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THE DIOCESE OF JEFFERSON CITY POLICY & REGULATION MANUAL EXPRESSES OFFICIAL POLICY AND REGULATIONS REGARDING ALL ELEMENTARY SCHOOLS OF THE DIOCESE. THIS SAINTS PETER AND PAUL CATHOLIC SCHOOL HANDBOOK IS IN COMPLIANCE WITH THIS MANUAL.

INTRODUCTION AND GUIDING PRINCIPLES

SCHOOL MISSION STATEMENT

The mission of Saints Peter and Paul Catholic School is to assist parents in the formation of their children as disciples of Jesus Christ through academic, spiritual, moral, social and physical education to become responsible Christian citizens in a global society.

SCHOOL PHILOSOPHY

Saints Peter and Paul School provides a Catholic education to families in and around Boonville, Missouri. The quality education provided at our school is available to the entire community and focuses on the formation of the individual as a Disciple of Jesus Christ. Ss. Peter & Paul School believes that a solid academic education grows from Christian values taught and applied to every aspect of life. Ss. Peter & Paul School families are led by the commitments they make to God through The Stewardship Covenant Process. The three areas of stewardship are Faith, Time & Talent, and Treasure. The covenants are reciprocal and cooperative commitments lived out by parents, students and faculty to spread the gospel message.

Saints Peter and Paul School provides a safe learning environment in which qualified faculty strive to meet the academic, spiritual, moral, social, and physical needs of each student. Faculty endeavor to instill a love of and desire for learning in their students.

Ss. Peter & Paul School believes that parents are the primary role models and educators of their children. The school will assist parents in nurturing the God-given gifts of each student to ensure growth into a well-rounded individual. Recognizing each child's unique abilities, The school strives to create a learning environment that promotes excellence through an emphasis on cooperation rather than competition. Ss. Peter & Paul School encourages strong academic achievement and emphasize the following attributes to help children reach their potential:

Ambition for faith, prayer and service to others

Respect for self and others

Discipline through responsibility

Motivation through ownership of the learning process and our environment

Adaptability to the changing world and the needs of all learners

Curiosity to seek knowledge

With Christ, these attributes form a commitment to our faith community that allows the school to fulfill its mission...the formation of Disciples of Jesus Christ.

EDUCATIONAL AUTHORITY IN THE PARISH

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 school advisory board. The school advisory board is an advisory board established to assist the pastor, school administrator/principal, parish pastoral council, and parish 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. The role of the parish pastoral council is to advise the pastor on all areas of the mission and direction of the whole parish. The school advisory board advises the pastor that the school is in harmony with the mission of the parish. The parish finance council advises in the temporal goods to insure the mission is sustained. **(DSP 1305: Community and External Operation: Educational Authority in the Parish)**

NOTICE OF NONDISCRIMINATORY POLICY

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, sex, or any other basis that is prohibited by law, in regard to enrollment. **(DSP 5101: Students: Non-Discrimination)**

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: Instruction: Non-Catholic Student Participation)**

HUMAN SEXUALITY EDUCATION

Ss Peter & Paul School recognizes that education in human sexuality is a vital part of the formation of children into responsible adult Catholics. The school recognizes and respects sexuality and reproduction as a gift from God: the Creator, and intends to exemplify this attitude of thankfulness, reverence, and respect in the sexuality education program. The school wishes to impart and share with the students a profound reverence for the sanctity of human life and an ability to cherish and respect all of nature as a gift from God.

The school believes that the primary educators of children in human sexuality are the parents. Children will learn and understand their roles most clearly if this learning is centered with the context of Catholic family life. Parental involvement in sexuality education will focus on the individual needs of the child. The school is to play a supportive role in reinforcing catholic values and teachings.

The major focus of the school's sexuality education program shall be to provide students with accurate, age appropriate information regarding human sexuality and reproduction from a Catholic moral perspective. The sexuality education program will provide for regular parental input into the development, implementation, and evaluation of the overall program. Parents will be involved in the educational process of the individual student. The school will provide an in-class K through 8 program that is approved by the Diocesan Religious Education Office.

The human sexuality program is offered to all school families. If parents do not want their children to participate in part or all of the program, this request will be honored. Such requests are to be made in writing to both the principal and homeroom teacher.

CONFIDENTIALITY

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the schools in the Diocese of Jefferson City operate under a "spirit of confidentiality." This means that outside of the seal of confession 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:

1. Information that concerns violation of the law;

2. Matters involving the health and safety of the student or any person;
3. Serious moral issues;
4. 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 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: Students: Confidentiality)**

ADMISSIONS, ENROLLMENT & REGISTRATION

ADMISSIONS POLICIES AND PRIORITIES

(Local School Policy)

In order to maintain a high quality of education Saints Peter and Paul Catholic School, enrollment will be evaluated in the spring of each school year for the following school year for class size purposes, number of teachers, etc.

Enrollment in each grade and classroom will be limited to the maximum number of students permitted by the Diocese of Jefferson City and/or the physical capacity of parish facilities as determined by the pastor and principal in consultation with the school board.

- 1) Baptized members of Saints Peter and Paul Parish who are five (5) years old by July 31 will normally have first preference.
 - 2) Children of baptized members of Saints Peter and Paul Parish will normally have second preference.
 - 3) Catholic children, not belonging to Saints Peter and Paul Parish, but whose family has shown a minimum one year commitment to the school will normally receive third preference.
 - 4) Children of non - Catholic members of the school community who have shown a minimum one year commitment to the school as a family will normally be admitted next.
 - 5) Catholics not belonging to this parish sending a child here for the first time will normally be admitted next.
 - 6) It is at the discretion of the school that junior high students from local area schools may be admitted to Saints Peter and Paul after the final registration date of June 15th.
- This policy normally goes into effect only in the case when a waiting list develops.
 - New families to our school are to meet with the pastor or his delegate prior to finalization of enrollment.
 - The pastor's signature on registration forms and a one-third deposit are needed in school office to make registration official.

The pastor and principal reserve the right to make an exception to the policy based on individual and/or extraordinary circumstances.

DEFINITION OF PARISH OR TUITION ENROLLMENT

Children and their families enrolling in Ss. Peter & Paul School will be considered as active parishioners when the following conditions are met:

- School-age children have received the age-appropriate sacraments (Baptism, Reconciliation, Holy Eucharist); and
- Met the requirements for parish families outlined in the "Parish Family and Parish School Covenant of Trust."

Children and families not meeting the above conditions will normally be subject to tuition.

General Requirements for Admission:

- A. Kindergarten Admission
- a. Children must be five years old by August 1.
 - b. Children must demonstrate readiness for school in cognitive, affective and psychomotor maturity, normally demonstrated on a student readiness screening instrument.
- B. For all new students the following documents are required:
- a. Completed admission application,
 - b. Official certificate of birth.
 - c. Baptismal certificate (for Catholic students not baptized at Ss. Peter and Paul Church)
 - d. Health records with immunizations completed according Missouri Department of Health requirements.
 - e. Academic and discipline/behavioral records from the previous school.
 - f. If applicable, a copy of that portion of a custody agreement that stipulates custody and any other information pertinent for the school.
- C. Normally, an interview with the pastor or his designee is required prior to accepting enrollment.
- D. A pre-registration for all students will take place in the spring.
- E. Withdrawal from the school: The parent of any pupil leaving the school must notify the principal so that needed information may be obtained. Copies of academic records cannot be forwarded to another school without an authorization to release the records signed by the parent.

Registration Procedure

In order to promote good communication and fiscal responsibility by the school to the parish, registration is as follows:

- Registration for each new school year begins on April 15.
- Registration for all kindergarten students begins on February 1.
- Registration for all pre-school students begins on February 1.

All parents of new students in Saints Peter and Paul are required, as part of the registration procedure, to have a personal meeting with the pastor of Saints Peter and Paul or his delegate to discuss registration and active parishioner status. This meeting is scheduled between May 1 and August 1 at the convenience of the family and the pastor.

Registration materials include: admission form for new students/families, the “Parish Family and Parish School Covenant of Trust” or the “Tuition Family and Parish School Agreement and Stewardship of Time/Talent” for non-parishioners. **Registration is not accepted until the forms are completed and returned to the school office and the meeting with the pastor or his representative(s) is completed.**

EMERGENCY INFORMATION

The school will have on file emergency information that is complete and current for the each student. Any change in emergency information is to be given to the school as soon as possible.

PROOF OF GUARDIANSHIP

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

The school administrator/principal will release the child(ren) according to the court documents and visitation documents the school has on file.

Any non-parent having custodial rights must supply the school with complete documentation evidencing such rights. **(DSP 5201: Students: Proof of Guardianship)**

CLASS SIZE

The Saints Peter and Paul School Board has formulated the following ordinary policy, which has been approved by the pastor, regarding class size and student enrollment: All children of active parish families may apply for admission at any time. All of the children are to be baptized and parents are to be practicing their faith in this parish and committed to the financial support of the parish and school. Any exception is taken to the pastor.

The following optimum class size figures will be used as parish funds permit: Kindergarten - preferably 20, with a part-time teacher's aid to class of 25. First grade-maximum 20 - 25 with a part-time teacher's aid to + or - 25 . Grades 2 to 5,maximum size 25, with a part-time teacher's aid to + or - 30. Grades 6 to 8, maximum size of 30; teacher's aid to help grade papers in specific subject areas of math and reading or language arts. All the above policies are subject to available funds and the maturity level of students in the class.

TRANSFERS

When a student is to transfer from Saints Peter and Paul, sufficient notification is to be given to the principal. Records will be transferred to the enrolling school at that parent's written request providing all outstanding fees have been paid.

Outstanding fees are to be paid before records will be sent to the high school upon the student's graduation from Saints Peter and Paul as well. If a family is experiencing financial difficulty, arrangements can be made with the pastor or the principal.

REGISTRATION FEES AND TUITION

Local School Policy

REGISTRATION FEES

Registration fees are paid by both parishioners and non-parishioners. The fee schedule is set annually by the school in consultation with the school advisory board. Requests for fees to be waived due to unusual circumstances are to be made to the pastor.

The annual registration fee is due for each child enrolled in SS Peter & Paul Catholic School. Registration fee payments can be made according to one of the following:

1. Cash or check payment of the total registration fee prior to June 1st;
2. Cash or check payment for 50% of the registration fee by June 1st, at which time parents will fill out an electronic fund transfer form giving the school authorization to process transfer for the remaining registration balance of 25% in August and 25% in October; or
3. Electronic fund transfer full registration balance in five (5) equal payments from June through October. Prior to May 15th, parents will fill out electronic fund transfer form giving the school authorization to process five (5) equal transfers each month from June through October .

Electronic fund transfers will be processed on either the fifth (5th) or twentieth (20th) of the month.

If SS Peter & Paul Catholic School is not able to obtain the registration fee through the electronic fund transfer due to insufficient funds, the child's parent will be notified by school office and payment is expected prior to the beginning of the following week. If payment is not received within five (5) days of the notice, a late fee of 10% of the outstanding balance will be charged monthly until the balance is paid in full.

Failure to follow policy will result in a child not being registered for the upcoming school year, and child will not be allowed to attend class until balance is brought current or proper forms are submitted.

REGISTRATION FEE REFUND

Families who decide not to enroll their child/children in Saints Peter and Paul School after they have paid the registration fees, but before the school year begins, will receive refunds as follows:

- Move out of parish or out of town: full refund.
- Academic, behavioral, other reasons agreed to by pastor and principal: full refund.
- No agreement with pastor and principal: 50% of registration is refunded.

Refunds for children who withdraw after the start of the academic year will be determined on a pro-rated basis with one-third of all registration fees kept by the school for fixed expenses.

PARISHIONERS

All registration and miscellaneous fees payable to the school are to be paid prior to registration for the following school year. Report cards will not be given if any fees are outstanding. This includes registration fees for the current year. All parents having financial problems are to meet with the pastor to discuss their situation. If the pastor exhausts all areas of communications with parents, and parents do not respond, children will not be allowed to enroll until parents do respond.

Local School Policy

TUTION FOR NON - PARISHIONERS

Tuition for non-parishioners and non-Catholics is due for each child enrolled in SS Peter & Paul Catholic School. The rate is set annually by the school in consultation with the school advisory board.

Tuition payments can be made according to one of the following:

1. Cash or check payment of the total tuition prior to August 1st;
2. Electronic fund transfer full tuition in two (2) equal payments. Prior to August 1st, parents will fill out electronic fund transfer form giving the school authorization to process two (2) equal transfers in August and January; or
3. Electronic fund transfer full tuition in ten (10) equal payments from August through May. Prior to August 1st, parents will fill out electronic fund transfer form giving the school authorization to process ten (10) equal transfers each month from August through May.

Electronic fund transfers will be processed on either the fifth (5th) or twentieth (20th) of the month.

If SS Peter & Paul Catholic School is not able to obtain the tuition through the electronic fund transfer due to insufficient funds, the child's parent will be notified by school office and payment is expected prior to the beginning of the following week. If payment is not received within five (5) days of notice, a late fee of 10% of the outstanding balance will be charged monthly until the balance is paid in full.

Failure to follow policy will result in a child not being registered for the upcoming school year, and child will not be allowed to attend class until balance is brought current or proper forms are submitted.

