participate in extra curricular programs or activities that are NOT initiated by St. Peter Interparish School are issued an absence, which will be noted and preclude perfect attendance.

d) Students who participate in extra curricular programs or activities that school administration designates as 'service' will be noted as Ab/Ex/S (Excused/Service), and will not be considered absent in the tally for perfect attendance.

e) Absence Requests for Family Reasons

Parents occasionally wish to take their children out of school for more than two days because of family plans. They are to secure and complete a permission form from the children's teachers, and then the school administrator/principal and teacher(s) will then discuss the child's progress and make recommendations to the parent. The school administrator/principal keeps a record of the recommendations made to the parent. The final decision, however, is the responsibility of the parents. Conditions, procedures, and time limits for making up work are to be specified in writing in the permission slip. (Adapted from DSP 5220)

4. Early Dismissal

Release of Individual Students from School

Extraordinary care is taken in regard to early dismissal of individual students. Parents presume their child is under the care of the school during school hours. Consequently, an elementary student is never released early without explicit knowledge of his/her parent or legal guardian. Under no circumstance may a child be released to anyone other than the parent or guardian who is listed on the child's registration form or another person explicitly authorized in writing by the parent or guardian.

In the case where only one parent has custody of the child, the school must be apprised of any existing court order that would affect release of the student from school.

A student may never be sent home for assignments, books, or disciplinary reasons without parental communication, nor may any student be sent on errands outside the school and parish grounds for anyone. (DSP 5370)

The school prefers that responsible adults send notes regarding early dismissal rather than phone messages.

a) Students who need to leave school before the normal dismissal time must present a written excuse to the office for approval at the beginning of the school day.

b) When the student comes to the office with a note from a parent/guardian:

- The office issues a building pass to leave at the specified time.
- The student shows the pass to the homeroom teacher, but keeps the pass.
- The student shows the pass to the dismissing teacher and the teacher notes the time on the pass.
- The student brings the pass to the office before leaving school. The parent MUST pick up the student at the office and sign out the student.
- When the student returns to school, he/she must stop at the office and the parent signs the student in. A staff member notes the time on her/his building pass and puts it in teacher's mailbox. The staff person gives a building pass to student to enter a classroom.

c) If the parent calls to have the student dismissed early:

- The office issues a pass to leave at the specified time and calls the student from class to obtain that pass.
- The student shows the pass to the dismissing teacher and the teacher notes the time on the pass.
- The student brings the pass to the office before leaving school. The parent MUST pick the student up in the office, and sign the student out.
- When the student returns to school, he/she must stop at the office and the parent MUST sign him/her in. A staff member notes the time on her/his building pass and puts it in teacher's mailbox. The staff person gives a building pass to the student to enter a classroom.

d) Students are not permitted to leave the school grounds without permission of administration.

e) No student is sent home except for illness or other serious reasons. In such cases, the parent or guardian is notified to come and pick up the student. If sent home due to illness, the student is not to return to any school sponsored functions for that evening, as he/she may be contagious. There is no penalty for missing a school function due to illness.

5. Inclement Weather

a) When weather conditions make it necessary to close school, (The school normally observe the Jefferson City Public School's 'before school' closings, but makes decisions regarding closings during the school day.) the cancellation or snow schedule will be announced by local media including:

(1) TV Stations: KRCG 13, KOMU 8, and KMIZ-17

(2) Radio Stations: KJLU 88.9, Premier- KLIK 1240 AM, KJMO 104.1, KBBM 100.1, KPLA 101.5 – Zimmer - KWOS 950 AM, KATI 94.3, EAGLE 93.9, Y107 106.9, KCMQ 96.7, KCLR 99.3.

b) Due to extreme weather, it may be necessary to dismiss school and After Care early. Radio and television will announce the closing time. Telephoning the school jams the telephone lines and is to be avoided. Tune to the local radio or TV stations listed above for the earliest announcements.

c) On early dismissal days due to inclement weather, **the children are dismissed to the big flat for pick-up. The kindergarten and first grade students are held with a teacher at the main entrance & flagpole. Students not picked up 20 minutes after dismissal will report to the school office.**

d) On 11:00am dismissal days, extreme weather dismissal days, snow days, and the last day of school there is NO After School Care. If inclement weather is about, stay tuned to the above radio stations during the day, as After School Care may need to be dismissed early if the weather hits after 3:05.

6. Transfers

When a student is transferring from St. Peter Interparish School, the principal is to be told as soon as the decision is definite. Records are transferred to the enrolling school at that school's request, providing all outstanding debts have been paid.

F. EMERGENCY INFORMATION FORMS

Students will have on file family emergency information that is complete and current. It is necessary that forms be kept up to date. Any new information must be given to the office as soon as possible.

G. HEALTH

In cases of contagious disease, HIV, etc., the school follows diocesan policy 8000

1. Health Records

Students must have an updated health record on file. Prior to entering kindergarten or first grade, every pupil must be immunized against DPT, poliomyelitis, receive a 2nd MMR, and the hepatitis B series. Upon entering 7th grade, students are required to have the hepatitis B series of shots. When a student receives an immunization shot, the school office is to be notified in writing in order to keep his/her records updated. Call the school nurse or the Cole County Health Department for immunization requirements.

2. Health Services

- a) During the course of the year, vision and hearing screenings are completed for grades k-3, 5 & 7, as well as scoliosis screening for students in grades 6-8.
- b) Financial assistance is available for families who qualify for dental and eye care, shoes and immunizations. The principal is to be contacted for information.

3. Illnesses and Injuries

- a) If a student becomes ill or is injured during the day, the following procedures are employed:
 - (1) The student is sent to the office for anything the school is allowed to do for the situation and for proper referral to parent or professional, if necessary.
 - (2) If the illness warrants parental attention, the school contacts parents/guardians.
 - (3) If parents/guardians cannot be contacted, a school staff member calls the individuals noted on the Emergency Form.
- b) In order to maintain a healthy school environment, students **MUST** be excluded from school for:
 - (1) Fever of 100 degrees or over: **STUDENTS MUST REMAIN AWAY FROM SCHOOL 24 HOURS AFTER THE FEVER HAS ABATED without the use of fever reducers (Tylenol, Advil etc.).**
 - (2) Vomiting & Diarrhea: Students are automatically sent home if experienced during school hours. **STUDENTS MUST REMAIN AWAY FROM SCHOOL FOR 24 HOURS AFTER EITHER HAS SUBIDED.**

a) Impetigo, Ringworm, Scabies, and Common childhood diseases: Students remain away from school **UNTIL EFFECTIVE TREATMENT HAS BEEN STARTED.**

(3) Red, inflamed eyes (pink eye): Students must remain away from school until diagnosed and treated for 24 hours.

(4) Head Lice: Head lice must be considered a serious problem. The student with nits must leave school until proper medicated treatment has been initiated and the parent/guardian has removed all nits. The parent must bring the student to the office (must be present) along with the medicated shampoo label on the day of return. At return, a nurse or office staff person must inspect the child before the parent may leave. If nits are found, the child must leave school for additional nit removal. **The nits will NOT be removed in the school building to prevent possible spreading.** Upon returning to school, the child must be inspected again. If there are still nits, a note from a physician or Cole County Health Dept. is needed for clearance back to school. The parents may use the Health Department to help with advice or removal.

If a case of head lice is identified, the parents/guardians of the students in that class will be notified to be on the alert and will receive information regarding prevention and treatment. Every effort will be made to keep the infected individuals identity confidential.

(5) Strep Throat: Students must remain away from school following a positive throat culture until receiving antibiotics, and are **WITHOUT FEVER FOR 24 HOURS.**

4. Insurance

Student Insurance

Parents/guardians may take out a student accident insurance policy. Schools can arrange for a school insurance provider to provide forms for student accident insurance, covering children during school hours and when traveling between home and school.

Medical care and attention related to accidents, injuries, incidents on school grounds, and/or at school related activities are covered under the student's/parent's insurance, not the parish's or diocese's insurance. (DSP 5575)

Parents/guardians are to maintain medical insurance to cover student accidents. If parents do not have health insurance for a child/children, MC+ 1-888-275-5908 is to be called for information on Missouri's health insurance program for uninsured children.

5. Medication

Drug/Medication Administration

Any drug, which may lawfully be sold over the counter without a prescription, may be administered in compliance with the written instructions and consent of the student's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the student's parent or guardian. **All medications must be in the original packaging.**

Each school must have a written policy in regards to oral medication administration. The policy shall include procedures for obtaining and filing in the school or other appropriate facility, the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer the drugs. (For the

proper protection of students and faculty, schools are to require that the medication be kept in a locked cabinet.) (DSP 5520)

(a) Only authorized personnel may dispense medicines, including aspirin, Tylenol and medicated cough drops sent from home. Medicine is NOT to be sent to school unless it is absolutely necessary.

(b) For students who need medication during school hours, the following procedures are employed:

(1) Medicine must be in the most current pharmacy container or over the counter container. The Name of the student, Name of medicine, Dosage, Schedule of administration, and Physician's Name must be included.

(2) Parents /guardians must pen a note requesting the office personnel to administer the medication. (Forms are in the school office)

(3) Upon arriving at school, normally, medication must come immediately to school office personnel. Students may NOT administer medicine to themselves. Medicine may NOT be stored in book bags, lockers, purses, or in classrooms. \

*Special allowance must be made to students who might be required to carry an inhaler or other type of medication because of the serious nature of the allergy, asthma, or other similar illness. In this case, a note from a physician is to be on file attesting to the seriousness and necessity.

(4) Medicines that must be administered three times a day are to be taken at home before school, after school and at bedtime.

H. SCHOOL SUPPORT

The Financial stability of St. Peter Interparish School is absolutely necessary for us to maintain a quality education for all students.

The sustaining fee of \$275.00 per student and the Family Stipend of \$400.00 may be paid in two installments no later than August and January of any school year.

Parish and Interparish families tithe to their respective parishes.

Tuition families pay \$3,550.00 per student in addition to the \$275.00 sustaining fee.