Report cards will be held and registration for the following year will not be completed until all of these fees are paid.

Local School Policy

EARLY CHILDHOOD/PRE-SCHOOL

Admission

Children who are three years old by August 1 will be eligible to enroll in the early childhood program. Children are expected to be toilet trained prior to attending preschool.

Enrollment in each grade and classroom will be limited to the maximum number of students permitted by licensing agencies, adult-to-child ratios and/or the physical capacity of parish facilities as determined by the pastor and principal in consultation with the school board. Normally enrollment is limited to twenty children.

When the number of children/families seeking enrollment exceeds the capacity of the program, the following order of admission priority will normally be followed:

- Children returning to the program for the next year (e.g. three-year-olds returning as four-year-olds)
- Children of current Saints Peter and Paul School families (e.g. siblings of current school families) and members of the parish.
- Children of current school families who are Catholic but not members of the parish.
- Children of current school families who are not Catholic.

- Children of parish families who do not have another child enrolled in the school (e.g. new families enrolling for the first time).
- Children of Catholic families who are not members of the parish and do not have another child enrolled in the school.
- Children of non-Catholic families who do not have another child enrolled in the school.

The school will maintain a list of families/parents interested in enrolling their children in the program. The list is for informational purposes and does not mean that a child will or will not be enrolled.

Enrollment will normally begin February 15 for the next school year for returning children and children of current school families and parish families. After March 15, enrollment for children of non-Catholic families will be taken.

Local School Policy

Tuition and Registration Fee Policy

An annual registration fee is due for each child enrolled in the early childhood program. A portion of the fee is due at the time of registration, with the remaining balance due on the first day of school.

There is a weekly tuition fee which must be prepaid for the child to remain enrolled in the early childhood program. The tuition fee must be paid through electronic fund transfers on a weekly basis. At the time of registration, parents will fill out an electronic fund transfer form giving the school authorization to process the transfer. The first transfer will be processed the week prior to school starting.

If SS Peter & Paul Catholic School is not able to obtain tuition through the electronic fund transfer due to insufficient funds, the child's parent will be notified by the school office and payment is expected prior to the beginning of the following week. If payment is not received in a timely manner, a monthly charge of 10% will be assessed on the past due balance until the balance is paid in full.

Failure to follow this policy will result in a child being suspended from the program and not allowed to attend class until the balance is brought current.

Amounts due for registration and tuition are outlined in the Early Childhood Handbook.

Registration and Tuition Fee Schedule

Registration and tuition fees are detailed separately for the program. The fees include morning and afternoon daily snacks and lunch each day. There is no reduction in tuition for days that lunch is not served at school (½ days, etc.), or if the student chooses to bring lunch or if a child is not present on a day school is in session

Local School Policy

EXTENDED CARE

The extended care program is open before and after school for children who attend SS Peter & Paul Catholic School. Fees for this program are to be pre-paid according to one of the following:

1. Cash or check payments will be accepted on a pre-payment basis only. Pre-payment, of at least \$50 per child, is to be received by the school office prior to the first day of school. Parents will be responsible to monitor balance of account and submit payment as necessary to ensure account

remains pre-paid. If account becomes delinquent by \$25, the child will not be allowed in the extended care program until account is paid in full, and pre-payment of \$50 per child is made. If account is delinquent two (2) times in the school year, parent will be required to authorize payment to school through electronic fund transfer as outlined below; or

2. Electronic fund transfer monthly an amount agreed upon by school and parent. Prior to August 1st, parents will fill out electronic fund transfer form giving the school authorization to process a transfer each month for the amount agreed upon by school and parent. School and parent will monitor balance of account to ensure delinquent balance does not exceed \$25. If delinquent balance exceeds \$25, parent will make payment of the delinquent balance and authorize an increase to electronic fund transfer.

Electronic fund transfers will be processed on either the fifth (5th) or twentieth (20th) of the month.

If SS Peter & Paul Catholic School is not able to obtain extended care fees through the electronic fund transfer due to insufficient funds, the child's parent will be notified by school office, and payment is expected prior to the beginning of the following week. If payment is not received within five (5) days of notice, a late fee of 10% of the outstanding balance will be charged monthly until the balance is paid in full.

Failure to follow policy will result in a child not being allowed in the extended care program until balance is brought current or proper forms are submitted.

CALENDAR AND SCHEDULES

DAILY SCHEDULE

Supervision begins at 7:30 a.m. No children are to be dropped off before this time. The school day begins at 7:55 a.m. Students arriving after that time are marked as tardy. Classes are dismissed at 3:05 p.m. All students must be picked up before 3:15 p.m. Any students waiting after then will be taken to the extended care program and normal program fees will apply. Exceptions are made for after school activities.

MASS SCHEDULE

Students attend Mass on Wednesday and Friday at 8:15 a.m. Masses will also be held on all Holy Days. School children will plan and fill most liturgical roles according to a normal rotation by classroom.

CANCELLATION OF SCHOOL

Normally, if the Boonville R-1 School District cancels school prior to the beginning of the school day for inclement weather, Saints Peter and Paul will cancel classes as well. However, the school reserves the right to continue with a normal school day if, in the judgment of the administration, conditions do not warrant cancellation.

For those days when school begins but weather conditions deteriorate, Saints Peter and Paul will make the decision to close or stay open independently of Boonville R-1 School District. Normally, Saints Peter and Paul will stay in session. However, parents are always free to pick up their children early if they so desire.

The emergency parent notification system will also be used when appropriate.

Information as to the canceling of school may be obtained from local radio and/or television. Early dismissal of school during the day due to severe weather will also be announced through local media. These media outlets will be notified: KWRT 1370 AM, , KOMU-TV Channel 8, KMIZ-TV Channel 17.

All after school activities, including athletic events, are cancelled if Saints Peter and Paul Catholic School is closed. This applies even if other participating schools are open.

LATE START PROCEDURES

Late start procedures will be implemented when road conditions will improve through the morning and snow/ice can be removed from the walks and steps around school.

- On late start days, school will begin at 10:00 a.m.
- Teachers and staff will report by 9:30.
- The building will be opened at 9:30 and parents will be permitted to drop children off then.
- On days when a late start is declared, there will be no morning extended care and breakfast will not be served. All other procedures for beginning the day will be as normal.

Should a late start be declared and the conditions deteriorate, the school reserved the right to ultimately cancel school. However, the school will attempt to avoid this situation as it can be very difficult on the school families.

School will be dismissed at the regular time and all scheduled after school activities are permitted to take place. Extended care will be available.

CURRICULUM, INSTRUCTION, AND GRADING

HOMEWORK

General Policy

Homework is an integral part of effective schooling and should grow out of class work. It is intended to supplement class work and deepen the understanding of material taught in class. The amount of homework will be determined in accordance with the student's age and ability. Homework, when assigned, is to be satisfactorily completed and submitted on time. All students are to have a notebook strictly designated for homework assignments.

If a child will not be in school for the day, parents are to call the school office by 8:30 am. Parents may designate a student to pick up their child's assignments or a teacher may assign a student. The assignments may be picked up at the office after 3:00 pm. When children return to school it is their responsibility to check with instructors to be sure that assignments were correct. Normally, homework is due on the second day after returning to school.

All students are responsible for their own make-up work. Normally, a student will have one day to make up work for each day missed. If a student is absent for 5 days or more, the student and parents are asked to confer with his or her teacher to determine the deadline for make-up work.

If a vacation is taken during the school year, the assignments should be requested in writing prior to leaving and the assignments should be completed and returned upon the student's return to school. The student is also to check for any changes or additions to the homework at this time.

Grades 6, 7, and 8 Homework Policy

Instructors place strong value on the completion of daily homework in the learning process. It is expected that all assignments* will be handed to the instructors on time and completed thoughtfully**. Instructors will keep records of all assignments not turned in on time or not completed thoughtfully.

Homework Offender: If three (3) assignments are missed within a calendar week (M-F), the student is considered a "Homework Offender." Parents will be notified with a homework offender letter to be signed and returned. Should a fourth assignment be missed during the calendar week, the student will be placed on academic restriction (see below).

Academic Restriction: In the event of a fourth missed assignment in the same calendar week, immediate academic restriction will go into effect. This will include attending lunch detention each day to work on assigned materials. A student remains in detention until no assignments are missed in a Monday through Friday period (i.e. being placed on academic restriction on a Wednesday means that the student is in detention at least through the following calendar week). If a student misses an assignment while on academic restriction, the student will be subject to the school's discipline plan and cycle.

*Assignments also include being prepared to start class, having a signed homework organizer, test folder, etc.

**Thoughtfully completed work includes following directions, legibly written, responses to all questions in sentences (unless directed otherwise), and written at an appropriate level for the student.

BOOKS

All books for classroom use are furnished through the school. Books are to be covered. If books are damaged or lost, a fine will be charged with approval of principal.

GRADING SYSTEM AND REPORT CARDS

Report cards will be issued four times a year at the conclusion each quarter: October, January, March, and May. Mid-term Progress Reports are sent home half way through each quarter. Parent-Teacher Conferences are usually held for the first quarter and third quarter report card. Parents are encouraged to contact their child's teacher at the first sign of a concern or problem.

A developmental diocesan report card will be used for grades 1st-3rd. The grading system for grades 3rd – 8th is as follows:

A+	-	99-100	C	-	80-82
A	-	95-98	C-	-	77-79
A-	-	93-94	D+	-	75-76
B+	-	91-92	D	-	72-74
B	-	88-90	D-	-	70-71
B-	-	86-87	F	-	Below 70
C+	-	83-85			

HONOR ROLL

For grades 4 - 8 the school maintains a Principals' Academic Honor Roll and an Academic Honor Roll. A 12 point system for honor rolls. A+ is 12 points; A is 11 points etc. 10.00 and above are the Principal's Honor Roll and 7.00-9.99 is the Academic Honor Roll. Physical education and music will be figured in but an "F" in either of these two classes or any class keeps a student off the honor roll.

Also, an "E" which means, "working at ability level" makes a student ineligible for the honor roll.

The following subjects will be included in determining honor roll: religion, reading, math, spelling, English, science, social studies, music and physical education.

ACADEMICALLY AT-RISK

Students who are academically at-risk will be identified and interventions initiated. Some of the indicators are: level of achievement significantly lower than potential, low grades resulting from lack of effort, repeated homework offenders, organizational problems, frequent unsigned planners, high rate of absences and/or tardiness. Once identified, steps will be taken to provide the interventions and supports necessary.

Step 1: The homeroom teacher will contact the parent/student. The issue will be identified and a plan/response for the particular student will be developed. A date for follow-up, typically at a two-week interval.

Step 2: Should the interventions from step 1 not be successful or if academic performance deteriorates, the principal will become involved in the process with the homeroom teacher, the student, and the parents. Interventions at this point may include after-school study time, mandatory tutoring, etc.

Interventions for each student will be determined based on the student's needs and will be different for each one.

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's/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's/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.

High school students who satisfactorily complete a program that includes a modified curriculum or significant accommodations for special needs will receive a diploma that indicates the modified nature of the curriculum, i.e., Modified Diploma (**DSP 5410: Students: Promotion and Retention**)

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. A review committee can be convened by the Catholic School Office, if deemed necessary, before a final decision is made. 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: Students: Students with Special Needs**)

TESTING

All students will take standardized achievement tests in the fall. Students who appear to have learning difficulties may be tested by the public school officials in cooperation with the principal and teachers.

JUNIOR HIGH TEST POLICY

All tests will be sent home to parents in a folder on Friday only. Parents are to sign every test to insure they have been seen. Folders are to be returned to school by Monday of the following week. If packets are not returned consistently on time to instructors, tests will no longer be sent home but will be available for parents to view at school. Parents may contact the homeroom teacher and ask that tests not be sent home with the student.

Local School Policy

ALGEBRA POLICY

Saints Peter and Paul School offers both algebra and pre-algebra in the eighth grade. Pre-algebra is the eighth grade-level class. Algebra is a freshman - level class.

Students qualify for the algebra class in the eighth grade by:

- ★ Being recommended by the seventh-grade mathematics teacher, based on the student's performance on both class work and tests.

- ★ Passing the appropriate algebra readiness test with a score of 80% or better.

Saints Peter and Paul School informs parents of the algebra policy each year beginning with sixth grade. Any questions about placement in the algebra class are discussed with the seventh-grade mathematics teacher and the principal.

LIBRARY

Students will have a regular weekly library time. If a student does not return his or her book on the scheduled date of return, no new book will be issued until the book is returned. If a library book is lost or damaged, the student is to pay for it.

PHYSICAL EDUCATION

All students in grades five through eight (5 - 8) are required to dress in appropriate shoes and clothing for physical education class. Dress should include: athletic shoes suitable for the gymnasium or for outdoor activities, socks, athletic shorts, and athletic shirt. Shirt may be either short or long sleeved. Shorts must fall to at least the fingertips of the student with arms hanging at the side. Warm up suits and sweat clothes may also be worn to gym class. Clothing worn to physical education class should be different than clothing that is worn the rest of the day to school. Gym clothes should be taken home and washed weekly. Be sure that all clothing and belongings are clearly marked with the student's name.

Students in grades kindergarten through four (k - 4) are not required to change for class but are to wear appropriate shoes and clothing for activities. Hard-soled shoes, sandals and boots are not appropriate for play on the gym floor. Girls may wear slacks or shorts under their dresses if they desire. For safety reasons no jewelry, watches or other accessories may be worn by boys or girls during gym class. Students are responsible for the care of their valuables during class. Valuables are to be left in the desk in the classroom.

Participation in the physical education program is required of all students unless a student brings a written excuse stating the reason the student may not take part in gym classes signed by a parent. If a student is temporarily disabled, send a note listing the dates to be excused.

Physical education awards will be given at the end of the year during the Awards Assembly. In order to receive a satisfactory grade in physical education class, students are to wear appropriate clothing and participate in the activities. Disciplinary action will be taken against those who do not abide by these rules.

No gum or candy is allowed in the gym. No one will be allowed to leave the gym for a drink or to use the restroom unless he/she receives permission from the teacher. Poor sportsmanship in any form will not be tolerated. Each person will treat his/her classmates in the manner in which he/she would like to be treated.

RECORDS

Permanent records for each student are kept on file in the office. Each teacher is responsible for keeping records of student progress.

Record of attendance is kept on file.

Reading and Math records are kept and updated each year. Parents have the right to inspect all school records dealing with their children. All statements placed in a record are to be factual and not of conjecture or opinion.

REMEDIAL SERVICES

CHAPTER I remedial services are offered at Saints Peter and Paul School. Students at Saints Peter and Paul are eligible for these services in the Boonville Public School District.

FEDERAL PROGRAM MESSAGE

Saints Peter and Paul School participates in several State and Federal Programs including the Federal Lunch Program, Chapter I (remedial reading, math and language arts) and Chapter II, supplementary education equipment. Diagnostic testing of a student for education problems are available through the Boonville public school or the public school district in which the student resides, upon request of Saints Peter and Paul School and/or the student's parents.

TITLE 1 PROGRAM MESSAGE

Elementary and Secondary Education Act requires all LEAs to notify parents of all children in all Title I schools that they have the right to request and receive timely information on the professional qualifications of their children's classroom teachers.

NCLB OF 2001 COMPLAINT PROCEDURE

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB). Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.

1. What is a complaint under NCLB? For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.
2. Who may file a complaint? Any individual or organization may file a complaint.
3. How can a complaint be filed? Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated? Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.
5. What happens if a complaint is not resolved at the local level(LEA)?A complaint not resolved at the local level may be appealed to the Department.
6. How can a complaint be filed with the Department? A complaint filed with the Department must be a written, signed statement that includes:
 - a. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department , and
 - b. The facts on which the statement is based and the specific requirement allegedly violated.
7. How will a complaint filed with the Department be investigated? The investigation and complaint resolution proceedings will be completed within a time limit of forty calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation:
 - a. Record. A written record of the investigation will be kept.
 - b. Notification of LEA. The LEA will be notified of the complaint within ten days of the complaint being filed.
 - c. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
 - d. Report by LEA. Within thirty days of the complaint being filed, the LEA, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
 - e. Verification. Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
 - f. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
8. How are complaints related to equitable services to private school children handled differently? If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).
9. How will appeals to the Department be investigated? The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
10. What happens if a complaint is not resolved at the state level(the Department)? The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

EXTRA CURRICULAR ACTIVITIES

Extracurricular activities are an important part of the school and student life. These include, but are not limited to, basketball, volleyball, cooperative activities, track, dramatics, spelling contests, and math competition. These activities are generally held after school and are in addition to regular schoolwork.

Therefore students must be doing sufficient work and all daily-required assignments must be successfully completed in the regular classroom, before attempting these activities. Parents will be notified if a student is not doing sufficient work. Deficient work may result in not being allowed to participate in the activity.

A student, who has failed one or more scheduled subjects or failed to make standard progress in special education, normally shall be ineligible for extra-curricular activities the following semester regardless of promotion to the higher grade. Quarter grades will be averaged for a semester grade and grades below 70% will be considered failing. All classes will be considered for eligibility standards. Overall GPA must be at least 5 on a 12 point scale. The principal will make the final determination on eligibility in all cases where the student is eligible per MSHSAA guidelines. The principal determines eligibility by considering individual circumstances and input provided by the teachers which will include: previous quarter grades, current grades, and percentage of homework turned in.

If a student is absent a 1/2 day or more on a day of an after school activity, the student will not be eligible to participate in that activity. If the event is on Saturday then the student must not have missed more than 1/2 of the last day of classes. 11:30 am will be the mid-way point in the day (3.5 hours). Extra-curricular activities are any school sponsored event occurring outside of the normal instructional day

COOPERATIVE SPORTS/ACTIVITY SPONSORSHIP

Purpose:

Sports offer students a unique opportunity to develop mind and body. While all sports teach life lessons, different sports teach different lessons. In contact sports like football, the students learn to control their aggression, how to deeply trust their teammates, how to overcome the fear of pain and the actual pain to keep striving for their goal, both for themselves and for their teammates. Wrestling is one-on-one competition. The students learn about individual preparation and taking responsibility for the outcome.

Saints Peter and Paul Catholic School (SSPP) strives to provide as many and as diverse learning opportunities for its students as possible while recognizing that these opportunities may not be the same from year to year. School administration will work with the public school to maximize SSPP's cooperative opportunities and will consider all opportunities offered.

Guidelines:

- SSPP shall annually determine participation in a cooperative sponsorship program with Laura Speed Elliot Middle School (LSE).
- Guidelines and rules established by the Missouri State High School Activities Association shall be followed.
- Normally, the cooperative program will be for 7th and 8th grade volleyball, football, wrestling and track. Other opportunities may open up in the future.
- Saints Peter and Paul students will be allowed to participate subject to both LSE and SSPP's eligibility criteria and policies.
- Practice and/or games for volleyball/football at LSE always take priority over SSPP basketball until the end of the volleyball and football seasons. (This is the policy of SSPP, not LSE.)
 - Commitments have been made to the respective LSE teams and the players have contributions to make on the court and the field.
 - Practices for volleyball/football count towards the minimum fourteen required by the Missouri State High School Activities Association of which Saints Peter and Paul is a member school.
 - Students participating in more than one sport are to attend only one practice or game per day.
 - Students are not allowed to participate in two sports on the same day.

- If there is no practice or game with LSE, students may participate in basketball practice.
- SSPP students will be encouraged to support LSE/SSPP cooperative sports/activities.

7TH AND 8TH GRADE ATHLETIC PROGRAM

Philosophy

The program is designed to provide athletic opportunities as an extension of the classroom for each participant. There are many things for student-athletes to learn by participation in the program. The focus is for every participant to learn the fundamentals of sports, progress in skills and self-esteem, and develop leadership, teamwork, discipline, and mental and physical well-being. The program will reinforce the school's mission of forming children as disciples of Jesus Christ to become responsible Christian citizens.

All eligible students are encouraged to participate and be a part of the team environment. Each participant will be encouraged to develop their abilities just as they are in the classroom.

The focus is on learning fundamental skills and team concepts, aspects of good sportsmanship, and having fun through competition. Teams will try to win, but keep the more important goals ahead of winning.

Requirements for Participation

The following requirements must be met before a student can participate in practices:

1. Parental Attendance at Parent Meeting before beginning practices.
2. Current physical – good for one year.
 - a. Released from all injury related restrictions by a doctor or other appropriate medical professional.
3. MSHSAA Concussion ABC's Acknowledgement signed.
4. Adhere to all other Missouri State High School Activities Association requirements.

A student must attend a minimum of 14 practices prior to being allowed to participate in any contest. Practices in another fall sport such as football or volleyball count towards the 14.

A 7th or 8th grade student, who has failed one or more scheduled subjects or failed to make standard progress in special education, normally shall be ineligible for extra-curricular activities the following semester regardless of promotion to the higher grade. Quarter grades will be averaged for a semester grade and grades below 70% will be considered failing. All classes will be considered for eligibility standards. Overall GPA must be at least 5 on a 12 point scale.

A student must be making satisfactory progress while participating in basketball or basketball practice. The principal will make the final determination on eligibility in all cases where the student is eligible per MSHSAA guidelines. The principal determines eligibility by considering individual circumstances and input provided by the teachers which will include: previous quarter grades, current grades, and percentage of homework turned in.

Any student ruled ineligible must meet all MSHSAA requirements and sit out at least 2 weeks before being ruled eligible again.

If a student is absent 3.5 hours or more due to illness on a day of an after school activity, the student will not be eligible to participate in that activity. Any non-illness related absence the day of an after school activity will require the parent to contact the principal to discuss if the student should participate. The principal will notify coaches of ineligible players.

Students Expectations

- Attend practices. The team needs everyone just like in the classroom.
- Be on time to practices and games as defined by the coach.
- Treat the coaches, officials, teammates, and opponents with respect and courtesy. Behavior that puts other players or coaches down, results in profanity, or demonstrates lack of self-control will not be tolerated in practices or in games.
- Focus on what the team is doing and try to use the practice time to improve skills and physical abilities with a positive attitude.
- Work hard to develop good habits by practicing with good form and appropriate effort. The habits we develop in practice are habits that will determine how we play in the games.
- Practice good sportsmanship. Students are to be gracious in losing and humble in winning. They are also to be supportive and encouraging of all their teammates.
- Students are to be supportive and encouraging of other SSPP teams.

Parents Expectations

- Notify coaches if students will be late or absent for a practice or game. Coaches need to be able to plan adequately for practices and games.
- Ensure the child is on time to practices and games as defined by the coach.
- Ensure the child is picked up promptly after practices and games.
- Influence the child to abide by the Student Expectations.
- If a parent has issues with how the coach is running the team they are to:
 - Refrain from complaining to other parents.
 - Discuss the matter in private with the coach in a calm and dignified manner.
 - Include the child as appropriate (coach and parent must agree that including the child is appropriate).
 - Escalate using the school's policy on resolving grievances as necessary.

Guidelines

- The program will focus on attitude, fundamental skills, and instruction in team concepts.
- **Playing Time:** It is the coach's decision on when, how much, and what position players will play. Players will be constantly evaluated on their skills, abilities, demonstration of coachability, hustle, mental and physical toughness, loyalty to the TEAM, unselfishness, positive attitude, and the desire to improve their skills. All aspects of the coach's evaluation as well as player and parent's adherence to expectations will be used to determine playing time.
- At this age and competitive level, playing time among the players will not be equal. In games that are intensely competitive, players will not be put in a situation they are not prepared to handle because of having to have a certain amount of time. Coaches will try to play the affected players more in other games and ensure that they are put in a position to be successful.
- **Tournament Games:** The objective of participating in a tournament is to be as competitive as possible. However, the desire to win is not to overwhelm the values and mission of the school. Coaches will put the best team possible on the floor for a successful outcome.
- **Adding Players from a Lower Grade:** From time to time it may be necessary to add players from the 7th grade roster to the 8th grade roster. Absences, illness or low numbers of participants may require that players from the 7th grade play on the 8th grade team. Prior to taking this step, coaches are to get approval from the athletic director and school principal. When this is permitted, the following applies:
 - Generally 7th grade players who have been added temporarily will not "play ahead" of an 8th grade player. The role of the 7th grade players will be primarily as substitutes for the 8th grade team. Playing time and position decisions will be made by the coach keeping these guidelines in mind.

- If a low number of 8th grade participants warrants the inclusion of 7th grade players for the season, coaches will make their determination of how many players to select and which player(s) to select. The guideline immediately above does not apply.
- Normally, 8th grade players do not play with the 7th grade team.
- The principal, with input from the Athletic Director, will determine which combination of 7th and 8th grade teams to field (i.e. each grade to play separately, 7th and 8th combined, more than one 7th or 8th grade team, more than one 7th and 8th grade team).
- Less Than 7 Players on a Team: When there are less than 7 on a team (7th/8th), the grade below or above will be used and a set rotation will be followed. Rotation to be set prior to games commencing or when one teams drops to 7 players.

6TH GRADE BASKETBALL PROGRAM

Philosophy

The program is designed to provide athletic opportunities as an extension of the classroom for each participant. There are many things for student-athletes to learn by participation in the program. The focus is for every participant to learn the fundamentals of sports, progress in skills and self-esteem, and develop leadership, teamwork, discipline, and mental and physical well-being. The program will reinforce the school's mission of forming children as disciples of Jesus Christ to become responsible Christian citizens.

All eligible students are encouraged to participate and be a part of the team environment. Each participant will be encouraged to develop their abilities just as they are in the classroom.

The focus is not on winning, but in learning fundamental skills and team concepts, aspects of good sportsmanship, and having fun through competition.

Requirements for Participation

A student, who has failed one or more scheduled subjects normally shall be ineligible for extra-curricular activities. Quarter grades will be averaged for a semester grade and grades below 70% will be considered failing. All classes will be considered for eligibility standards. Overall GPA must be at least 5 on a 12 point scale. The principal determines eligibility by considering individual circumstances and input provided by the teachers which will include: previous quarter grades, current grades, and percentage of homework turned in.

A current physical must be on file before participating in activities.

If a student is absent 3.5 hours or more due to illness on a day of an after school activity, the student will not be eligible to participate in that activity. Any non-illness related absence the day of an after school activity will require the parent to contact the principal to discuss if the student should participate. The principal will notify coaches of ineligible players.