Parents who have trouble in meeting the financial responsibilities as parish members **MUST** contact their pastor.

Outstanding Debts Policy

All financial commitments and/or debts must be paid by the last Friday of every school year. If financial commitments and/or debts are outstanding for any student at this time, student records and grade cards will be withheld. Registration for the new school year may not be completed until fees are paid or arrangements regarding outstanding debts have been made with the St. Peter pastor.

All funds turned in to the school are parish funds. All returned checks for insufficient funds must be paid, in cash, to the St. Peter Church rectory office along with any fees that are incurred by the parish from the banks.

I. SENDING MONEY

All money sent to school must be in a sealed envelope and clearly marked with each student's name, homeroom and reason for the money. (E.g. Sally Brown 4H Mission Party)

J. PHONE CALLS

1. Students and teachers will not be called to the phone during school hours. A message may be left and a call will be returned when possible.
2. Do not call teachers at their homes unless for very important reasons.
3. Students may not use the school telephone without permission and may use it only for very important reasons.

K. DRESS CODE

1. HAIR

Boys & Girls – Hair is to be of modest length; neat, clean and combed. Female hair accessories are to be simple and not distracting. The administration will determine whether hairstyle and coloring is appropriate.

2. JEWELRY AND ACCESSORIES

Boys & Girls -- Body piercings are not permitted. Females may wear earrings, with no more than 2 earrings for each ear. Visible tattoos are not permitted. Accessories (scarves, bandannas, sweatbands, cummerbunds, etc) are not permitted. Jewelry is to be simple and appropriate for school. Males may not wear nail coloring or polish. Females may wear nail polish, except for black.

3. SHIRTS, TURTLENECKS

Boys & Girls –Solid, striped, or plaid colored shirts, short or long sleeved, with a pointed collar or female polo shirt collar are permitted. Solid colored turtleneck shirts are also permitted. Cowl neck shirts/sweaters are not turtlenecks and are not permitted. T-shirts worn as undershirts must be solid white.

All shirts are to be long enough to be tucked in so that the belt may be seen and no skin is showing at any time. Shirts are to be fully tucked in at all times. Layering of clothing is not permitted except for approved sweaters, vests or sweatshirts.

4. SWEATER, SWEATER VESTS, SWEATSHIRTS, JACKETS

Boys & Girls – Solid colored pullover sweaters, sweater vests and sweatshirts that come down to or cover the belt line must be worn with an approved shirt (see above). Solid colored hooded pullover items are acceptable. All other styles are considered jackets and are worn only as a jacket. Sweaters, sweater vests and sweatshirts with any zippers, mandarin collars and v-necks are not to be worn in school.

(NOTE: Any items purchased through the school with the St. Peter Keys of the Kingdom emblem are approved.)

5. PANTS/CAPRIS/ SHORTS, SKORTS, SKIRTS, JUMPERS

Boys & Girls – These items must be solid navy blue or tan shade of khaki. All pants are to be hemmed with or without a cuff and have no frays, rips or holes. Wind pants, form fitting stretch pants, overalls, fleece pants, pants gathered at the ankles are not allowed. Shorts, skorts, skirts, and jumpers are to be no shorter than 2 inches from the top of the knee. Sport shorts are not permitted.

6. BELTS

Boys & Girls -- Belts are optional for K-3 students. Belts are required for 4-8 students. Belts must have a buckle and be one solid color with no studs or adornments. Belts must be worn if pants have belt loops. Belt loops that are removed should be fully removed so that no parts of a belt loop remains. Students forgetting a belt may request to borrow one from the office BEFORE 8:00 a.m. without penalty.

7. SOCKS

Boys & Girls -- Socks must be a solid color, worn at all times and visible.

8. SHOES

Boys & Girls --Shoes must have a closed heel and toe and suitable for outdoor play. Tennis shoes are required for PE days and play in the gym. Appropriate gym shoes have soles that will not leave black marks on the gym floor. Shoes must be laced and tied at all times.

9. DRESS DOWN DAYS

Boys & Girls -- Clothing worn on dress down days is to be modest and have sleeves. It may not have symbols or words that portray obscene, satanic, suggestive ideas, drugs, alcohol or inappropriate music. All shirts must be of a length so that skin does not show and a size that is not too tight. Provocative clothing is not acceptable. Shorts, jeans, jean shorts, sweatpants, approved school pants, shorts or skorts are acceptable. Skorts, skirts, and jumpers are to be no shorter than 2 inches from the top of the knee. Pajama pants are not acceptable.

10. GENERAL

All clothing is to be modest, of proper fit, neat, clean, and worn as designed at all times. (I.e. All shirts must be of a length so that skin on the trunk of the body does not show, of a size that is not too tight.)

Provocative clothing is not acceptable.

Layering of clothing is not permitted except for approved sweaters, vests or sweatshirts.

Extremes in personal appearance are not permitted.

Hats may not be worn in the building.

All clothing, including clothing worn on dress down days, is to be neat and not torn.

If a particular style of clothing is not listed in this policy, it is considered NOT acceptable.

Concerning dress, the school reserves the right to make the final decisions about the suitability of the clothes.

Parents are to take responsibility to see that their children 'k - 8' comply with the school grooming and dress code. Parents are to be aware of this entire policy so that they do not have to go out of their way to bring proper attire to their children at school.

Parents are to supply children with attire appropriate to the weather, so parents are to make sure their child(ren) come(s) to school with a coat or sweater on cold days. Children will participate in recess and P.E. outside on cold days.

School items, jackets, sweaters, etc. are to be marked with the student's name. If a student wears clothing to school that is not appropriate, parents will be contacted to bring the proper attire to school, and the student will not attend classes until proper attire is on the way.

The second Tuesday of every month is faculty meeting day, a 2:00 dismissal, and a dress down day. All other early dismissal days are NOT dress down days (PTC'S, etc.). On "Dress Down" days, the school insists on a normal and healthy modesty. Students may wear any clothing except for muscle shirts, tank tops (all tops MUST have sleeves), meshed shirts, and overly short shorts or skirts (within 2 INCHES of the knee). Requirements such as length of shorts, etc., or apparel found to be unacceptable by teachers and/or administrators still apply. Shirts must be of a length so that skin on the trunk of the body does not show, and of a size that is not too tight as provocative clothing is not acceptable.

Students who refuse to cooperate with the dress code, including belts, or cooperate with the gum/candy policy waive the right to any, and all, forms of dress down days for the REMAINDER OF THE YEAR upon their fourth violation of either (combined) rule/policy. **ANY FURTHER VIOLATIONS WILL RESULT IN AN AFTER SCHOOL FOCUS FOR EACH VIOLATION.**

***Students will recess outside on cold weather days. Coats are to be brought to school from November 1, through March 1. Shorts are to be worn when it is warm enough for the students to participate in outside activities and not be cold.**

****Special Note to 1st grade and all new parents and students to St. Peter Interparish School: Every Friday students who complete all of their homework properly throughout the week may dress down.**

L. VISITORS

All visitors/parents are to check in with an office staff person before entering any part of the building. This includes when bringing children to school between 7:30 a.m. and 8:00 a.m., and looking for children after school hours.

The outside and inside doors at the entrance are on a timer lock. To insure the safety of all students:

The outside and inside doors will open at 7:00 a.m. to allow students to Morning Care. The inside double doors will lock at 8:00 a.m. for the rest of the day. The outer entrance doors will remain open until 3:30 p.m.

Teachers are responsible for children at 7:40 a.m. and are not able to conference with parents after that time, so morning drop-in visit conferences are not allowed. If parents need to see a teacher (utmost importance) before school, come at 7:30 and check in at the office. If parents are unable to come before 7:40 but before school begins at 7:50, office personnel will see if someone can cover for the teacher who will meet parents in the conference room.

Students are instructed to NEVER open any outer doors for ANYONE that they do not know as a faculty/staff member. So do not pressure them to open an outer door. Everyone must enter through the main door only and check in at the office. Parents NEVER go directly to a classroom without checking in at the office and obtain a visitors pass.

M. CHILD ABUSE INVESTIGATION POLICY

STUDENTS: Child Abuse and Neglect

Any school personnel having reasonable cause to suspect that a child has been abused and/or neglected or has been threatened with an injury or that the abuse of the child may occur shall use the following procedure to report:

1. The employee is to report the suspicion immediately to the school administrator/principal who is to immediately notify by phone the superintendent of Catholic schools or chancellor of the diocese. Unless the child's welfare and/or safety is in immediate danger, the person making the report to the superintendent of Catholic schools and/or chancellor is to wait for consultation before making the report to Missouri Division of Children's Services.
2. After consultation, review and guidance with the superintendent of Catholic schools or chancellor of the diocese, contact is then to be made with the Missouri Division of Children's Services or the police department if the Missouri Division of Children's Services is not available. This phone number is to be readily available in the school office.
3. If the child is in immediate danger and the school administrator/principal and/or superintendent of Catholic schools or chancellor of the diocese is not available, the report is to be made directly to the Missouri Division of Children's Services or police department, and the school administrator/principal and/or superintendent of Catholic schools or chancellor of the diocese is to be notified as soon as possible.
4. It is then up to the Missouri Division of Children's Services or police department to follow up on the report.
5. Employees cannot be directed by a person with higher authority to refrain from reporting a case if the employee still reasonably believes there is a case of abuse and/or neglect, nor can the person be reprimanded for making a report.
6. Any such reports are considered strictly confidential.
7. Once the report is made, the employee who originally raised the issue, is to be told when and by whom the report was made to the Missouri Division of Children's Services.

Normally, once notified, the Division of Children's Services will observe the following procedure in investigating reports as clarified November 26, 2003 in a letter to school personnel from the Missouri Division of Children's Services:

House Bill 613 will effect agency notification to a parent when abuse/neglect occurs in a school or child care setting. When the abuse/neglect of a child happens in a school or child care setting and the parents of the child are not the alleged abusers, a parent/guardian of the child must be notified prior to the child being interviewed by the Children's Division (CD). If the parent/guardian cannot be located, the CD investigator will use his/her best judgment regarding interviewing the child without parental notification. If the alleged abuser is a school or child care facility employee, the child cannot be interviewed at his/her school or child care facility.

The representative of the Children's Division is to see that the above paragraph is implemented. Normally Catholic school personnel are not part of the child abuse investigation interview unless requested by the Missouri Division of Children's Services.

Within five service days of the date the report is made to the Missouri Division of Children's Services, a written summary report is to be sent to the superintendent of Catholic schools stating the names, circumstances and reasons for reporting, consultation received, and when and by whom the matter was reported.

Failure to follow the above reporting procedure is considered a serious violation of diocesan policy and regulation. (DSR 5810)

N. CHILD CUSTODY

Proof of Guardianship

The school presumes that parents have the authority to enroll the student, to consent to various activities and programs, has custody of the student, or to discontinue enrollment.

In any situation where there is a custody agreement, the schools are to obtain the portion of that agreement that stipulates custody and any other information pertinent for the school.

Schools are to indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/student handbook along with a statement that indicates the parents are to notify the school immediately of any change in the agreement.

When consent by both parents is required by court decree in any/all matters relating to school, the consenting parent represents that the other parent has been consulted, and he or she consents to this registration.

Visitation schedules often fluctuate and sometimes vary from the original court decree. Therefore, unless the school is specifically notified in writing to the contrary by a custodial parent, the school will presume that the student can be released into the custody of either parent upon request regardless of any visitation schedule, which might be contained in a court decree.

Any non-parent having custodial rights must supply the school with complete documentation evidencing such rights. (DSP 5201) **And, the parents/legal guardians must indicate said rights on the students' emergency form.**

O. CONCERNS/GRIEVANCE

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, principal, pastor) shall be resolved through the Administrative Recourse Procedure. Since the parish school board is an advisory board, it is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the board for advice on a serious issue. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to "Grievances" as defined within the Administrative Recourse Procedure policy and regulation.

Administrative Recourse (From Diocesan Handbook)

A. Definition

A "Grievance" is a formal complaint about any serious issue regarding a school or its personnel that needs a formal process of reconciliation in order for it to be resolved.

B. Purpose

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems, which may from time to time arise affecting the welfare or working conditions of persons associated with the school.

C. Basic Principles

1. Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.
2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level are to be considered a maximum and every effort is to be made to expedite the process. The failure of a grievant to act within the time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. *(By mutual written agreement, however, the time limits may be extended.)*
3. The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.
4. There is to be no retaliation against any party or participant in the grievance procedure.
5. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.

6. Records of formal proceedings at every Level shall be kept and made available to all parties involved.
7. Levels One and/or Two of the Grievance Procedure may be waived upon the written request of both parties and the grievance brought directly to the next level.

D. Procedure

1. Informal Attempts at Resolution

Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a party may not pursue a grievance through the formal procedures outlined in this policy unless the party has first engaged in informal attempts with the local chain of authority to reconcile the difference beginning with the person whom the grievance is against. The normal chain of authority is: (1) teacher; (2) principal; (3) pastor. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.

2. Formal Grievance Procedures

In the event that informal attempts at resolving the dispute have been unsuccessful, the formal grievance procedure outlined below shall be observed. For complaints to be resolved through the Formal Grievance Procedures, the following shall apply: (i) if the complaint relates to a principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; and (ii) if the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE.

LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL

The grievant shall reduce the complaint to writing and submit it to the school administrator/principal within fifteen (15) days following the occurrence of the event. The school administrator/principal will hold a meeting within seven (7) days following receipt of the written statement of grievance. The school administrator/principal, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the school administrator/principal shall provide the grievant with a written decision.

LEVEL TWO: PASTOR

If the grievant is dissatisfied with the school administrator's/principal's written decision, the grievant may appeal the decision in writing within five (5) days to the pastor. If the Formal Grievance Procedure begins with LEVEL TWO, the grievant shall reduce his/her complaint to writing and submit it to the pastor within fifteen (15) days following the occurrence of the event. The pastor will hold a meeting within seven (7) days following receipt of the written statement of grievance or the appeal, as applicable. The pastor, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

LEVEL THREE: SUPERINTENDENT OF CATHOLIC SCHOOLS

If the grievant is dissatisfied with the pastor's written decision, the grievant may appeal the decision in writing within five (5) days to the superintendent of Catholic schools. If the Formal Grievance Procedure begins with LEVEL THREE, the grievant shall reduce his/her complaint to writing and submit it to the superintendent of Catholic schools within fifteen (15) days following the occurrence of the event. The superintendent of Catholic schools or a designated representative of the superintendent of Catholic schools will hold a meeting on the matter within ten (10) days following receipt of the appeal. The superintendent of Catholic schools will render a decision in writing stating findings of fact and conclusions within ten (10) days of the hearing and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator/principal.

LEVEL FOUR: DIOCESAN SCHOOL RECOURSE COMMITTEE

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Diocesan School Recourse Committee (DSRC), a standing committee composed of three members appointed by the bishop. The committee will review the entire record relating to the grievance and thereafter hold a meeting, which shall not be later than fifteen (15) days after receipt of the written appeal. The grievant is entitled to attend the meeting. Interested parties may offer evidence relevant to the grievance, and questions may be asked pertaining to the cause by committee members as well as the interested parties. The DSRC will render and communicate its recommendation to the bishop who will notify the superintendent of Catholic schools and the grievant of his ruling. The decision of the bishop will be final and binding. (DSR 1901)

Penalty Status During Administrative Recourse

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the superintendent of Catholic schools to speed up the procedure. Either the person(s) registering the complaint or the person(s) to whom the complaint is registered can make this request. The request can be granted or denied. (DSP 1902)

III COMMUNICATION

Cooperation between home and school is essential. Cooperation begins with communication among and between school personnel and parents.

E-mail & voice mail – Voice mail and e-mail are great tools for us to begin to use, but not timely, so if parents have timely information (communication), call office staff so they can pass on the message to the proper person. (E.g. for last minute details such as, telling them that a child is to ride home with a different student etc.) A full schedule with students at any particular time, esp. after lunch, may dictate that teachers do not check their messages until after school; therefore miss a message.

A. MEETINGS

- Home and School Meetings are scheduled.
- Sacramental meetings for parents of students preparing to receive sacraments are scheduled. These meetings are mandatory.
- School Advisory Board Meetings are held once a month.
- Faculty meetings are held every second Tuesday at 2:10 p.m. Children are dismissed at 2:00 p.m. There is no city bus service on these early dismissal days.

B. FAMILY ENVELOPE, BULLETINS, LETTERS

A family envelope is issued the first Friday of the month (unless there is no school on that first Friday and then it will come home on the first Thursday) and contains information from school. The oldest student takes the envelope home to be signed and returned to the school office promptly on the next school day.

C. CONFERENCES

Parent/Teacher/Student Conferences

It is highly recommended that each school plan to have conferences at reporting time at least once a year. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development. (DSP 5405)

- 1) Parent/Student/Teacher conferences are held at the end of the first and second reporting quarters.
 - Parents may request a conference at any time. All requests must be scheduled in advance and arranged through the school office or teachers. Unannounced parents or other visits for immediate conferences are not appropriate. Teachers are instructed NOT to stop class or supervision of students for short unplanned meetings between 7:40 and 3:05, as they are responsible for students or normally have assignments to attend to during these hours.
 - When a teacher or administrator requests a conference with parents, parents are to phone the office to schedule the appointment.

D. REPORT CARDS

- Report cards are issued quarterly. They must be signed and returned to school within 'Three Days' of being issued.
1. The Intermediate Report Card - Grades (3-8)
 - a. The Performance Key is used to indicate the level of achievement in a subject area for the quarter.
 - 1) An 'X' indicates that the student is having difficulty in the skill, objective, or behavior. a) Work or performance may be incomplete or inconsistent at times. b) The child may be relying on assistance from the teacher or classmates to perform tasks rather than working independently. c) He/she may seem to avoid learning situations in some areas. d) The child may need extra help at home to accomplish assignments and tasks.
 - 2) If a given skill, objective or behavior is met – no mark will be placed in the space.

Work Habits Key

- 1) The Work Habits Key is used to indicate concerns involving work habits of the student. The numeral(s), representing specific work habits, will be placed on the subject line if a teacher has a concern(s). The line is left blank if there are no concerns.
2. The Primary Report Card - Grades (K–2)
 - 1) An 'S' indicates that the student consistently performs the skill, objective, or behavior. The student seems to understand the skill when he/she is asked or is tested, corrects his/her own errors in written work or group lessons, or demonstrates learning situations by showing he/she has internalized and can work the material presented.
 - 2) A 'S' also indicates that the student seems to respect others by words and actions, listens to directions and consistently follows rules, accepts correction, and improves behavior immediately, if a reminder is necessary.

- 3) A 'P' indicates that the student is still developing the skill, objective, or behavior. The teacher may have observed that the student accomplished this skill, objective, or behavior once or twice; but has not observed that the skill is internalized or that the student can consistently work the material over time.
- 4) A 'P' also indicates that the student is developing appropriate behaviors at school.
- 5) An 'X' indicates that the student is having difficulty in the skill, objective, or behavior. a) Work or performance may be incomplete or inconsistent at times. b) The child may rely on assistance from the teacher or classmates to perform tasks rather than work independently. c) He/she may seem to avoid learning situations in some areas. d) The child may need extra help at home to accomplish assignments and tasks.
- 6) The 'X' may also indicate that the student may be displaying inappropriate behavior, which affects peer relationships or learning.
- 7) A 'blank box' indicates that the objective/skill was not assessed during the quarter. The teacher may have begun to introduce the skill, objective, or behavior, but considers it in the developmental stage and it is not ready for assessment.

Most Important: The progress report for grades K-2 is a skills-based, developmental method of communicating the child's progress over a specific period of time. It does not indicate that the child is an 'A' (S) or 'F' (X) student, or whether he/she is 'gifted' or a 'failure'.