Students Expectations

- Attend practices. The team needs everyone just like in the classroom.
- Be on time to practices and games as defined by the coach.
- Treat the coaches, officials, teammates, and opponents with respect and courtesy. Behavior that puts other players or coaches down, results in profanity, or demonstrates lack of self-control will not be tolerated in practices or in games.
- Focus on what the team is doing and try to use the practice time to improve skills and physical abilities with a positive attitude.
- Work hard to develop good habits by practicing with good form and appropriate effort. The habits developed in practice are habits that will determine how the play in the games.

- Practice good sportsmanship. Students are to be gracious in losing and humble in winning. They are also to be supportive and encouraging of all their teammates.
- Students are to be supportive and encouraging of other SSPP teams.

Parents Expectations

- Notify coaches if students will be late or absent for a practice or game. Coaches need to be able to plan adequately for practices and games.
- Ensure the child is on time to practices and games as defined by the coach.
- Ensure the child is picked up promptly after practices and games.
- Influence the child to abide by the Student Expectations.
- If a parent has issues with how the coach is running the team the parent is to:
 - Refrain from complaining to other parents.
 - Discuss the matter in private with the coach in a calm and dignified manner.
 - Include the child as appropriate (coach and parent must agree that including the child is appropriate).
 - Escalate using the school's policy on resolving grievances as necessary.

Guidelines

- The program will focus on fundamental skills and instruction in team concepts. Some will have a lot of experience and for others it will be their first exposure to an organized program. It is designed to be a positive experience for all.
- Normally, there will be no more than 3 basketball activities in a Monday-Saturday week (i.e. 3 practices, 2 games/1 practice, etc.)
- Coaches will normally be volunteers.
- All coaches must have completed the *Virtus Protecting God's Children* program.
- While many games will be as part of tournament play, winning is not a central purpose to the program.
- All players will play a meaningful amount in each game, though not all players will necessarily play an equal amount in each game.
- Over the course of the season, players will play an equal amount of time within a reasonable degree.
- It is the coach's decision on when and what position players will play.

DIOCESAN POLICY ON ATHLETICS

All athletic programs offered through Catholic Schools of the Diocese of Jefferson City shall reflect the values of, and be consistent with the mission and principles of the Catholic Schools and the Diocese. **(DSP 6610: Athletics)**

All athletic programs offered through Catholic Schools of the Diocese of Jefferson City (referred to collectively as "Catholic Schools") will participate in the Play Like a Champion Today program.

The Play Like a Champion Today program is an initiative of the University of Notre Dame focused on promoting a positive sports culture for all young people. The program focuses on:

1. Athletics as ministry to children and families.
2. Building teams as moral communities.
3. Promoting moral growth and gospel-oriented character development on and off the field.
4. Spiritual development linking play to prayer.

All coaches and assistant coaches, whether paid or volunteer, in programs sponsored by Catholic Schools will participate in at least one Play Like a Champion Today coaches workshop. Coaches will also need to actively promote the values and philosophy of the program through their coaching.

Physical education teachers in Catholic Schools will participate in the Play Like a Champion Today coaches workshop in order to foster the same values and philosophy in their teaching.

At least one parent of any student who wishes to participate in any athletic team will participate in a one-time parent training session prior to their child being allowed to participate in athletics programs. Parents will be required to participate in training only once.

Principals of each Catholic School that offers athletic programs will be responsible for overseeing the Play Like a Champion Today program, assuring that all coaches, physical education teachers and parents take part in the required training programs. Evaluation of coaches and physical education teachers by principals will assure that these coaches and teachers are integrating the goals of the program into their ministry of coaching/teaching. Principals may delegate responsibility for various aspects of the program to other employees (i.e. assistant principals, athletic directors or secretaries), but will retain overall responsibility for the implementation of the program in their schools.

The Catholic School Office will work in conjunction with Catholic Schools to provide training opportunities for coaches, physical education teachers and parents as well as to maintain a comprehensive database of coaches, teachers and parents who have participated in the training. **(DSR 6610: Athletics)**

DRESS CODE

Purpose:

Saints Peter and Paul Catholic School's uniform is to help our students grow intellectually in habits of ordered, logical thinking. School uniforms also have a corollary effect in social growth as well, in that uniforms can help students get to know each other for who they really are rather than just for the kind of clothes they wear. The school uniform also serves to unify the student body, becoming an outward sign of the common mission and purpose of SSPP Catholic. No dress code can possibly anticipate all situations; therefore, the administration will ultimately determine what is and what is not acceptable. All students are expected to dress in uniform each day unless notice to the contrary is issued. These days are generally referred to as "Free dress days" or "Spirit days". Shirts must be tucked into pants, shorts, skirts or skorts. The following information provides specific details regarding the SSPP uniform policy.

Shirts:

- Solid color shirts with collar or turtleneck in white, light blue, or navy blue
- Shirts may be pull-over or button-up styles in short or long sleeves. Sleeveless shirts are not to be worn.
- Long sleeve shirts worn under short-sleeve shirts are to be of uniform color, white, light blue, or navy blue.
- Shirts are to be tucked in.
- Sweater or sweatshirt (in white, light blue or navy blue) may be worn over collared shirt or turtleneck.
- SSPP Crest Shirts/Sweatshirts: Solid color hunter green sweatshirts or shirts with collar, both with school-issued SSPP crest. Items must be purchased through school-approved vendor to match color and style. Contact the school to verify the items will be approved.
- No visible insignia allowed on any shirt, sweater or sweatshirt except for school name, logo or mascot.

Pants:

- Solid color pants or skirts in navy blue, black or khaki. No nylon, Spandex, denim or sweatpants.
- Knit material acceptable up to 3rd grade.
- If pants/skirts have belt loops, a belt must be worn (grades 4 - 8 only.)
- Skirts must fall to at least the tips of the student's finger tips with arms hanging at the side.
- All pants are to be worn at the waist and be neat in appearance.
- No logos or insignias allowed.

Shorts/Skorts:

- Solid color walk shorts/skorts in navy blue, black or khaki may be worn in lieu of long pants from April 1 -October 31.
- No nylon, Spandex, denim or sweatpants.
- Knit material acceptable up to 3rd grade. If shorts/skorts have belt loops, a belt must be worn (grades 4 - 8 only.)
- Shorts/skorts must fall to at least the tips of the student's finger tips with arms hanging at the side.
- All pants are to be worn at the natural waist and be neat in appearance. No logos or insignias allowed.

Socks/Leggings/Tights:

- Socks, leggings and tights with school dress code must be matching solid white, navy, or black (except socks that are below the ankle).
- Leggings and tights are only to be worn under a dress or skirt/skort.
- No logos or insignias allowed.

Shoes:

- Students must wear shoes at all times.
- Shoes with laces must be tied securely.
- No shoes with high heels, strap sandals or flip-flops are permitted (safety requirements.)
- Students will not be allowed to wear light up shoes or shoes with wheels.

Outer Wear:

- These items are to be removed upon the start of the school day, unless they are the school issued SSPP crest jackets/sweatshirts.
- Individual classroom teachers may permit these items if the temperature situation warrants.

Accessories:

- Students are not to wear sunglasses, hats or inappropriate headwear while in the school building.
- Headbands must be free of logos/brand markings.
- No jewelry is to be worn in visibly-pierced body locations. Modest (no hoop/dangling) earrings for girls will be allowed.
- Facial jewelry is not permitted.

Grooming and Hygiene:

- No makeup is to be worn except to cover blemishes.
- Visible tattoos are not permitted.
- Mustaches, beards, and sideburns are not permitted.
- For boys, hair is not to fall over the back collar, eyes, or ear lobes.
- For girls, hair is to be out of eyes.
- Hair dye must be of one of the natural colors.
- With regard to both boys' and girls' appearance, the principal and pastor shall be the judge of hair, neatness, extremes in appearance, and other aspects of grooming.

Free Dress Days: There will be days announced in advance on which the normal dress code does not apply. Students are permitted to wear clothing that does not conform to the dress code subject to the following:

- For those days when the dress code is not enforced, clothing is to be clean, neat, free of holes or tears, and appropriate for school.
- Normally, articles of clothing such as "pajama pants" and other items intended for sleepwear are not permitted for free dress days.
- Girls "leggings" must be appropriately covered with a long top that extends over the torso and over the thighs.
- Any writing or graphics on clothing is to be appropriate for a Catholic school (free from profanity, sexually suggestive language and images, other offensive language, etc.).
- Sleeveless shirts for boys, sleeveless blouses or dresses, tank tops, or spaghetti straps for girls are not permitted.
- Shorts are permitted prior to October 31 and after April 1.

The principal and/or pastor reserve the right to determine appropriateness of any item of dress not listed above.

Spirit Days:

There will be days announced in advance in which students will be allowed to wear Saints Peter and Paul spirit shirts. These include any t-shirt from a Saints Peter and Paul sponsored event such as BBQ, 5K, Field day, spirit club shirts. If a student doesn't have one of these shirts, they can choose to still participate in spirit day by wearing uniform or any solid white or green shirt.

- The school will include in the announcement if dress code pants are to be worn on this day or if non-dress code pants are acceptable.

8th Grade Graduation Attire:

Purpose: 8th grade graduation is an important moment in the lives of Saints Peter and Paul students, their families and the school. It marks a significant milestone and is worthy of special recognition and celebration. As a parish school, graduation is celebrated in the church with Mass as part of the larger church community. Appearance and dress for the event always needs to be in keeping with Christian values and reflective of the significance of the event and its location.

Guidelines:

- Robes selected by the school will be worn by graduating students and provided at a nominal fee.
- Attire under the robe is to be modest and reflective a positive example of good taste as well as avoiding extremes in appearance.
- Jeans, shorts, t-shirts, and/or tennis shoes are not to be worn for graduation Mass or for the reception following.
- For the young men, shirts are to have a collar.
- For the young ladies, slacks, blouses, skirts, pantsuits, dresses are to be in keeping with modest dress that would be appropriate for the setting.

The principal and/or pastor shall be the final arbiters of these guidelines.

Dress Code Enforcement:

- First violation: The office will call the parents and inform them that the child is out of uniform.
- All subsequent violations: The parents will be required to provide the child with the proper uniform immediately. Student will remain in the office until rectified.
- Persistent violations may result in further disciplinary action up to and including dismissal.

LOST AND FOUND ARTICLES

Items that are lost should be reported to the school office as soon as possible. Things that are found on the school grounds are to be sent to the office for the "Lost and Found" box. Attempts will be made to locate the owners of items found.

CONDUCT AND DISCIPLINE

CATHOLIC FAITH AND MORAL STANDARD

As a condition of initial and continued enrollment as a student in schools that are part of the Diocese of Jefferson City, a student's conduct, both in and outside of school, 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, reputation and welfare of other students or employees 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.

If a student chooses to continually profess being an agnostic or atheist or hostile to the teachings of the Catholic Church in a manner that is belligerent and harming the institution's abilities to maintain a Catholic identity and promote the Catholic faith, this student may be expelled from school. **(DSP 5305: Catholic Faith and Moral Standard)**

ADHERENCE WITH CATHOLIC TEACHING ON SEXUALITY

Students may not advocate, celebrate, or express same-sex attraction in such a way as to cause confusion or distraction in the context of Catholic school classes, activities, or events. All students are expected to conduct themselves in a manner consistent with their biological gender.

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: Students: Prohibition of Corporal Punishment)**

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: Students: Weapons and Dangerous Instruments)**

HARASSMENT

Diocesan School Policy on Harassment

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

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 should be addressed using

appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behavior is often repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets.

Every school is to have a comprehensive anti-bullying program that is consistent throughout the school. This program is explained and enforced by the administration, teachers, parents and students. This program will also be available in the school office for parents to refer to if they have questions. This can also be in the school handbook.

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 Catholic School Office and/or chancellor and/or review administrator and shall be thoroughly investigated by the school administrator/principal after consultation with and direction from the Catholic School Office.

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

BULLYING/THREATING BEHAVIOR

Purpose

Bullying and threatening behavior are antithetical to a safe and effective classroom and disrupt a teacher's ability to educate. The problem of bullying is cultural and multi-dimensional as sarcasm, ridicule, gossip, putdowns, cheating, etc. are often considered acceptable. The purpose of this policy is to reinforce the ability of teachers to educate, foster the formation of Catholic values in students, and live out Jesus' teaching to love others as one's self.

Definition

Bullying and/or threatening behavior is defined as: Any intentionally hostile or offensive verbal, written, graphic, demonstrative, relational, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, oppressing, or adversely controlling the student, and that is disruptive of the educational process. This may include, but is not limited to, verbal, graphic, or written activities such as name-calling, excluding, taunting, blackmailing, inciting to fight, terrorizing, or physical activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, touching, tripping, and damaging clothing.

Consequences

Instances of this behavior 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.

Bullying & Technology

The school and/or diocese can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses technology to defame, bully, or assault the character or being of the school, diocese, any of its employees and/or students. This includes any such negative postings, verbal or pictorial, on such websites as *MySpace*, *Facebook*, *YouTube*, etc. (Please see DSP 6425 in this handbook for complete policy)

Procedure

The school will develop, implement, and maintain appropriate procedures to allow for student reporting of behavior meeting the definition of bullying or threatening behavior. Staff will be educated on procedures for handling these reports.