This progress report is a communicative tool representing a specific nine weeks of the student's growth and development at school and is noted accordingly.

An '*' by a subject indicates that the performance expectations have been modified to address the learning needs of the student. In the extended curriculum section, the '*' is placed in the proper box. All other areas or disciplines, the '*' is placed in the appropriate quarter number. Parents are to be informed of the '*' (modification) before the report cards are completed and sent home.

E. PROGRESS & MID-QUARTER REPORTS

- Teachers inform parents of any concerns regarding students. Likewise, parents are to communicate information to teachers, which will help the teachers best serve their child/children. Teachers and parents come together in conferences to develop plans of action to help students when appropriate or necessary.
- Mid-quarter reports are issued for grades 5-8. If on this report or on the report card a child receives an "F" or has a "D" average, the probation/suspension policy from extra-curricular activities will be incurred. Note that the probation and suspension sanctions go into effect or are removed on the day mid-quarter grades go home and not the day the records begin to be collected. (See Extra Curricular Probation/Suspension)

IV INSTRUCTIONAL PROGRAM

Non-Catholic Student Participation

Non-Catholic students enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law. (DSP 6235)

A. RELIGION

Religious concepts and values are shared with the children daily. Students prepare and attend liturgical services. Formal religion classes incorporate the teachings of the Church, Church history and traditions, and Scripture. Students are prepared for the First Eucharist and Reconciliation. The human sexuality program emphasizes a healthy relationship with each other and God. Service to others is stressed throughout the year.

B. TESTING

1. Students in grades 2-8, participate in the Stanford Achievement and Otis Lennon Mental Ability Tests, which are administered in the fall.
2. Students with learning difficulties may be assessed through Chapter II funds by public school officials. Results and recommendations are then presented to parents and teachers to be used to develop plans of action to help the students.

C. PROMOTIONS AND RETENTIONS

Promotion and Retention

All promotions, regular and special, are decided by the school administrator/principal in light of the teacher's recommendation and in consultation with the parents and with the child, if appropriate. Such decisions are based on a total evaluation of a student's growth in all areas of development.

If a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the school administrator/principal. As soon as possible, the teacher and/or the school administrator/principal shall talk with the parents/guardians and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student's teachers and parents, the final responsibility for a student's promotion or retention rests with the school administrator/principal.

During conferences and in a follow-up letter, the parents/guardians and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, is to be communicated to the parents/guardian. If the parents/guardians do not agree with the school administrator/principal's decision, the school administrator/principal and the parents/guardians shall meet to discuss the rationale for the decision. While parent/guardian input is valued, it is ultimately the school administrator/principal's decision whether to promote a student.

If a student with special educational needs is accepted in a school that does not offer a special education program, at the request of parents who are aware that a special education program is not offered, the school administrator/principal and parents sign a written agreement concerning promotion and retention procedures for the child as well as the type of diploma to be awarded upon termination of attendance. (DSP 5410)

Grades K – 7

St. Peter Interparish School expects students to gain the knowledge of the coursework of one school year to be able to proceed and achieve in the next and future school years. Students who are not guided by a 'Service Plan' and fail subjects are not prepared for the following year's coursework; therefore, they shall repeat that grade.

Students who fail any two of the six major subjects for the year are not promoted to the next grade. The six major subjects are religion, reading (5&6) or literature (7&8), English, math, science, and social studies. To pass a subject for the year students must

receive a final grade of at least D-. This is computed using the 12-point system of applying a point to each step of the grading scale. Students, who fail three quarters of a subject, must earn at least a C- in a fourth quarter to secure a D- for that year.

Grade 8

We expect students to gain the knowledge of their 8th grade coursework to be able to proceed and achieve in their first year of high school. Students who are not guided by a ‘Service Plan’, and fail subjects, are not prepared for a high school curriculum.

Students who fail any two subjects of the six major subjects for the year will not receive a signed Diocese of Jefferson City – St. Peter Interparish School diploma at the graduation ceremony. They will receive a certificate of attendance. The six major subjects are religion, literature, English, math, science, and social studies. If a student chooses to attend the graduation ceremony, he/she will receive a diploma cover only.

D. HOMEWORK

1. Homework is work or practice that is due the next day. Study is something that is done on a continual basis, over and above nightly homework (reading chapter sections, working on math facts, practicing spelling words, etc.). Projects/assignments are longer term and the responsibility of the student to do regularly, rather than the last minute. PARENTS ARE RESPONSIBLE to see that homework assignments are completed nightly and are encouraged to establish a regular and supervised time for homework. Assignments are best kept in a small notebook. In the case of illness, it is the parent or student’s responsibility to request those assignments and to complete them within two days of returning to school or at the discretion of the teacher. Parents are to call the school office by 9:00am to request homework for the day.
2. The school encourages parents to monitor and control the amount of TV watched Monday through Friday. Parents are to set aside a time every day for students to read books and limit the numbers of extra activities (time commitment) in which children participate to those which do not affect school performance.
3. Students the school notes who develop a habit of NOT completing homework attend noon study hall (Homework Helpers). Students ARE NOT allowed to dress down on the Friday of the same week they must attend noon study hall. An administrator will contact a parent to help her/his child address individual issues. An administrator will notify parents when a student is not successful using noontime study. A student that continues to have incomplete work may be assigned to ‘After School Focus Time’ in order to work toward meeting required expectations of completing assignments on time. If the student continues not to meet the required expectations, an ‘In-school Recovery Day’ will be required at the parent’s expense. (Found under section V-BEHAVIOR, B. MISSING ASSIGNMENTS GRADES 3-8)

E. TEXTBOOKS

As property of the school, textbooks are on loan to the students who are responsible for their use. Books must be covered at all times. Textbooks are very expensive, so take care of them. Lost, defaced, or unusually worn books must be replaced at the parent’s expense. It is a student/parent responsibility to inform school personnel of a problem involving another student or students that affects school property at the time of the problem, and not after the fact at the end of the year.

F. LIBRARY

Students use the library at scheduled times or when given permission by authorized personnel. Books and videos are checked out for a seven-day period.

G. PHYSICAL EDUCATION

All students are required to participate in physical education classes unless a written excuse is submitted to the teacher. When a medical excuse is given, there must be a written release from the doctor before a student can return to the P.E. class. Tennis shoes are to be worn on P.E. class days and are to be laced and tied snugly (NO CLOG TENNIS SHOES).

H. BAND

St. Peter Interparish School participates in a band program coordinated with Immaculate Conception and St. Joseph, JC. The students in Grades 5-8 attend lessons two to three times a week during the school day, and join with all the members of the Interparish Band for after school rehearsals, concerts, and parades. Grades 5-8 students must miss other classes to attend band lesson/sessions. It is the responsibility of the student to make up all work missed during those classes. A grade is issued for Band.

I. SPECIAL EDUCATION CLASSES

Students with Special Needs

If a student with special needs (categorized such as EMR (Educable Mentally Retarded), EEN (exceptional educational needs), or other similar classification, or having a serious physical disability) applies for admission and/or is in need of special placement and admission is going to be denied, or a current student is being asked to withdraw, or being referred to another school, the administrator is to immediately consult the superintendent of Catholic schools so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgment as to whether or not, indeed, that is possible. Whenever possible, accommodations are to be made to meet the total needs of the student. The Catholic School Office, if deemed necessary before a final decision is made, can convene a review committee. The review committee can include, but not be limited to, the superintendent of Catholic schools and/or associate superintendent of schools, the local administrator(s), parent representative, counselor, pastor, and other designated professionals. It will be the purpose of the review committee to help the school make a local decision. This review committee can also be convened or reconvened by the superintendent of Catholic schools or associate superintendent, if deemed beneficial, when a parent disagrees with a local school decision. (DSP 5701)

1. Special education services are available at St. Peter Interparish School for students of the Diocese with handicapping conditions who the school is able to serve.
2. Students in the special education program are mainstreamed to regular classes after consultation with the principal, the administrator of the special education program, and the teachers involved.

J. RESOURCE ROOM

1. A resource room teacher may be available to students experiencing learning difficulties if the schedule allows.
2. A morning tutorial program may be available to students in grades 1 through 3 who do not receive special services, but are having difficulty mastering basic skills for their grade level. Teachers may refer students to the Vogelweid staff or parents may request help from the Vogelweid

staff. Students meet from 7:30 to 7:50 on Monday and Wednesday to study math, and meet Tuesday and Thursday to study reading.

K. GUIDANCE COUNSELOR

A guidance counselor may be obtained to serve as a resource person for specific needs and concerns of students, parents, teachers and administration.

L. FIELD TRIPS

1. Educational Outings and Field Trips

All field trips and outings must be pre-approved by the local school administrator/principal. The written consent of parents must be obtained for every child participating in a field trip or outing. The consent is to include the basic information on the trip, such as where they are going, times, chaperones and mode of transportation.

No student may participate unless a signed parental permission slip for the specific event is on file with the school administrator/principal. The Diocese of Jefferson City sample Field Trip Permission Slip is included in Appendix #6301. (DSR 6301)

Parents sign permission slips for individual trips taken beyond walking distance. Parents sign a general 'WALKING' Field Trip Form at the beginning of the year, so that the students may enjoy timely experiences around the Capitol.

2. Chaperones and Drivers for Field Trips [Educational Outings]

All regular chaperones and drivers must complete the Protecting God's Children program. (DSR 6305)

An adequate number of responsible adult chaperones are to accompany the students. Ordinarily at least one adult will accompany every five students in the lower grades and every 10 in the upper grades - but some situations, or younger students may require more. Trips involving a great deal of travel are discouraged.

When parent support is needed for a trip, note that it is to supervise the children. Younger siblings are not allowed to attend. Parents are to continually observe the children and supervise rather than bond with other parents. All children will remain as a group during their transport, as parents will not transport their own children to or from the experience.