PROCEDURE FOR REPORTING DANGER TO SELF/OTHERS OR BULLYING

If a student

- Knows of an abusive situation (physical or verbal),
- Hears threatening statements of violence made,
- Sees or is a part of an intimidating or bullying situation,
- Hears rumors of guns, drugs or any other type of violence, he/she immediately:
 1. Tells the homeroom teacher, or any teacher present when a situation occurs. If he or she is not comfortable doing this he/she may...
 2. Request to see the principal or any other teacher.
 3. If he/she is not comfortable doing this, he/she may write a letter or fill out a reporting form. Reporting forms can be found in any teacher's room or the office. Give the letter or form to any adult staff member or the principal.

Upon receiving the information, the administration will investigate the situation to the best of its ability. Serious situations, and any serious harassment or bullying or sexual touching or cyber-bullying, must first receive the consultation of the superintendent of Catholic schools. The school policy will be followed when deciding upon disciplinary action. If not enough information can be obtained to take action, the situation will be closely monitored by the administration and teachers.

SCHOOL DISCIPLINE

Philosophy

It is school's belief that, as a Catholic school, it is our responsibility to assist parents in the development of their children as responsible, Christian members of society. To accomplish this, there must be a mutual respect and trust among parents, teachers, and students. Our school discipline policy will be consistent with Catholic Christian teaching, lead to the development of self-discipline, provide a safe and orderly environment for all members of the school community, and be based on the responsibilities of all students.

Discipline is the rules and regulations established by those in authority to promote order. Consequences or disciplinary action is needed when others cannot act appropriately. Discipline in schools must be maintained in order to achieve maximum learning benefits for all students at all times.

Self-discipline is the acquisition and development of skills to create within children the ability to wait, think, restrain impulsivity, and delay an immediate gratification of need. It is intrinsic and based on skills that can be learned in developmentally appropriate ways. Self-discipline must be taught in order to fulfill the school's mission of Christian formation.

Discipline and self-discipline both are designed to teach acceptable standards, build character traits, inform conscience, set limits and build self-esteem.

Saints Peter and Paul School will promote the development of self-discipline skills in each student and maintain discipline school-wide to promote good order and a positive learning environment for all. When a problem occurs, all students shall be treated with fairness, respect, and dignity, always keeping in mind that Christ is ever present in our school.

Goals

- 1) To assist students in incorporating Catholic Christian values into their daily life.
- 2) To develop a sense of community responsibility.
- 3) To assist students in developing the responsibility and skills necessary for self-discipline.
- 4) To join with parents in a cooperative partnership in implementing the school discipline plan.

DISCIPLINE WITH PURPOSE

Discipline With Purpose (DWP) is a program utilized by the school to promote self-discipline skills, maintain school-wide discipline, and create a positive learning environment. The DWP framework is a set of fifteen skills that all children need to develop in order to become self-disciplined individuals. The skills build upon each other.

The 15 DWP Skills

Basic Skills

Prompted Birth-K
Internalized Grs. K-3rd

1. Listening
2. Following Instructions
3. Questioning
4. Sharing: Time, Space, People and Things
5. Exhibiting Social skills

Constructive Skills

Prompted Grs. K-3rd
Internalized Grs. 3-7

6. Cooperating with Others
7. Understanding the Reason for Rules
8. Independently Completing a Task
9. Exhibiting Leadership

10. Communicating Effectively

Generative Skills

Prompted Grs. K-7th
Internalized Grs. 7-12

11. Organizing: Time, Space, People, Things
12. Resolving Mutual Problems
13. Taking the Initiative in Problem Solving
14. Distinguishing Fact From Feeling
15. Sacrificing/Serving Others

Teaching the Skills

The skills will be taught through four basic approaches:

- Modeling: Demonstrating for students how a skill can be accomplished, coaching students, personal reflection, and sharing experiences.
- Pre-Teaching: Teachers give student a mental image of how an activity will look and sound and not look and sound through checklists and t-charts, among other activities.
- Infusion: The practice of combining a regular lesson with the teaching of a DWP skill.
- Curriculum: Teachers will use available DWP lesson plans and resources to teach specific skills.

DISCIPLINE PLAN & CYCLE

Introduction

Opportunities to teach children the 15 self-discipline skills abound within any school day. Because teachers believe that coming face to face is part of their task, they welcome opportunities to help children help themselves. All disruptive behavior is routinely handled by the adults in the school.

Basic School Rules

Rules are for all areas of the school, classroom, hallways, cafeteria, field trips, playground, extra-curricular activities, etc. Teachers may have their own classroom procedures and discipline plans that concur with the school discipline plan. Students are to:

- Respect self, others, and things.
- Contribute to the learning environment.
- Follow school and classroom procedures.

Implementation

- Every year, teachers will discuss with their classes the discipline policy and develop guidelines for the classroom regarding what the basic rules “Look Like” and “Sound Like” within their classroom.
- Teachers will create an atmosphere in their classrooms where each student feels valued as an important member of the group.
- Teachers will provide instruction regarding requirements and limits within the school setting.
- Procedures will be utilized which hold students accountable for any transgressions of the basic rules. These procedures include: Identification of the problem behavior; effect of that behavior on self and community; development of a plan to prevent the behavior from happening again; and making amends for the effects of the behavior.
- Procedures may include: Conferencing with a teacher; isolation at a “safe spot” in the classroom to allow the student time to complete a plan; being sent to a “buddy room” to complete a plan or until the teacher has sufficient time to process the behavior with the student; conferencing with another teacher or the principal; and teacher/student/parent conferences. Student plans must be accepted by the teacher as effective measures to deal with the situation. Parents will receive, and may be asked to sign, copies of behavior plans.
- Behavior plans may include: Conferences with parents, teachers, and/or principal; restriction of activities; preferential seating arrangements; organizational strategies; apologies;

school/community service; peer assistance; and other actions/activities which are related to the behavioral concern and lead toward reconciliation.

- At all times, all individuals will be treated with respect and dignity. Yelling, use of physical contact (except in cases where safety is a concern), disrespectful language, and belittling are not part of the disciplinary plan.
- Appropriate consequences relevant to the infraction will ensue. Below is a list of possible consequences that will be utilized depending on the situation. It will be up to the discretion of the pastor, principal, or teacher as to what consequences should be imposed according to the severity of the offense.
 - miss recess
 - miss out on a reward
 - do some school service (i.e. clean desks, tables, etc.)
 - call to the parents
 - after school detention
 - in school suspension (ISS)
 - out of school suspension (OSS)
 - dismissal or expulsion
- This is just a sample list, and not to be taken as the only possible consequences. The school will implement consequences to meet the needs of the students and their individual circumstances.

Discipline Plan

Each classroom will have its own discipline plan designed by the teacher and discussed with the students. Normally the classroom discipline plan will move from the least restrictive actions such as a chance to self-correct to more seriously restrictive actions such as removal from the room. A component of the classroom discipline plan will be contact and/or conference with parents.

School Discipline Cycle

Occasionally removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:

- Is in physical or psychological danger or puts another in danger. (Danger)
- Is irrational or unreasonable. (Disruption)
- Pushes beyond the limits of respect in speech or actions. (Disrespect)
- Is not responding to repeated correction from an adult.

The teacher who removes the child will work quickly to help the student regain control and to redirect the inappropriate behavior. If the efforts are not successful, or if the behavior issue is serious, the student will be referred to the principal.

Step One: The student will be sent to the principal. The principal will speak with the referring staff member and visit with the student to determine the appropriate consequence for the situation.

Step Two: If a student is sent to the principal a second time, the principal, in consultation with the teacher, will determine if more serious consequences than those imposed under step one are appropriate. Factors in this determination include the amount of time elapsed since the first referral and if the referral is for the same issue or another issues, among other factors. The student will again meet with the principal. The student will inform a parent of the incident/problem by phone or note. A conference with the teacher, parent, student, and principal will be scheduled. A behavior plan may be developed for the student that lists actions that will be taken by the student, parent, and school. Other appropriate consequences will be imposed.

Step Three: If a student is sent to the principal a third time, the principal will again determine if more serious consequences are warranted. The student will participate in a conference with the principal, the

teacher(s), and the student's parents. The student may be subject to in or out of school suspension, be asked to make restitution, and/or perform community service. A behavior plan will be developed to assist the student in the development of positive behavior alternatives. The student will be placed on a special behavioral agreement with conditions for the remainder of the school year and further incidents of this nature may result in dismissal or expulsion. The student may be asked to participate in counseling as a condition to remaining in school. This step can be repeated as long as the student is able to demonstrate that progress is being made and is willing to contribute to a positive learning environment.

Step Four: When little or no change is evident, and school personnel have exhausted all available means to affect change, the student may be subject to dismissal or expulsion.

If an infraction is deemed serious enough, any or all of the steps may be skipped.

DETENTION GUIDELINES

Purpose

Detentions are assigned to a student as a consequence for situations that require disciplinary action by the principal. Detentions are one option on a continuum of actions mild to more severe. The level and length of detention depends on the given situation.

Types of Detention

Lunch Detention: Served during the lunch and recess period. Students serving a lunch detention are to get their lunch from the cafeteria and report to the office. They will eat lunch where assigned and remain there until the recess period is ended.

After School Detention: Served from 3:10 – 4:00 p.m. after school.

Long After School Detention: Served from 3:10 – 4:30 p.m. after school.

Guidelines

- Detention time after school will normally be spent in appropriate service work for the school such as cleaning, organizing, etc. under supervision.
- If there is no service work to be done or supervision of the work is not available, students must be occupied with school work, silent reading book, or other suitable activity. Use of electronic devices is prohibited.
- Students serving after school detention will report to the office no later than 3:10 p.m.
- Detentions must be served by the designated date or additional disciplinary action may be imposed.
- Appropriate behavior is required during detention time or the student may be dismissed. The student will have to make up the entire detention period, not just the time missed, or additional detentions may be assigned or the additional disciplinary action may be taken.

SERIOUS BEHAVIOR VIOLATIONS

- 1) Students engaged in any of the following types of behavior as listed below, or other such serious offenses, at any time while on school property, at school-sponsored activities, or in vehicles being transported to or from school-sponsored activities, shall be seen as soon as possible by the principal or the principal's designee:
 - a) fighting
 - b) stealing
 - c) cheating
 - d) vandalism
 - e) use of abusive or disruptive language
 - f) use of tobacco
 - g) engaging in harassment,
 - h) possession of pornographic material, including but not limited to: music, CD's, tapes, photos,
 - i) being under the influence of drugs or alcohol,
 - j) threatening or causing real or potential harm to any member of the school community: students, teachers or staff.
 - k) Students engaged in these types of activities will participate in a conference with the principal and the student's parents. They may be subject to in or out of school suspension for a period of up to 10 school days, be asked to make restitution, and/or perform community service, or be dismissed or expelled. A behavior plan may be developed to assist the student in the development of positive behavior alternatives. If a plan is developed, students will be placed on a special behavioral agreement with conditions for the remainder of the school year and further incidents of this nature may result in expulsion from Saints Peter and Paul Catholic School. Appropriate juvenile authorities may be asked, with approval of the diocese, to be involved when necessary. Students may be asked to participate in counseling as a condition to remaining in school.

- 2) Students found in possession of any of the following or similar items on their person, in their backpacks, purses, or lockers, at any time while on school property, at school-sponsored activities, or in vehicles while being transported to school-sponsored activities, may be subject to immediate dismissal or expulsion and may be referred to the appropriate legal authority with approval of the diocese.
 - a) Dangerous weapons including: guns, knives, explosives, clubs, or any instrument or device used to inflict physical injury, harm, or intimidate another person.
 - b) Non-prescription drugs, drug paraphernalia, alcohol, tobacco products, including any substance or item which a student represents to be one of the above. (All prescribed medications and over the counter drugs must be kept and dispensed from the health room per medication policy.)

- 3) Lockers, desks, and storage spaces used by students are considered school property; as such these may be checked or searched at any time, should the school staff feel that this is necessary to maintain a safe and orderly environment. Students may be required to empty pockets, purses, and backpacks if there is probable cause.

- 4) The principal retains the right to modify these procedures, and take disciplinary action as appropriate, on a case-by-case basis after consultation with the pastor and/or diocesan school office.

DISMISSAL AND EXPULSION

The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should 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: Students: Dismissal and Expulsion)**

Dismissal and Expulsion

If a dismissal or expulsion is pending, the Catholic School Office is to be notified immediately. The Catholic School Office will review the case, consult legal counsel if necessary, and make recommendations back to the school administrator/principal and/or pastor of the school. **(DSR 5360: Students: Dismissal and Expulsion)**

ATTENDANCE, ABSENCES & TARDINESS

ATTENDANCE

- A. A written excuse, stating the reason and the dates of absence, with the parents' signature is required for all absences. If your child is absent, please call the school office before 9:00AM to report it. This is for the safety of your children and our peace of mind. Excessive absences shall be questioned by the principal. **Students will not receive credit for make-up work unless the teacher receives a written excuse stating the reason for the absence. Homework will not be sent unless a phone call is received stating the reason for absence.**
- B. All students are responsible for their own make-up work. Normally, a student will have one day to make up work for each day missed. If a student is absent for 5 days or more, the student and parents are asked to confer with his or her teacher to determine the deadline for make-up work.
- C. Students who arrive at school after 7:55 a.m. will be counted as tardy for attendance. Excessive tardiness will be questioned by the principal.
- D. Parents/Legal guardians will be notified of attendance concerns in writing by the principal when absences meet or exceed 10% of total days of attendance. A second written notification will be issued should the student's attendance rate worsen or not improve. If attendance concerns persist after intervention by the principal, then the principal and pastor, in consultation with the diocesan superintendent, may refer the case to the Division of Family Services or the juvenile court.