3. Transportation

It shall be provided by licensed public carrier or by insured private vehicles. Bus drivers must have a valid commercial driver's license and a valid school bus status. Drivers of private vehicles must be either a parent or guardian and at least 25 years of age. The school does not carry insurance to cover the use of private cars. Therefore, parent volunteer drivers and teachers/school personnel who use their own cars are to furnish proof of insurance and proof of a valid driver's license prior to departure on the field trip. Appendix #6305 provides a form that must be completed by anyone providing transportation for a school-sponsored event. (DSP 6305)

4. 8th grade Class Trip

The 8th Grade class traditionally experiences an educational 'End of St. Peter Interparish School Life' field trip with their parents. Funds for the trip are raised by parents and may be attained during the student's 7th grade year. There is a tradition of 8th Grade parents sponsoring the Open House breakfast the day before school starts. Students normally donate 5% of all funds earned to the parish at their graduation mass.

5. Non-school Sponsored Trips (and Activities)

DSP 6306

Non-school sponsored activities, fund-raising activities, etc., are NOT to use the school name. For such trips, neither students nor parents are covered under diocesan liability.

M. INTERNET USE

Student Internet, E-mail and Other Technology Use

All schools allowing students to have access to the Internet, e-mail and other technology are to have a written policy regarding usage in their student and parent handbooks. This policy is to include at least the following:

1. Internet, E-mail and other technology access and use in school are privileges, not rights.
2. The use is always to be consistent with Catholic teaching, doctrine, morality and values.
3. Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with the school's Christian mission.
4. Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Christian and legal standards.
5. Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.
6. Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Christian and legal standards.
7. Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to school personnel names and addresses.
8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Christian standards.
9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
10. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time. (DSP6425)

V BEHAVIOR

Catholic Faith and Moral Standard

DSP 5305

As a condition of initial and continued enrollment as a student in the diocesan schools, a student's conduct must be consistent with Catholic faith and morals. Conduct, which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.

The school/parish is co-tenant of lockers, desks, etc. and reserves the right to search them at any time without notice.

A. BEHAVIOR CODE

1. The aim of Saint Peter Interparish School is to help students develop into Christian Leaders who are responsible for themselves, exhibit proper behavior in specific situations, and work to the best of their abilities. Parents are the initiators of these positive behaviors. If a student fails to express or develop these behaviors, parents/guardians will be contacted to conference with teachers and/or administrators.

2. St. Peter Interparish School looks to the best interests of all students and persons who are members of the school community. All who are members of this school community deserve to experience a friendly, peaceful and secure Christian environment.

a) A Christian student treats others as he/she wishes to be treated by others. This includes:

- (1) Acting respectfully toward all other persons regardless of differences,
- (2) Being orderly in the classroom, in the hallways, lavatories, on the way to and from school,
- (3) Playing fairly and refraining from fighting at all times,
- (4) Refraining from vulgar or profane language, and
- (5) Treating all school property (buildings, furniture, and books) and other property respectfully, not defacing or littering.

b) A Christian student is honest and truthful:

c) A Christian student demonstrates responsibility for:

- (1) Doing work assigned on time and to the best of his/her ability,
- (2) Having all necessary materials with him/her in class and at school, and
- (3) Respecting all adults assigned to duties, e.g. patrol, bus drivers, cafeteria helpers and playground supervisors.

d) A Christian student acts safely by refraining from:

- (1) Bringing anything that might be considered a weapon to school,
- (2) Using any illegal drugs or misusing legal drugs,
- (3) Distributing any drugs to others, and
- (4) Leaving school or a classroom without notification and/or following proper procedure.
- (5) Taking the property of other students or adults without their expressed permission (theft).

If a student commits any of the above in section (d), in-school suspension (including the cost of a substitute) is warranted.

3. The B.I.S.T. Model of discipline calls for “Grace” (unconditional support) on the part of the adults. The school wants students to stay out of trouble and to be OK and safe. “Accountability”, on the part of the student, calls for responsibility from the student in acknowledging their behavior, being sorry for the disruption, realizing it is his/her problem, accepting consequences and the need for help in order to change.

When a student disrupts a class, he/she will be redirected to proper behavior. If the student cannot gain self-control, she/he is choosing to go to the “Safe Seat.” A disruptive student who is not safe in the classroom “Safe Seat” is choosing to go to a “Focus Room” to complete a “Think Sheet” regarding his/her behavior, and he/she is to reflect upon a plan for changing that behavior. The “Think Sheet” is filled out properly by the student, then she/he conferences (processes) with the sending teacher to determine whether he/she is ready to return to the classroom/playground. The student is NOT allowed back into that classroom/playground until the process is completed successfully. Following a “Focus Room” visit, the teacher will call home to inform parents of the incident. This notification is made to keep communications open between home and school. If a student is disruptive in the “Focus Room”, he/she is then sent to an administrator and the administrator calls parents.

When a student is disruptive during transitional times (these are times outside of the classroom, e.g. recess, hallways, and cafeteria), there are clearly defined procedures that are followed. Students are redirected to proper behavior. If the student cannot gain self-control, she/he is choosing to go to the “Safe Seat”. Disruptive students who are not safe in the transitional “Safe Seat” are sent to an “Administrator Focus” to complete a “Think Sheet” regarding his/her behavior, and she/he is to reflect upon a plan for changing behavior. The student then conferences (processes) with the sending teacher/supervisor to determine whether she/he is ready to return to the classroom/playground. Following an “Administrator Focus” visit, the administrator will call home to inform parents of the incident.

An After-school Focus, held from 3:05 to 4:00 PM every Thursday, will be required for students who demonstrate behavior issues that require repeated ‘Focus Room’, dress code, and/or homework issues. Parents will be contacted anytime a student is assigned to ‘After-school Focus Time’.

The third time a student chooses a “Focus Room” (from the classroom) or “Administrator Focus” (transitional times) or ‘After-school Focus Time’, the student is suspended from extra curricular activities; and teachers/supervisors will sit down and create a “Plan for Success”. Parents will be sent a copy of the plan. When a student successfully completes his/her plan, he/she is removed from the plan and the student starts again with a “clean slate”. If a student continues inappropriate behaviors while on the plan and he/she receives a “Focus”, parents are contacted to come in for a conference with the student, teachers/supervisors and administrators. If inappropriate behaviors continue after the conference, a “Recovery Day” is required.

The “Recovery Day” consists of a day in which the disruptive student takes all classes, breaks, and lunch with a substitute teacher. The goal of the “Recovery Day” is to help the disruptive student do a better job on creating a plan that will help him/her have a better day in his/her classroom and/or during transition times. Parents/guardians are required to pay the going rate per day for the substitute fee for the “Recovery Day/Days.”

Prohibition of Corporal Punishment

Corporal punishment is not used under any circumstances in the diocesan schools. The school administrator/principal is responsible to report immediately to the superintendent of Catholic

schools any violation of this prohibition. Any extreme or unusual form of punishment or any touching of a child in a manner that is considered punitive is to be avoided. (DSR 5310)

4. Candy, Gum, Birthday Treats

a) Students are not allowed to engage in eating outside of the cafeteria except when teachers or administrators note a special occasion.

b) Students are not to chew gum during normal school hours. Students are not to eat candy during normal school hours, unless a teacher or administrator has given permission. For students who bring their lunches to school, sodas and candy are not allowed. If a student uses or is consuming one of these items during normal school hours without permission, she/he is asked to throw it away and is sent to the office. A parent or Guardian is called regarding the fine and a form letter is sent home regarding the \$5.00 fine levied. The fine and signed form is turned in to the school office the next school day.

Students who refuse to cooperate with the gum/candy rules or dress code policy waive the privilege to any, and all, dress down days for the remainder of THE YEAR upon his/her fourth violation of either (combined) policy/rule. CONTINUAL VIOLATIONS will result in 'After-School Focus'.

Birthday Treats shall be one treat to share with the classmates and possibly office personnel at 2:45 or 20 minutes before the end of the school day. Only one treat, as the school does not have birthday parties. Treats are to be packaged individually or sent in individual serving sizes. BE AWARE OF FOOD ALLERGIES, LIKE TO PEANUT PRODUCTS. Teachers do not have time to cut party sized cookies or cakes. There is no need to bring treats for the entire faculty or staff, as the school desires for the children to spend quality time with their friends, and not just be walking around the building delivering treats.

5. Physical Fighting

Fighting is not tolerated. When physical fighting occurs, students are sent to the office. At the time of the first offense, students are counseled and warned or immediately suspended, and parents/guardians are notified. If a second or third offense occurs, depending on the degree of offense, the student may experience in or out of school suspension, dismissal, or expulsion.

6. Harassment

Harassment

Policy:

All Catholic schools of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school or PSR shall be subjected to any type of harassment.

Harassment is defined as any unwanted and unwelcome behavior that interferes with the student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment are to be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

a. Sexual harassment deserves special mention.

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."
2. No student shall be subject to sexual harassment as a student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school administrator/principal. Any information reported shall be treated as confidential. All claims of sexual harassment are to be immediately reported to the superintendent of Catholic schools and/or chancellor and/or review administrator and shall be thoroughly investigated by the school principal after consultation with and direction from the Superintendent of Catholic schools.

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith. (DSP 5820)

Sexual Abuse of Minors

PASTORAL POLICY REGARDING ALLEGED CASES OF SEXUAL ABUSE OF MINORS BY CLERGY OR OTHER CHURCH PERSONNEL OF THE DIOCESE OF JEFFERSON CITY

INTRODUCTION

Since 1990, the Diocese of Jefferson City ("the Diocese") has had a policy and procedures to give guidance to its employees, volunteers, religious and clergy in the Diocese on the subject of child abuse and to address the needs of persons affected by child abuse. The following policy and procedures have been adopted to address the particular situation in which a member of the clergy, or an employee, volunteer or religious working in the Diocese or in any parish, school or agency of the Diocese (the latter hereinafter referred to collectively or individually as "church personnel") is accused of sexual abuse of a minor. i For the purpose of this policy, any person under 18 years of age is considered a minor. An allegation of this type of abuse has serious consequences for the person alleged to have been abused and his/her family, for the person accused, and for the larger community.