DIOCESAN POLICY ON ABSENCE & TARDINESS **(DSP 5210: Absence and Tardiness)**

A. Absence

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 #5810.) An absence of more than two hours is recorded as one-half day absence.

B. Tardiness

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 #5810.) The 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.

If a student is regularly missing Mass because of arriving late (morning Mass) or leaving early (afternoon Mass) this may be taken into consideration of allowing the student to continue to be enrolled in the school.

ABSENCE

Attendance is critical to the continual learning process and every effort should be made to make sure that your child is on time and in attendance. An absentee form is sent to the office by the end of homeroom time each morning. Absences that exceed 10 or more days in a semester will be considered excessive and could result in a student receiving no credit, repeating a class, a semester or the entire year.

Any absence that exceeds 10 consecutive days is to be accompanied by a doctor's excuse in order for the missed work to be accepted. Work, tests, quizzes, assignments, etc. that are assigned on the days of the

absence (s) that exceeds 10 days, will not be accepted unless a doctor's excuse is provided. Absences exceeding 10 days will be reviewed by the principal.

TARDINESS

Tardiness is to be avoided at all costs as it places a burden on instructor and class presentation. Parent will be notified of a student's fourth tardy and the student will be sent to the principal for each additional tardy. Students are to report to the office for admission slips to class when tardy. Any unexcused tardy will eliminate a student from the perfect attendance award at the end of the year. Students are tardy after 7:55 am.

(Please see Homework Policy with regard to obtaining homework for students and due dates upon return to school.) A note from parents is necessary for students to remain indoors during recess. Each day will be divided into two attendance periods, am and pm.

WRITTEN EXCUSES

When a child has been absent, the school requires a written excuse from his/her parent or guardian. All notes concerning absence are kept on file until the end of the school year. If a pupil is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal may investigate or delegates someone to investigate the situation.

In addition, schools are encouraged to establish or continue procedures whereby a parent is expected to phone the school if a student will be absent. This call, however, does not replace the written excuse as a matter of record. **(DSP 5211: Students: Written Excuses)**

TELEPHONED EXCUSES

Telephoned excuses do not meet the legal requirements for having a child excused from school or sent home with other persons. Only in a real emergency will changes be made with telephone requests, and then the orders must be followed-up with a written note.

REQUESTS FOR ABSENCE FOR FAMILY REASONS

Parents occasionally wish to take their children out of school for several days because of family plans. The school administrator/principal and teacher(s) should 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 parent. Conditions, procedures, and time limits for making up work are to be specified in writing. **(DSP 5220: Students: Requests for Family Reasons)**

ABSENCE WITHOUT PARENT AND SCHOOL'S CONSENT

Absence without parent and school consent will be defined as absence from school without the parent's (or guardian's) or school's prior knowledge and consent and includes departure from the school, extra curricular activities, or field trips without the parent's (or guardian's) and school's knowledge and consent.

Normal Steps to be taken in the event of an absence without parent or school's consent:

- Parents will be notified immediately and local authorities may be contacted.
- If the student is involved with activities at the public school, the public school will be contacted.

Consequence:

For every hour a student is away from school, the student normally will be required to spend the same number of hours in detention doing service work for the school.

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. The school personnel must follow the most recent written agreement/order regarding custody.

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: STUDENTS: Release of Individual Students from School)**

- A. Students leaving early or arriving late must be accompanied by a written note. Limit appointments only to emergency-type cases, so that your child will not miss important material covered during class time.
- B. If it is necessary to take your child out of school for whatever reason the dismissal must be done **through the school office ONLY**. Children will be released only to the custodial PARENT(S), unless the school has prior authorization **IN WRITING** to release the child to other persons. Notify the office if you anticipate any of these situations causing difficulty. We will gladly work with you.
- C. All students must be signed in and signed out through the school office when leaving early or arriving late. The school does not call the student from class until the parent arrives.
- D. No child may leave the school or the school grounds without the written permission of his or her parents and or the approval of the principal and the teacher. We ask that such requests be made only in case of necessity.

TRANSPORTATION

DROP-OFF, PICK-UP AND PARKING PROCEDURES

Please observe these procedures when delivering students to school and when picking them up. The main concern with these procedures is student safety. Unfortunately, convenience will be sacrificed in some cases.

Morning Arrival and Drop-off

- The playground lot will be available for parking in the morning for those dropping off students with extended care from 6:30 a.m. to 7:30 a.m.
- From 7:30 a.m. to 7:55 a.m., the playground lot and the gym gravel lot behind school is available for parking for those parents who are walking students into the building. On-street parking where legal can be utilized also.
- The south doors and the east gymnasium lobby doors will be open until 7:55 a.m.
- Drop-off for other students will be curbside directly in front of school, north-bound only. Students are to exit vehicles from the passenger side only, proceed on the sidewalk and enter school through the west gymnasium lobby doors.
- All PK-8 students report to the gymnasium or the cafeteria (if they are eating breakfast) as they enter school.
- Pre-school students must be walked to the pre-school classroom and signed in.
- Students are **not** to move in front of or in between vehicles.
- There will be no parking on the playground lot after 7:55 a.m.
- **Playground Lot:** Vehicles enter the playground lot using the south-most entrance and exit from the north-most drive, turning right only onto the street. Drivers are to observe the parking pattern for the playground lot on the attached sheet.
- **Gym Parking Lot:** Vehicles enter the lot using the alleyway along the UCC Education Building and exit only onto 8th Street. Drivers are to observe the parking and traffic pattern for the gym gravel lot on the attached sheet

Afternoon Departure and Pick-up

- Those wishing to park to meet their students at the door must park on the street where legal or in the gravel gymnasium lot behind school. There will be **no parking on the playground lot** during dismissal time. Parents are to be careful to not obstruct the hallways during dismissal
- The playground lot will be utilized for student pick-up and will be opened no more than 15 minutes before dismissal time.
- All students will be dismissed at the same time through the playground lot doors (Students who ride the bus will use the west steps to board).
 - Students are to exit using the playground lot doors that face west and spread out along the sidewalk between the exit doors and the flagpole.
 - Students are to proceed around the large planter box and down the steps only when they see their ride enter the playground lot.
- Pre-school students must be picked up at the classroom.
- Vehicles enter the playground lot using the south-most entrance and proceed in circle fashion around the lot to the northern edge (side next to building steps).
- Parents are to pull up to the beginning of the exit drive so multiple vehicles can load at once.
- The teacher-on-duty will dismiss students down the steps as their ride comes around.
- Students are to enter vehicles from the passenger side only and along the northern lot edge only.
- Students are not to move in front of or in between vehicles.
- If the student is not present for pick-up, the vehicle will have to exit the lot and circle back around so as not to delay others.

- Students needing to go to vehicles parked on the street are to use the west stairs and cross only at the designated crosswalk.
- **Students will not be allowed to go to the gymnasium parking lot unless accompanied by a parent.**

Parking

- The playground lot will be available for parking in the morning for those dropping off students with extended care from 6:30 a.m. to 7:30 a.m.
- From 7:30 a.m. to 7:55 a.m., the playground lot and the gym gravel lot behind school is available for parking for those parents who are walking students into the building. On-street parking where legal can be utilized also.
- The gymnasium lot can be utilized for parking both before and after school.
- From 2:45 p.m. to 3:15 p.m., the playground lot is only for use as a circle drive for student pick-up.
- The playground lot will be closed during school hours and certain school events.
- Normally, the playground lot will be open for general parking after 3:15 p.m.

BUS SERVICE

For all information concerning bus transportation please contact First Student (882-7421) The school does not have control over the bus system, so please call First Student with requests and suggestions.

All students in Saints Peter and Paul School who ride the bus to or from school or school activities are subject to transportation rules and regulations as well as school rules until they get off the bus at their school or their homes. Any misbehavior which distracts the driver is a VERY SERIOUS HAZARD to the safe operation of the vehicle and as such jeopardizes the safety of all passengers.

REMINDER: ON THE DAYS THAT THE PUBLIC SCHOOL IS NOT IN SESSION AND SAINTS PETER AND PAUL IS, THERE WILL BE NO BUS SERVICE

BICYCLES

The school is not responsible for bicycles brought to the school. For safety reasons bicycles cannot be ridden on the school grounds. Students must WALK your bike when on school grounds and park them in the bike rack located on the side of the building. Students are strongly encouraged to lock their bikes.

STUDENT HEALTH AND SAFETY

HEALTH SERVICE PROGRAM

The Missouri Immunization Law states that every child attending school must have been immunized against certain diseases with boosters being received at certain age levels. Immunizations records of each student are reviewed annually to identify those in need of immunization. Parents will be required to show proof of immunization if needed.

Eye, ear, and other tests are made available to our students at certain points during the year through the cooperation of various local agencies.

Kindergarten and transfer primary students are screened for speech and hearing deficits within the first month of school. During the course of the year; vision, hearing, dental and lice screenings, as well as scoliosis screening of grades 5 - 8, are performed by qualified personnel.

Our school receives funds from the Missouri Department of Health to provide a basic school health services program. This service is not to replace the care your child receives from your regular doctor or clinic. Some of the services that will be provided are basic emergency and first aid care, screening exams, administration of medication for your child with a doctor's order at your request and health information. A consent form must be signed by the parents and be on file prior to the child's being seen by the nurse.

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.

Each school must have a written policy in regarding 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 required to keep medication in a locked cabinet.) **(DSP 5520: Students: Drug/Medication Administration)**

Local School Policy:

- 1) All medication, whether prescription or over-the-counter, must be in its original container labeled with the student's name.
- 2) Written instructions with consent must be received from the parent/guardian for dispensation of over-the-counter medicine.
- 3) For prescription medication, written instructions from the prescribing physician must accompany the consent from the parent/guardian.
- 4) All medication will be kept in a locked cabinet in the school office along with the written instructions and consent from the parent/guardian.
- 5) Prescription medications will also be accompanied by the prescribing physician's instructions.
- 6) All medications shall be given by the school secretary and a written record kept on a chart with the student's name, the date, the kind of medication given and the amount given.
- 7) The school secretary shall consult with appropriate persons (public health nurse, public school nurse, etc.) regarding dispensing medication as needed.

- 8) OTC and prescription medication is not to be in the student's possession at school.
- 9) Parents are to contact the principal if there is a special need.

At the end of each school year, any unused medication will be disposed of and the instructions filed. Written instructions/consent must be updated at least annually.

WELLNESS PLAN

The primary goals of the Saints Peter and Paul Catholic School's wellness program are to promote student health, reduce student overweight/obesity/underweight, facilitate student learning of lifelong healthy habits and increase student achievement. The following procedures will guide the implementation of the school's wellness program.

- Saints Peter and Paul Catholic School will engage students, parents, teachers, food service professionals, health professionals and other interested community members in developing, implementing, monitoring and reviewing the school-wide nutrition and physical activity procedures.
- All students in grades K - 8 will have opportunities, support and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic and cultural diversity of the student body in meal planning; and will provide clean, safe and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, Saints Peter and Paul Catholic School will participate in available federal school meal programs (including the National School Lunch Program).
- Saints Peter and Paul Catholic School will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with community services.

To Achieve These Goals:

I. Wellness Committee

Saints Peter and Paul Catholic School wellness committee will consist of at least one (1): parent, student, nurse and the lunch committee. The principal of the school will serve as the wellness coordinator. The wellness coordinator, in consultation with the wellness committee, will be in charge of implementation and evaluation of the program.

II. Nutrition Guidelines

It is the procedure of Saints Peter and Paul Catholic School that all foods and beverages made available on campus during the school day are consistent with the Missouri Eat Smart nutrition guidelines. Guidelines for reimbursable school meals will not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to law. Saints Peter and Paul Catholic School will create procedures that address all foods available to students throughout the school day in the following areas:

- A. National School Lunch Program
- B. Classroom parties, celebrations, fundraisers, rewards and school events
- C. Snacks served in after-school programs

School Meals

Meals served through the National School Lunch Program will:

- 1. be appealing and attractive to children;
- 2. be served in clean and pleasant settings;
- 3. meet, at a minimum, nutrition requirements established by local, state and federal

agencies

4. offer a variety of fruits and vegetables¹
5. serve only low-fat (1%) and fat-free milk² and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
6. when possible serve whole grains.

Saints Peter and Paul Catholic School will provide information about the nutritional content of meals to parents and students upon request.

Free and Reduced-Price Meals

Saints Peter and Paul Catholic School will make every effort to eliminate any social stigma attached to, and prevent to overt identification of, students who are eligible for free and reduced-price meals³.

Meal Times and Scheduling

Saints Peter and Paul Catholic School:

- Will provide students with at least 20 minutes to eat;
- Schedule meal periods at appropriate times between 11 am and 1 pm;
- Will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

Qualifications of School Food Service Staff

Qualified nutrition professionals will administer the school meal program. As part of the school's responsibility to operate a food service program, we will provide continuing professional development for all nutritional professionals in schools. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers and cafeteria workers, according to their levels of responsibility⁴.

Sharing of Foods and Beverages

Saints Peter and Paul Catholic School will discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Fundraising Activities

To support children's health and school nutrition-education efforts, Saints Peter and Paul Catholic School will limit school fundraising activities that involve food and will emphasize the use of foods that meet appropriate nutrition and portion size standards. Saints Peter and Paul Catholic School will encourage activities that promote physical activity.

Snacks

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health. Whenever possible, fruits and vegetables will be used as a primary snack and water as the primary beverage. The school will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages and other considerations.

¹To the extent, Saints Peter and Paul Catholic School will offer at least two (2) non-fried vegetables and two (2) fruit options each day and will offer five (5) different fruits and five (5) different vegetables over the course of a week. Saints Peter and Paul Catholic School is encouraged to source fresh fruits and vegetables from local farmers when practicable.

²As recommended by the *Dietary Guidelines for Americans 2005*.

³It is against the law to make others in the cafeteria aware of the eligibility status of children for free, reduced-price or "paid" meals.

⁴School nutrition staff development programs are available through the USDA, School Nutrition Association and National Food Service Management Institute.

Rewards

Saints Peter and Paul Catholic School will encourage teachers/staff not use foods or beverages, especially those that do not meet nutritional standards as rewards for academic performance or good behavior⁵, and will not withhold food or beverages (including food served through school meals) as a punishment.

Celebrations

Saints Peter and Paul Catholic School will limit celebrations that involve food. Whenever possible, each party should include no more than one (1) food or beverage that does not meet nutritional standards for foods and beverages.

School-sponsored Events (such as, but not limited to, athletic events, dances or performances).

Foods and beverages offered or sold at school-sponsored events outside the school day will meet the nutritional standards for meals or for foods and beverages sold individually.

III. Nutrition and Physical Activity Promotion and Food Marketing

Nutrition Education and Promotion

Saints Peter and Paul Catholic School aims to teach, encourage and support healthy eating by students. The school will provide nutrition education and engage in nutrition promotion that:

- Is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social studies and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, farm and grocery visits;
- Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices;
- Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- Links with school meal programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food marketing; and
- Includes training for teachers and other staff.

Integrating Physical Activity into the Classroom Setting

For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class: Toward that end:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- Opportunities for physical activity will be incorporated into other subject lessons; and
- Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

⁵Unless this practice is allowed by a student's individual education plan (IEP).

Communications with Parents

Saints Peter and Paul Catholic School will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school will send home nutrition information and provide nutrient analyses of school menus upon request. The school will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the nutrition standards for individual foods and beverages.

The school will provide information about physical education and other school-based physical activity opportunities during and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school.

Food Marketing in Schools

School-based marketing will be consistent with nutrition education and health promotion. As such, the school will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or foods and beverages sold individually⁶. School-based marketing of brands promoting predominantly low-nutrition foods and beverages⁷ is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains and low-fat dairy products is encouraged.

Examples of marketing techniques include the following: logos and brand names on/in vending machines, books or curricula, textbook covers, school supplies, scoreboards, school structures and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low-nutrition products; free samples or coupons; and food sales through fundraising activities. Marketing activities that promote healthful behaviors (and therefore allowable) include: vending machine covers promoting water and other healthy options and sales of fruit for fundraisers.

IV. Physical Activity Opportunities and Physical Education

Daily Physical Education (P.E.) K - 8

All students in grades K - 8, including students with disabilities, special health-care needs and an alternative educational settings, will receive daily physical education (or its equivalent of approximately 60 minutes/week for K - 3 and approximately 60 - 90 minutes/week for 4 - 8 for the entire school year. Student involvement in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class participating in moderate or vigorous physical activity.

Daily Recess

Students in K - 8 will have at least 20 minutes a day of supervised recess, preferably outdoors, during which students will be encouraged to participate in moderate to vigorous physical activity through verbal communication and through the provision of space and equipment.

The school will discourage extended periods (i.e.; periods of two (2) or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, students will be given periodic breaks during which they are encouraged to stand and be moderately active.

⁶Advertising of low-nutrition foods and beverages is permitted in supplementary classroom and library materials, such as newspapers, magazines, the Internet and similar media, when such materials are used in a class lesson or activity, or as a research tool.

⁷Schools should not permit general brand marketing for food brands under which more than half of the foods or beverages do not meet the nutrition standards for foods sold individually or the meals are not consistent with school meal nutrition standards.

Physical Activity After School

Saints Peter and Paul Catholic School will offer extracurricular physical activity programs. A variety of activities will be offered to meet the needs and abilities of students.

Physical Activity and Punishment

Teachers and other school personnel will not use physical activity as punishment.

Use of School Facilities Outside of School Hours

School playground will be available to students, staff and community members before, during and after the school day, on weekends and during school vacations. School policies concerning safety will apply at all times.

V. Monitoring and Review

Monitoring

The school principal or designee will ensure compliance with established school-wide nutrition and physical activity wellness policies and report on the school's compliance to the school superintendent or designee.

School food service staff will ensure compliance with nutrition policies within school food service areas and will report this matter to the school principal. In addition, the school will report on the most recent USDA School Meals Initiative (SMI) review findings and resulting changes. If the school has not received a SMI review from the state agency within the past five (5) years, the school will request from the state agency that a SMI review be scheduled as soon as possible.

A summary report will be conducted every three (3) years by the school principal or designee detailing the school's compliance with the physical activity wellness policies.

Review

Saints Peter and Paul Catholic School will establish a baseline assessment of the school's existing nutrition and physical activity environments and procedures.

Assessments will be repeated every three (3) years to help review procedures, and assess progress, and determine areas in need of improvement. The schools will, as necessary, revise the wellness procedures and develop work plans to facilitate their implementation.

CHRONIC INFECTIOUS CONDITIONS

Each individual situation involving a chronic infectious condition (such as: AIDS, Hepatitis B, etc.) shall be carefully considered on a case-by-case basis, and, in such cases, Saints Peter and Paul School follows Diocesan School Policy 8000.

HEAD LICE POLICY

All children will be checked periodically for head lice. A class will be checked when there has been a reported case of lice in that class. If a child is found to have head lice, the parent will be contacted by the school and the child will be sent home. The school needs proof of purchase of the medications used to treat the child and a recheck of the child before he/she is permitted to return to school.

IMMUNIZATION

It is unlawful for any student to attend school for longer than one month if he/she has not been immunized as required under the rules and regulations of the Missouri Division of Health and can provide satisfactory evidence of such immunization. If within the month, the school receives satisfactory

evidence that the immunization process has begun, he/she may continue to attend school as long as the immunization process is being accomplished in the prescribed manner. It is unlawful for any parent or guardian to refuse or neglect to have his/her child immunized, unless the child is properly exempted.

All students in kindergarten and first grade will be required to have documentation of having received TWO (2) doses of measles vaccine on or after the first birthday. All students entering kindergarten, 1st, 2nd & 7th grades are required to have 3 (three) doses of Hepatitis B vaccine.

OUTDOOR/INDOOR RECESS

Students will be encouraged to play outdoors, when weather permits. All children are to participate in outdoor recess because adequate supervision of students is not possible if even one or two students are inside. If your child is not well enough to take part in outdoor recess, they are probably not well enough to attend school.

Parents are to make sure their children are appropriately prepared for outdoor play in cold weather. The students are encouraged to wear coats, hats and gloves.

During inclement weather students will remain in the classroom. Generally this will be during rain or extreme cold. Inside recess will be supervised by the teachers. Table games and quiet play will be utilized.

PLAYGROUND & OUTDOOR AREAS

Fighting is unacceptable. Settle differences as Christians with teacher or principal as mediator if necessary. No rock or snowball throwing. No weapons, look-a-like weapons, knives or sharp objects, squirt guns or cap pistols are allowed. All bicycles are to be put in racks provided. Students are not to tamper or play with the bicycles. No playing or running on terraces or in the trees behind school. Hats are not to be worn indoors. No personal electronic items (digital music devices, headsets, hand held video games, etc.) are to be used during recess periods.

Students are to leave the grounds by 3:15 pm.

CHILD ABUSE

Saints Peter and Paul Catholic School requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect or observes the child being subjected to conditions or circumstances which would result in abuse or neglect will immediately report or cause a report to be made to the principal or his designee who will consult with the superintendent of school and then decide who is responsible for making a report via the Child Abuse Hotline to the Missouri Division of Children Services as required by law. Any person who in good faith participates in making such reports or in any judicial proceeding resulting there from will be immune from civil or criminal liability. It shall not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused.

SEXUAL ABUSE OF MINORS **(DSP 5825: Students: 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. (1) 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.

It is the policy of the Diocese that no person with a substantiated allegation (2) of sexual abuse of a minor will serve as a member of the clergy in active ministry or hold a position working in proximity to children as an employee or volunteer in the Diocese or in any parish, school or agency of the Diocese. All priests, deacons and other church personnel who minister in the Diocese are expected to be familiar with this policy and to comply with the procedures adopted to implement the policy. The Diocese will make available the resources required to implement the policy and procedures. By following this policy, the Diocese hopes to offer spiritual and psychological assistance as needed to any victim/survivor and to respect the civil and canonical rights of the accused while seeking to assist him or her. Proceedings pursuant to this policy shall be conducted in compliance with civil law and in accordance with ecclesiastical law; in particular the *motu proprio*, *Sacramentorum Sanctitatis Tutela* of Pope John Paul II, the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* of the USCCB, and the *Code of Canon Law*.

I. PROMOTING HEALING AND RECONCILIATION WITH VICTIMS/SURVIVORS OF SEXUAL ABUSE OF MINORS

In order to respond pastorally and effectively and in keeping with the requirements of ecclesiastical law, the Diocese has adopted a process for addressing allegations of sexual abuse of minors by clergy or other church personnel. This includes four elements:

- (1) a Review Board established by the Bishop whose mission is to assist the Bishop in responding to allegations and regularly reviewing the diocesan policy and procedures for addressing sexual abuse of minors;
- (2) a Review Administrator appointed by the Bishop to serve as the designated contact person for receiving allegations and maintaining the process of addressing allegations;
- (3) Review Teams which are assembled by the Review Administrator and are comprised of members of the Review Board who will conduct a fact-finding investigation regarding specific allegations and forward the results with any appropriate counsel to the Bishop;
- (4) Assistance Coordinators who will aid in the immediate pastoral care of persons who allege that they have been sexually abused as minors by a member of the clergy or other church personnel. The Diocese will provide education and training for the members of the Review Board, the Review Administrator, and the Assistance Coordinators to enable them to understand and appropriately respond to the issue of sexual abuse of minors. Each of these four elements will be discussed below.

A. REVIEW BOARD

1. The Bishop has established a Review Board whose mission is to assist him in responding to allegations of sexual abuse of minors by clergy or other church personnel. The membership of the Review Board will be comprised of at least five persons who are in full communion with the Church. At least one member will be a diocesan priest who is an experienced and respected pastor. The majority of the members will be lay persons not in the employ of the Diocese. At least one member will have particular expertise in the treatment of sexual abuse of minors. Members of the Review Board may include permanent deacons, as well as women and men religious. Members will be appointed to five year terms which may be renewed. The diocesan Promoter of Justice is to be a participant in the meetings of the Review Board.

2. Duties of the Review Board include:

- Providing counsel to the Bishop in his assessment of allegations of sexual abuse of minors and in his determination of a cleric's suitability for ministry;
- Reviewing diocesan policies for addressing sexual abuse of minors;
- Providing counsel to the Diocese on all aspects of these cases whether retrospectively or

prospectively;

- Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by clergy or other church personnel; and
- Maintaining an ongoing review of unresolved cases.

3. If the allegation of sexual abuse of a minor involves a cleric, in addition to the aforementioned duties, the duties of the Review Board will also include:

- Providing counsel to the Bishop regarding any further action which may appear needed when a cleric has had a psychiatric or psychological evaluation;
- Providing counsel to the Bishop regarding any further action which may appear needed and, where appropriate, regarding return to ministry when a cleric has received treatment; and
- Maintaining an ongoing review of clerics who are in treatment and who have either returned to ministry or who are on temporary or indefinite administrative leave.

B. REVIEW ADMINISTRATOR

1. A Review Administrator appointed by the Bishop will serve as a point of contact and will ensure that the process is followed. An Alternate will also be appointed to serve in case of the unavailability or a conflict of interest on the part of the Review Administrator.

2. Duties of the Review Administrator include:

- Interviewing those bringing an allegation of sexual abuse of a minor and preparing an initial report for the diocesan attorney and the Bishop;
- Appointing an Assistance Coordinator for the person bringing the allegation;
- Appointing Review Teams to investigate allegations which are deemed by the Bishop to have a semblance of truth (3) and coordinating the activities of the Review Teams;
- Maintaining ongoing communication with persons alleged to have been abused and their Assistance Coordinators throughout the process of implementation of this policy;
- Attending Review Board meetings, preparing reports, answering questions and assisting the Review Board as needed;
- Receiving information about other possible victims/survivors; and
- Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.