Section II A – Bringing an Allegation

1. *A person may bring an allegation of sexual abuse of a minor by a member of the clergy or other church personnel by calling the Chancery Office and asking to speak with the Review Administrator or by writing to the Chancery Office. The address and telephone number are as follows:*

*Address:
 Chancery Office
 Diocese of Jefferson City
 PO Box 104900
 Jefferson City, MO 65110-4900
 Telephone:
 573-635-9127*

(See full DSP 5825 in principal's office)

b) St. Peter Interparish School does not condone any form of harassment. All students and adults are to treat everyone with dignity and respect. If harassment occurs, the following procedure will be used:

(1) Name calling and aggressive behavior - The classroom/supervising teacher or an administrator will address the issue.

(2) Verbal abuse, written defamation of a more serious nature, physical abuse, repeat offenders or retaliating against a fellow student for reporting an offense – The parent/s will be contacted by an administrator with the student possibly assigned to attend “Recovery Room” or experiencing referral to juvenile authorities. (See B.I.S.T.)

(3) Demeaning verbal or written sexual innuendoes, sexual touching or graphic pictures of a sexual nature or retaliating against a fellow student for reporting an offense – After investigation by an administrator or counselor, parents will be called in to conference and the following consequences are possible: documented professional counseling, a long term ‘Recovery Room’ experience, out of school suspension, dismissal, expulsion, and/or referral to juvenile authorities. (See B.I.S.T.)

7. Drugs, Alcohol, Tobacco, Pornography,

St. Peter Interparish School maintains smoke and tobacco free buildings. No tobacco products are to be used in these buildings.

Weapons and Dangerous Instruments

The possession, conveyance, use, or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle is prohibited. This ban applies to students, employees, and visitors, except for those acting in a law enforcement capacity. This prohibition expressly includes those persons licensed to carry concealed firearms. Schools are to formulate specific local policies regarding reporting weapons and dangerous instruments to law enforcement. (DSP 5315)

The possession, conveyance, use, or storage of weapons or look-alikes (or other harmful or illegal items) on school property, at school-sponsored events, or in or around a school vehicle is prohibited. Being under the influence of illegal drugs, making use of, or having illegal drugs in a student’s locker or in their possession illegal drugs, alcohol, tobacco, pornographic materials, etc. is prohibited. Students who violate this policy will normally will be placed on in school suspension immediately. This suspension normally will last until parents/guardians, principal and/or pastor, and other appropriate staff members confer to review the facts of the case. The pastor and principal will determine the outcome after consultation with the superintendent of Catholic schools.

The outcome could result in a recommendation for counseling, suspension, dismissal, or expulsion from school. In addition, law enforcement officials may be contacted after consultation with the superintendent of Catholic schools.

Dismissal – a student may be allowed to return at some future time under an ‘agreement with conditions’.

Expulsion – a student may never return.

No alcoholic beverages will be sold, served or consumed at school-sponsored functions that involve student participation or student promotion (i.e. ticket sales) of the function.

No tobacco products are to be used in the presence of students at school-sponsored functions.

8. All electronic devices, including but not limited to walkmans, cell phones, televisions, walkie-talkies, laser pointers, MPS players, IPODS, etc.

These are NOT to be used during school hours (7:00am – 3:10), as the staff cannot monitor student use of these devices, nor can the school or staff be responsible for lost items. They are to be left at home, in backpacks, or in lockers for after-school or emergency use only (**Cell phones to be in 'silent' mode, so parents can leave messages for students**). The first time any student uses or has a device ring, it will be confiscated and may be picked up by the student in the main office at the end of the day. The second time a student uses or has a device ring, the device will be confiscated and a parent or guardian will be contacted to pick up the device at the office. The third time there is a problem; the school administration/parent will not allow the child to bring the device to school.

9. Spray deodorant and aerosol spray cans of any type are NOT to be brought to school. Stick deodorant is allowed.

10. **Toys and personal games brought to school can be a dilemma (like cell phones), because we have the crossover of morning care, school time, and after care. Therefore, they may be brought to school and used when and where the teacher or director in charge allows. Limits on use and where they must be stored and may be used will vary, and it will be up to students to honor the wishes of the adult in charge.**

11. Search and Seizure

School or Parish Property: The school/parish is the owner of lockers, desks, etc. and reserves the right to search them at any time without notice.

B. MISSING ASSIGNMENTS GRADES 3-8

1. All assignments are to be turned in on the day they are due. In case of emergency, or in unforeseen circumstances, a note from a parent explaining such is necessary.
2. Teachers will share their homework policies with parents and students. Policies will vary among teachers and grades due to the workload for each grade or subject.
3. Students who habitually do not turn in assignments on time are sent to an administrator and spend lunchtime recess working on assignments. Students ARE NOT allowed to dress down on the Friday of the week they attend. An administrator will notify parents when a student is not successful using noontime study. A student that continues to have incomplete work may be assigned to 'After School Focus Time' in order to work toward meeting required expectations of completing assignments on time. If the student continues to not meet the required expectations, an 'In-school Recovery Day' will be required at the parent's expense.
4. In the event of any special circumstances, teachers will work closely with the student and his/her parents.

C. EXTRA-CURRICULAR PROBATION/SUSPENSION POLICY

Academics are important. Students are encouraged to do his/her best. Extra curricular activities are important in order to help develop the best talents of every student. However, the school holds the right to limit participation in extra curricular activities sponsored by the school if a child is

having difficulties academically and/or behaviorally. The school encourages parents and guardians to limit other outside activities for students in order for them to be adequately prepared mentally, psychologically and physically for the daily rigors of school.

1. If a student receives an “F” in any subject or a “D” average on a mid-quarter report or quarterly report, he/she is subject to a period of probation or suspension from any school sponsored extra curricular activity. Dated Probation/Suspension Warning notices are mailed to the parent or guardian of the student and a copy will be given to the student to take home. Students are allowed one probationary period per year. ON probation (the warning time), a student may participate in all activities. If a student chooses to be placed on probation for poor academics at any point in the year, clears up the problem, and then has a problem again, he/she will automatically be choosing suspension until the end of the next grading period or mid-quarter.
2. Parents or guardians of a student receiving a Probation/Suspension Warning notice are required to contact the teacher of the class or classes in which the “F’s” or “D’s” have been earned. Parents or guardians and appropriate staff members are to develop a PLAN OF ACTION, which states opportunities for the student to raise his/her grade between the issuance of the notice and the next evaluation date (This does not include extra credit assignments).
3. If following probation warning the student fails to raise the grade one letter grade or bring the average up to “C” within the specified period, the student moves from probation to suspension.
4. Once suspension has been chosen, the student will be evaluated at the end of the next quarter or mid-quarter. If, at the time of reevaluation, improvement is not demonstrated, the suspension continues until the next evaluation. If the student improves, he/she will be off suspension. If the student has problems later in the year, he/she moves automatically to suspension since the one probationary warning was used earlier in the year.
5. The above policy may be adapted with the approval of the principal, parents, guardians and other appropriate staff members, for students with special learning needs.
6. The administration reserves the right to make a final decision regarding probation/suspension.
7. In grades 5 – 8, B.I.S.T. procedures dictate Conduct Probation/Suspension. A teacher or administrator will call a parent to apprise him/her concerning a student whose behavior dictated a move to a “Focus Room”. The first two phone calls (two “Focus Room” visits) are considered Probation calls, or warnings. If a student cannot control her/his behavior after the second “Focus Room” visit, an administrator is notified of the third “Focus Room” visit and the student is considered on suspension from the same activities as Academic Probation/Suspension. A Plan will be developed for the student. The student is considered OFF Suspension when the Plan has been successfully exercised and completed.

D. DETENTION POLICY

Students in grades 4-8 may be detained after school for misconduct or homework issues. Phone contact with parents will be completed before a detention is served.

E. CONDUCT REFERRALS

Conduct referrals are completed and sent to an administrator, along with the student, when supervising adults experience negative or questionable behavior. The Administrator then works

with the student to resolve the issue at hand and follow-up with contact to the supervising adults. Parents are contacted if the negative or questionable behavior is considered weighty or has occurred previously.

F. SUSPENSION

Suspension may be used for weighty or habitual negative behaviors (e.g. taking from another without permission, entering a teacher's desk without permission, destruction of property, fighting, harassment, possession of alcohol, drugs, tobacco, or pornographic materials). Suspension may be in school or out- of-school. Parents are notified when it is assigned and a conference is scheduled. Students who are suspended must make up work missed. Dismissal or expulsion may follow suspension if negative behaviors persist.

G. DISMISSAL & EXPULSION

Catholic Faith and Moral Standard

As a condition of initial and continued enrollment as a student in the diocesan schools, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion. (DSP 5305)

Dismissal and Expulsion

The dismissal or expulsion of a student from a Catholic school is a very serious matter and is invoked only in extreme cases. Care is to be taken that fundamental fairness is offered the student in the process of expulsion or dismissal.

The term "expulsion" is:

Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term "dismissal" is:

Termination of a pupil as a student from the school less than permanently (indefinite or for a given term).

In cases of serious misconduct, which could lead to expulsion, the parents are so advised immediately and in writing. They are urged to take advantage of assistance from school, parish, or social service agencies, which can help the student with his/her difficulties. Careful documentation must be kept of all disciplinary proceedings.

In extreme cases of incorrigible behavior or when conduct threatens the physical or moral welfare of anyone in the school community, the school administrator/principal, normally in consultation with the pastor, can immediately suspend a student until a final decision is made. (See DSP #5355.)

After the school has exhausted all avenues of assistance for the student, a recommendation may be made to the pastor and superintendent of Catholic schools regarding the dismissal or expulsion. All dismissal and/or expulsions must be approved by the superintendent of Catholic schools for compliance with the law and diocesan policies and regulations. A statement of dismissal or expulsion is made in writing, including the reasons for the dismissal and a complete listing of dates and efforts made to help the student to avert dismissal. (DSP 5360)

If a dismissal or expulsion is pending, the superintendent of Catholic schools is to be notified immediately. The superintendent of Catholic schools will review the case, consult legal counsel if necessary, and make recommendations back to the school. The superintendent of Catholic schools will then approve or deny the dismissal or expulsion. (DSR 5360)

VI SPECIFIC REGULATIONS

A. VEHICLES

All who will be dropping off or picking up students are to be informed of this policy.

In the morning, students are dropped off on the Big Flat, driving in on Mulberry and out on Main. If parents drop off in front of the Selinger Center, they are to do so in a single file and allow children only to exit toward the Selinger Center. Students are to never exit on the Capitol side, and parents are not to double-park in the middle of the street for any reason. Parents are to pull up to the front of the church to avoid congestion on W. Main and Broadway.

Entering from Mulberry Street, drive forward as close to the stairs as possible before children exit a vehicle. **“Drop-off drivers”** are to use the **SINGLE** lane to drop-off students at the base of the stairs or along the old Vogelweid Building. Children are to **ONLY** exit from the right side of the vehicle to avoid crossing in front of or behind other vehicles. It would be helpful and speed up the process if all goodbyes are completed before entering the line to exit the car. In addition, students are to have all items they are bringing to school ready to go at time of drop off.

“Park drivers” are to only park in the rows designated on the map in the July packet. Parking in the rows closest to the single lane drop off area is to be avoided. These drivers **MUST** escort children to the base of the stairs, regardless of the students’ ages. The drop-off lane is to be crossed at the crosswalk. If parents do not want to do this, then they are to use the “drop-off” lane. Children traveling through moving vehicles and parents in a hurry to get to work create a dangerous situation.

All vehicles are to depart from the lot no later than 7:50. The student gate lockers are to return to class as soon as the gates are shut and activities are prepared, as they are to be in class by 8:00.

Finally, for the safety of all our children, parents are encouraged to report those not following the rules to the school office.

Parents are NOT to...

“Drop off anywhere in parking area”, not using the single drop-off line, and only parking vehicles just long enough for students to exit and walk by themselves to the stairs through moving vehicles. This creates a *de facto* second drop-off line—it is not just the one next to the single drop-off lane, but is anywhere on the lot. Any drop off point other than the one designated creates a problem.

“Drive too fast”, abusing the single lane drop-off rule by making a second lane, blindly backing up into other traffic (when directed to back in to spaces so they can see ahead when exiting), and other careless actions.

Stop at the base of the alley to allow children to exit the vehicle.

If there is a back up, students may exit the vehicle as long as the vehicle is along side the Vogelweid building on the Big Flat. Children are allowed to exit from the building side of the car only.

When school dismisses, NO 1st - 8th grade students may be picked up on Broadway Street, High Street or in the Selinger parking lot. These are the most dangerous places to pick up students during normal school days. Morning kindergarten students are picked up on High Street, as it is a 'loading zone'. Vehicles are not to be left unattended. At times of inclement weather and early dismissal parents are to see the 'Inclement Weather', section C.

Enter the school grounds on Mulberry by the High Street playground west on (down) High Street ONLY. Coming down the viaduct (east) and crossing High Street is HIGHLY discouraged, as it backs up traffic, upsets the police department, and can be dangerous. If parents come down High Street and find the lane to the Mulberry Street parking lot full, go around the block one more time (along the viaduct and a right on Missouri Blvd. to West Main and around) and parents will most probably be able to enter the second time.

NEVER park and leave a vehicle on the High street playground for any reason near dismissal time. Enter from Mulberry Street and pull up to, but not in to, the alleyway. Never leave a car unattended in the throughway from Mulberry to the big flat, as this blocks the flow of traffic.

If parents wish to park to pick up students or enter the school building, parents must arrive before 3:05, but not before 2:55, as the PE class may be in session on the big flat. If parents arrive between 2:55 and 3:05, parents may park on the West Main lot. If parents arrive after 3:05, the supervisors will direct parents for the safety of children being dismissed and walking to cars on the West Main lot. Parking on the West Main lot, fill in the parking spots toward the capital first to improve traffic flow. Back into parking spaces, so when students are on board parents can pull directly into the traffic flow and do not have to deal with backing up and blind spots.

Kindergarten parents, be at school before 3:05 to park in the West Main lot and parents or siblings walk younger children to a car.

DO NOT attempt to drive on to the West Main lot and pick up children on the run at the base of the stairs. The school has found that this is a most dangerous of situations and backs up and slows down the end of day pick up. It works for morning drop-off, but not for pick up.

DO NOT enter the West Main street playground from West Main Street, as it is only used to EXIT.

Students are instructed to exit the building, WALK down the stairs to the West Main lot and look for their pick up vehicle or wait along the Vogelweid building.

There is NO PARKING or NO STOPPING TO DROP OFF OR PICK UP students at the base of the alley, as the school needs to keep that area clear for traffic flow to the West Main lot and exit.

The school suggests that K-5 parents be at school early and be ready at 3:05 and 5-8 parents and families or car pools come a bit later at 3:10-3:15 to decrease the number of autos on the school site at one time. Also, decide upon a consistent place where parents will pick up children.

Kindergarten AM dismissal and Arrival of PM classes

Regarding the 10:50 dismissal

Students will be released to parents on High Street. Students not picked up by 10:55 will be escorted to the office where the parents MUST come to sign them out.

B. BEFORE SCHOOL CARE

All students who arrive to the school campus between 7:00 and 7:30 a.m. report to the cafeteria through the main entry doors. Teachers are there to supervise. A fee of \$80 per family covers the entire year, and is required to the school from parents/guardians using this service at any time throughout the year. Roll will be taken at various times of the year.

Students are to remain seated at tables and may do class work, read, or maintain quiet conversations.

Students never leave the cafeteria before 7:40. If they are needed or have an appointment with a teacher, the teacher will come to get them.

Students entering the building after 7:40am go directly to their classrooms.

C. DISMISSAL

Students are dismissed at 3:05 p.m.

All students are to leave the classrooms in an orderly manner and go directly to their bus, car or home. Students must leave the school grounds immediately after school or attend After-School Care. The school is not responsible for students on school premises after school is dismissed.

All students, K-8, who are not picked up by 3:20 are escorted to the office by after school supervisors. Parents or responsible persons are to secure their child/children from the office area. Students who are not picked up by 3:30 are sent to After-Care. Parents will have two grace late pick-ups for the year. On the third late pick up and for all subsequent late pick-ups, there will be a fee of \$5.00 charged and paid to the After-Care supervisor that day. There is no fee charged if parents call the school office stating there is an unusual problem. All fees must be paid to receive report cards.

Students who are repeatedly picked up after 3:30 must be registered in an after-care program.

The main doors by the office are locked at 3:30. Students and responsible persons are NOT to go to the classrooms looking for books, homework, etc. after 3:30. Students and responsible persons are not to enter classrooms at any time without permission from the office.

At the request of the responsible adult, assignments for students who are ill will be located in the school office at dismissal time and may be obtained after school, before 3:30. Requests are made in the morning when calling to report an absence.

If for any reason the school office is not manned and students need to use a telephone after 3:20, they are to use a telephone maintained by After-Care staff members.

D. AFTER SCHOOL CARE

A. LUNCH

1. Hot lunch is served daily and the cost includes milk. Milk may be purchased separately and the money needs to be sent to school separately from the lunch fees. Students are given their lunch cards, which by law they must present to the cafeteria staff, right before lunch. They are responsible for maintaining them in good condition. There will be a \$5.00 fee charged for damaged (unusable) or lost cards.
2. Lunch money is to be sent to school in the envelope that parents will receive in the monthly family packet, and checks are to be made out as described in the monthly menu sheet. Families who qualify at any time during the school year are eligible for reduced price or free lunches. Application forms are available from the school office. The school encourages families who qualify to complete an application, as there is a major benefit received by the school in terms of federal funds.
3. One day per month, various parents, designated by the alphabet, may enjoy lunch with their children. Note the days on the calendar that parents are to register for lunch, and call the lunchroom at 636-4907 to reserve a meal and attend. On these special days, parents are NOT to bring food or drink from the outside. All are to eat the school lunch only.
4. For students who bring their lunches to school, sodas and candy are not allowed.

B. CLASSROOM SUPPLIES

A list of required supplies is issued in the July/August family packet placed in the rear of St. Peter and St. Andrew churches.

C. EXTENDED KINDER-CARE

Care is available to parents for kindergarten students needing supervision for a full day until 3:05 for \$7.50 per day. While serving the school's need for such a service, it is not considered part of the academic program of the school. It is part of a day care program provided as a service to parents. Lunch is charged, price at **\$42.00** per month, in addition to the daily Extended-Care fee of \$7.50 per day.

There is a \$100 non-refundable registration fee. This will be applied toward the first month's payment.

Statements are issued and included in the monthly family envelope and payable monthly.

VIII STUDENT ACTIVITIES

A. LITURGY

1. Liturgy is an integral part of the St. Peter Interparish School program. Students normally attend Mass once a week at 1:45 on Wednesdays. Parents are welcome to attend all school Masses, but sit in the rear of the church so children can see the altar area. On Holy Days of obligation, the school family will attend mass at 1:30.
2. The Sacrament of Reconciliation is available to students during the school day for Advent and Lent.

3. Second grade teachers and parents work together to prepare students for the first reception of the Sacrament of Reconciliation and First Eucharist.

B. ATHLETIC PROGRAM

The St. Peter Interparish School Athletic Committee monitors the Athletic program. The Committee's mission is to insure that all athletes are able to participate in a positive, safe sports program. The intent of the program is to place the emotional and physical well being of athletes ahead of the desire to win, while developing skills, knowledge of the sport, and the ability to compete at the next level.

1. The programs available to students at St. Peter are:

- a) VOLLEYBALL - Volleyball is offered to the females in grades 5 - 8. The Parochial Athletic League sponsors the league. All females are eligible to play. The season normally starts the second week of school and runs for 6 weeks. Students must supply their own kneepads, court shoes and shorts. The school supplies shirts.
- b) BASKETBALL - Basketball is offered to all males and females in grades 5-8. In grades 5 & 6, students are selected and placed on teams with the goal of developing teams of equal ability. Male and female 7th & 8th grade students try out for their appropriate teams. Teams will be developed based on player's performance in the yearly tryout (refer to the Athletic Committee Policy Guidelines). The season normally starts the first week of December and ends the first weekend of March. The school will supply shirts.

Parents of participating students are required to attend a basketball meeting held before the season starts. Parents will work the gate, concession stand, or the scoring table on games that are held at St. Peter.

- c) LITTLE OLYMPICS - Little Olympics is a one-day track meet offered by the YMCA. Fourth and fifth grade students may participate. Practices begin mid-March and run through the first week of May. The Little Olympics meet is held on a Saturday in May. Students may participate in two events. Practices are held at school during P.E. time. Students must supply shoes (no spikes) and shorts. The school supplies shirts and equipment needed.
- d) TRACK - Students in grades 5-8 may participate in the track season. Practices normally begin mid-March and the 3 to 4 meets are held in April and May. The coach arranges the place and time of practices. Meets are held on available tracks in the Jefferson City area. Students may participate in 3 events. Parents of track athletes will support the program by working the events at the track meets. The school supplies shirts and all other equipment. Participants supply their own shoes and shorts.
- e) CHEERLEADING - Cheerleading is open to all students in grades 7 and 8. New squads are determined in the spring for the upcoming year.
- f) SPECIAL OLYMPICS - The Director of the Vogelweid Learning Center monitors the St. Peter Interparish School Special Olympics team. Special Olympics gives special students an opportunity to compete in sporting events. Students, 8 years old and older, are encouraged to participate and receive training during the school day. Athletes attend 5 events during the school year; district bowling, area/district basketball, state basketball, area/district track & field, and state track & field. Students attend the events supervised by teachers and/or parent chaperones.

C. BELLARMINE SPEECH LEAGUE

The Bellarmine Speech League provides students the opportunity to experience training in oral communication. Participants are chosen from grades 5-8 at the discretion of the school sponsors, based on the number of students who choose to participate. Students may participate in the categories of humorous, serious and duet acting. A team consists of two students from each category, eight students competing. There are two regional meets a year, one in November and one in March. The meets are held on Saturday mornings at local schools.

D. SCHOOL MUSICAL

Students in grades 6-8 present a musical in the spring of the year. Tryouts are open to all students. Practices are normally held after school.

E. DRUG FREE CLUBS

JUST SAY NO – ‘Just Say No’ is a program designed to encourage students to unite in a commitment to resist peer pressure to use alcohol, tobacco and illegal drugs. The program involves educational activities, recreational activities and service projects. All students in grades 4 & 5 participate.

F. EDUCATIONAL SECURITY OFFICERS (ESO)

Students who qualify for these positions will have the following responsibilities:

- monitor access to the building from 7:40am to 8:00am for all students,
- post teacher availability for student assistance before 7:40am,
- record tardy arrivals for the office
- record lunches for late arrivals, and
- monitor morning announcements and prayer as needed.

G. HONOR ROLL

1. ‘A’ Honor Roll

Must maintain all A’s with one ‘B’ permitted in the 6 or 7 Core subjects and one ‘B’ permitted in the Special subjects.

No ‘C’ is permitted in any subject.

2. B’ Honor Roll

Must maintain all A’s and B’s with one ‘C’ permitted in the 6 or 7 Core subjects and one ‘C’ permitted in the Special subjects.

3. Conduct Honor Roll

Is reserved for students who receive no marks in the sections – “Needs to observe rules of the classroom” (Work Habits section) and “Christian Social Development” - on the report card. These students do not need to be reminded by staff members of positive behavior.

4. Honor Roll Awards

‘A’ Honor Roll – Student must be on the A honor roll all three quarters to be recognized.

‘B’ Honor Roll – Student must be on the A or B honor roll all three quarters to be recognized.

‘Conduct Honor Roll’ – Student must be on the CSD honor roll all three quarters to be recognized.

H. MATHCOUNTS

1. MATHCOUNTS is a yearly contest sponsored by the Society of Professional Engineers. All 7th and 8th grade students are encouraged to participate and compete for positions on the team to represent St. Peter Interparish School. The competition team will consist of 4 members and one alternate.

2. Practices begin near the end of October from 3:05-4:00. Team member numbers are limited to eight in early January, and the final team of 4 and an alternate are chosen late in January. Practices continue for participants until the time of competition in February. If a team member places high in the state competition, practice for him/her will continue through March (until state level competition).

3. Skills required to participate: Mathematics talent, a positive attitude during math classes, consistent homework completion, the ability to work rapidly, and to be a positive role model representing the student body.

I. SAFETY PATROL

Safety patrol is a duty reserved for 7th grade students. The students are assigned to posts where they help students cross streets or help students to their points of pick up. Patrol members are on duty every day of the week before and after school. The Jefferson City police honor participants by providing them a picnic in May.

J. SCIENCE FAIR

A Science Fair is held every other year (odd years) to correspond with the Diocesan Science Fair. Participation and requirements vary according to grade levels and are shared with students and parents at the appropriate time.

K. SKETCH DAY

1. The annual Diocesan Sketch Day is held in April or May. Students in grades 6, 7, & 8 are eligible with a maximum of 8 students per school selected to participate.

2. Skills required to participate: Above average artistic talent, a positive attitude during art classes, consistent homework completion, the ability to work rapidly and to be a positive role model representing the student body.

3. Students are required to bring his/her own media (pastels, pen and ink, mixed media). Sketch boards and name labels are provided.

L. STUDENT LEADERSHIP

The purpose of the Student Leadership is to develop Christian Leadership, provide opportunities for responsibility and involvement in school functions, promote school spirit, and to represent the student body at meetings and other school activities.

M. YEARBOOK STAFF

The yearbook staff is determined yearly dependent upon staff members and parent volunteers.

N. POSTAL SERVICE

The purpose of the postal service is to promote communication throughout the grades. 7th grade students may apply for postal positions through the counselor in the spring of the year.

O. SPELLING BEE TEAM

1. An annual Spelling Bee is held at St. Martin School in April. Students in grades 4 - 8 are eligible to represent St. Peter Interparish School.
2. Skills required to participate: a) Place in the St. Peter Interparish School Bee at the student's grade level, b) positive attitude during the school Bee, c) consistent homework completion, d) the ability to work contentiously, e) and to be a positive role model representing the student body.

P. DARE

1. Dare is an eleven week course experienced by fifth grade students regarding drug awareness and drug use prevention. The classes are one hour each week and are directed by a Jefferson City Dare Officer with classroom teacher input as needed. Students learn ways to say no to drugs, handle peer pressure, and gain an overall awareness of subtle societal pressures that may influence them to experiment with drugs and alcohol (Like: magazine ads, commercials, use of star sponsors, etc.).

Q. VOLUNTEER STUDENT STAFF (VSS)

Assist teachers and staff members as needed.

R. MORNING TUTORIAL

Students in grades 7 and 8, supervised by the VLC staff, may volunteer to tutor younger students from 7:30-7:50am four mornings a week in the Vogelweid Center.

S. EER

Students may participate in advanced classes through the public school according to their St. Peter achievement test scores or testing at the request of parents at the EER. Students attend one full day per week. Students MUST be able to handle the academic pressures of missing a day of school or their grades may not be up to parent expectations.

EER student are excused from standard classroom assignments and activities missed on the day s/he participates in EER classes. The EER students are responsible for the concepts and principles developed by the St. Peter Interparish School teacher on that day. In certain circumstances, it may be imperative that a student complete a given amount of written work in order to fully grasp the concept presented that day. Teachers may adjust the amount of such written work to meet the needs of that student, but remedial teaching is not a given, as EER students are academically capable. Teachers who use daily assignments and attendance/participation, as elements in determining grades will not penalize EER students for this authorized absence.

IX PARENT INVOLVEMENT

It is important that parents become involved in, and help with, school activities. Opportunities for involvement include:

A. *SCHOOL ADVISORY BOARD*

Members are elected for 3-year terms. School Advisory Board members review and recommend policies concerning the operation of the school.

B. *HOME & SCHOOL*

The Home & School Organization consists of all school parents. At least two meetings are hosted in September & May. The school parents elect Home & School Officers yearly. Officers organize the various Home & School Activities, which serve St. Peter children, families, and teachers. The H & S fee is \$45.00 per family and is collected by the school office with registration fees.

C. *HEALTH*

Parents volunteer to help the school Nurse conduct hearing, eye and scoliosis screenings and record weight and height measurements of selected classes.

D. *LUNCHROOM HELPERS*

Parents volunteer to help maintain the lunch program by serving students and helping clean tables and chairs.

E. *ROOM PARENTS*

Parents help prepare parties for Halloween and Christmas. Parents also help teachers with field trips, school picnics and other classroom activities.

F. *MISSION PARTY*

Parents plan and support a carnival type party held in the Selinger Center for students and pre-school children to raise funds for the Notre Dame Missions and St. Peter Interparish School. Grades sponsor a booth.

G. *OFFICE HELPERS*

Parents help with the beginning of the day duties or with lunchtime relief for office staff, type, fill envelopes, run copies, etc. as needed.

H. TEACHER AIDES

Parents help teachers by working with students with special needs or where needed.

I. ATHLETIC COMMITTEE

Parents serve on the Athletic Committee or may volunteer as coaches, scorekeepers, referees, and refreshment stand workers, etc. Contact the athletic director.

J. PARENT POINTS

Parents have the chance to score points toward dress down passes for a child/children. Ten points will earn students a dress-down pass.

Earn points by:

Attending Home & School Fall or Spring Meeting	5 points
Attending the 'Spring Fling'	5 points
Returning the family envelope the next school day -	1 point
Finding the words "Parent Point Coupon" in the monthly newsletter. Just note the location on the front of the family envelope -	1 point

K. PARENT INVOLVEMENT COMMITTEE

Plan and carry out activities that promote parent involvement in school life.