C. REVIEW TEAMS

1. A Review Team will be established for each allegation which is to be investigated under these policies. It shall be comprised of members from the Review Board chosen by the Review Administrator for each case, provided that in certain cases as determined by the Review Administrator the entire Review Board may be designated to serve as a Review Team. It shall have a consultative role to the Bishop.

2. The Bishop, the Vicar General and the diocesan attorney may meet with the Review Team, but shall not be members.

3. Duties of the Review Team include:

- Investigating and gathering facts regarding allegations referred to it by the Review Administrator , reporting its findings to the Bishop, and providing him any appropriate counsel;
- Conducting, if necessary, a further investigation of those allegations which the Bishop deems to be serious, thereafter providing him any additional appropriate counsel as to whether the allegation bears the semblance of truth;
- Meeting as needed for specific cases;
- Taking all appropriate steps to protect the reputation of the accused during the review process;
- Providing counsel to the Bishop regarding notification of parishioners about allegations against their parish priest, deacon, or other church personnel; and
- Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.

D. ASSISTANCE COORDINATORS

1. An Assistance Coordinator shall be appointed for each alleged victim. The Assistance Coordinator will

assist persons who allege that as minors they were sexually abused by a member of the clergy or other church personnel in making their claims known to the proper diocesan personnel.

2. Duties of the Assistance Coordinator include:

- Listening to the individual and his or her allegations, treating the individual with respect;
- Being present during meetings between the person alleged to have been abused and diocesan personnel, as requested by the individual;
- Explaining the diocesan response to the specific allegations raised by the individual in order to allow the individual to select the options for assistance;
- Assisting with referrals to therapists and/or support groups;
- Assisting the individual with information about how to follow-up on the options chosen by the individual; and
- Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.

3. The Assistance Coordinator shall maintain a professional relationship with the individual and will not act as a therapist, attorney or spiritual director for the individual. A person shall not serve as the Assistance Coordinator for an individual with whom he or she has a family relationship or to whom he or she is a personal friend, or where there is any other potential conflict of interest.

II. ENSURING AN EFFECTIVE RESPONSE TO ALLEGATIONS OF SEXUAL ABUSE OF MINORS

The Diocese has adopted a process to address allegations of sexual abuse of a minor by a member of the clergy or other church personnel. By following the steps outlined below and by working with the person alleged to have been abused, his or her family members, and appropriate civil authorities, this process will help to ensure an effective response to allegations of sexual abuse of minors.

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:

Mr. Mike Berendzen Review Administrator Diocese of Jefferson City Alphonse J. Schwartze Memorial Catholic Center 2207 W. Main P.O. Box 104900 Jefferson City, Missouri 65110-4900 Telephone: 573-635-9127 (ext. 224)

B. RECEIVING AN ALLEGATION

1. Any person bringing an allegation of current or past sexual abuse of a minor by a member of the clergy or other church personnel of the Diocese will be referred to the Review Administrator. The Review Administrator will then promptly consult with the diocesan attorney and the Bishop upon receiving the allegation. If after such consultation the Bishop determines that the allegation is without any semblance of truth, a decree (4) is to be issued stating such, and no additional action is to be taken other than informing the person bringing the allegation, and making a record of the contact for future reference. If at that time or any other time during the review of the allegation, there is reason to suspect sexual abuse of a person who is then a minor, a report shall immediately be made to the Missouri Division of Family Services in accordance with the provisions of the laws governing child abuse and neglect. (5)

2. If an allegation of sexual abuse of a minor is received by an employee or volunteer of a parish, school or agency of the Diocese, he or she shall report the allegation to his or her supervisor who shall immediately contact the Review Administrator, who will then contact the diocesan attorney and the Bishop. If the accused is a member of the clergy, the Vicar General will also be contacted. If the alleged victim is then a minor, the supervisor of the staff member receiving the allegation has the obligation of making a report to the Missouri Division of Family Services immediately upon making a determination that there is reasonable cause to suspect that abuse has occurred or is likely to occur.

3. Upon receiving an allegation which has the semblance of truth, the Review Administrator shall arrange a personal interview as soon as possible with the person bringing the allegation and will provide a written report of this meeting to the diocesan attorney and to the Bishop. The Review Administrator will also advise the person bringing the allegation of his or her right to bring the allegation to civil authorities.

4. If an allegation of sexual abuse by a member of the clergy or other church personnel is made first to

civil authorities and the civil authorities bring the information to the Diocese, the matter shall be referred to the Review Administrator. The Review Administrator shall immediately contact the diocesan attorney, the Bishop, and the Vicar General, and the information shall then be brought to a Review Team for further investigation. The Review Administrator will be available to assist the person alleged to have been abused, to the extent he or she wishes assistance, in accord with this policy. The Diocese will cooperate with law enforcement officials investigating an allegation of sexual abuse of a minor.

C. REVIEW OF AN ALLEGATION

1. Within 72 hours, or as soon as circumstances permit, after meeting with the person bringing an allegation which has at least the semblance of truth and/or the person alleged to have been abused, the Review Administrator will assemble a Review Team. The Review Team, the Review Administrator, the Vicar General and the diocesan attorney will then meet to discuss the allegation which will be presented by the Review Administrator. This meeting may be held by conference telephone.

The Diocese is deeply committed to protecting children and youth from sexual abuse. After its initial review, the Review Team will take one or more of the following actions as it deems appropriate:

When the accused is a member of the clergy, if there is reasonable cause to believe that a minor is presently at risk, a recommendation will be made to the Bishop and Vicar General that the accused be immediately placed on a temporary administrative leave at a place to be determined with the Vicar General. Every effort will be made to protect the good name of the accused. The cleric shall be informed of the identity of his accuser and any information concerning the accusation against him. He shall also be informed of his right to seek civil and canonical legal counsel.

When the accused is a member of the church personnel and not a cleric, if there is reasonable cause to believe that a minor is presently at risk, a recommendation will be made to the person in charge of the parish, school or agency where the accused is an employee or volunteer, that the accused be immediately placed on a temporary administrative leave pending the inquiry of the Review Team. Every effort will be made to protect the good name of the accused. The employee or volunteer shall be informed of the identity of his or her accuser and any information concerning the accusation against him or her. He or she shall also be informed of his or her right to seek legal counsel.

2. If the allegation bears a semblance of truth, but is lacking in sufficient detail, the Review Administrator may be instructed by the Review Team to meet again with the person bringing the allegation. More information shall be sought or the person bringing the allegation may be referred to a professional for help in clarifying the alleged incident.

3. If after having heard the Review Team the Bishop finds that the allegation does not bear the semblance of truth, the Bishop will issue a decree to this effect, the Review Administrator will inform the person making the allegation of this conclusion and no further action will be taken.

4. a. The following procedures shall be followed in cases of allegations involving a member of the clergy if, after hearing the results of the Review Team's investigation, the Bishop judges an allegation to bear the semblance of truth:

i. The Review Team will typically meet with the person alleged to have been abused and, if a minor, with his or her parents. The Review Team will listen to the account of the allegation, gathering any additional pertinent facts and information which may be available.

ii. The Review Team will typically meet with the cleric who has been accused. In the meeting the Review Team will communicate to the cleric the details of the accusation and the name of the accuser. Prior to the meeting, the cleric is to be informed that he may retain the assistance of civil and canonical counsel.

iii. The Review Team will prepare a complete report of the facts of the case and provide it to the Bishop along with any additional appropriate counsel. The Bishop will review the report, make a judgment on the merits of the allegation, and issue that judgment by means of a decree which concludes the preliminary investigation. When there appears to be sufficient evidence that sexual abuse of a minor has occurred, the Bishop is then to make the facts of the case known, along with his *votum*, to the Congregation for the Doctrine of the Faith at the Holy See. The determination of the need for a canonical trial, the venue for such, and the determination of any further definitive action to be taken against the accused cleric are henceforth subject to whatever directive is received from the Holy See.

iv. When a report of the allegation has been made to the Holy See, the cleric is to be placed by decree of the Bishop on temporary leave from his present assignment, effective immediately and pending the

outcome of a canonical trial or the issuance of any other decree from the Holy See. The Bishop or his designee will make contacts to assure immediate assistance and support for the cleric.

v. The Bishop or his designee may encourage the accused cleric to undergo a comprehensive evaluation. The accused cleric is free not to undergo an evaluation. If the cleric agrees to undergo an evaluation, the Bishop or his designee will arrange for the evaluation. Information resulting from such an evaluation is the property of the accused cleric. He may agree to make it available to the Bishop or he may decline to do so. He may further agree to have the information made available to the Review Team. Any such information shall be kept confidential by those receiving it, except as it may be required by law to be revealed.

b. The following procedures shall be followed in the case of an allegation involving a member of church personnel who is not a cleric if after due consultation with the Review Team the Bishop finds an allegation to bear the semblance of truth:

i. The Review Team will typically meet with the person alleged to have been abused and, if he or she is a minor, with his or her parents. The Review Team will listen to the account of the allegation and may inquire as to whether others are alleged to have been abused.

ii. The pastor, Superintendent of Schools or agency director, as applicable, will be informed and the accused will be placed on temporary administrative leave in accordance with the personnel policy for the parish, school or agency, as applicable.

iii. The Review Team will typically meet with the person against whom the allegation has been made and present him or her with the details of the allegation. He or she shall be advised of his or her right to legal counsel. This shall be done in coordination with the pastor, Superintendent of Schools, or his or her designee, or agency director to assure that applicable personnel policies are followed.

iv. The accused may be provided immediate assistance and support as determined to be appropriate, consistent with applicable personnel policies and benefit plans.

c. The Bishop may direct the formation of a task force to communicate with the parish and/or school community and to offer help in dealing with the alleged abuse and its effects on the community at large. Spiritual and pastoral care will always be offered.

5. If an accused cleric is from another diocese or is a member of a religious community, the Review Administrator will make a report of the allegation to the Bishop or his designee and to the diocesan attorney. The diocesan bishop or major superior of the accused cleric will be informed of the pending investigation and the diocesan protocol in response to such allegations. The diocesan bishop or major superior of the accused cleric will be asked to provide full cooperation throughout the process. With the permission of the Bishop, the Review Administrator will make a full report to the diocesan bishop or major superior when necessary.

D. REVIEW OUTCOME

1. If the allegation is against a cleric and has, according to the process outlined above, been referred to the Holy See, any eventual outcome, including the determination of penalties to be applied to the cleric, will result wholly from either a canonical trial or from a decree of the Holy See.

2. If, after due consultation, the Bishop has judged that there does not appear to be sufficient evidence that sexual abuse of a minor has occurred, the following shall occur:

Every step will be taken to restore the good name of the accused.

If the allegation is against a cleric, the Bishop will make a decision regarding the ministry assignment of the cleric.

E. CARE FOR THE PERSON AFFECTED BY ABUSE

1. From the time an allegation is perceived or determined to be credible, the Review Administrator will encourage the victim/survivor to seek psychological treatment and/or pastoral counseling, or to continue, when useful, if treatment has already begun. The duties of the Review Administrator in working with victims/survivors shall be carried out in coordination with the Assistance Coordinator. The Assistance Coordinator works directly with the victim/survivor in the process of presenting his or her allegation and receiving appropriate assistance. The Review Administrator will maintain a current list of those experienced in the pastoral counseling and psychological treatment of victims/survivors.

2. If a victim/survivor wishes to begin treatment, the Review Administrator will request that he or she

obtain a diagnostic evaluation and treatment plan and sign appropriate forms for release of this information to the Review Administrator which will be limited to that which is necessary for the assessment of the needs of the victim. Upon receiving this information, the Review Administrator will refer this information to the Review Team which will make a recommendation to the Bishop regarding an assistance plan.

3. The Review Administrator will communicate with the victim/survivor the details of any assistance plan offered by the Diocese. After having consulted with the Review Team and the Bishop, the Review Administrator will attempt to bring about an agreement between the victim/survivor and the Diocese concerning the assistance plan. When the victim/survivor is represented by legal counsel, the communication will be between the diocesan attorney and the attorney for the victim/survivor. If a written agreement is entered into, it will not contain a confidentiality provision unless one is specifically requested by the victim/survivor.

F. CARE FOR THE CLERIC

When a priest is placed on indefinite administrative leave from his assignment because of a substantiated accusation of sexual abuse of a minor, the Bishop or his designee will assist him in finding housing, arrange for his financial support and encourage him to receive pastoral and psychological support during the time immediately following the accusation. A permanent deacon in this circumstance will be assisted by, the Vicar for the Permanent Diaconate in obtaining appropriate pastoral and psychological support.

G. CLERGY OR OTHER CHURCH PERSONNEL FROM OTHER DIOCESES AND OTHER STATES

1. When a priest or deacon from another diocese or a member of a religious community requests faculties in the Diocese, the Chancellor shall receive from the priest's or deacon's proper ordinary certification that the latter is unaware of anything in the priest's or deacon's background which would render him unsuitable to work with minors.

In the case of a report of any previous allegation of sexual abuse of a minor, the Chancellor shall obtain from the proper ordinary a comprehensive report of the allegation and its disposition. If the report indicates that the priest has had a substantiated case of sexual abuse of a minor, he shall not be granted faculties to exercise any ministry in the Diocese. In cases where an allegation of sexual abuse of a minor has not been substantiated, the Bishop shall use his discretion deciding whether to grant faculties to the priest or deacon for the exercise of ministry in the Diocese.

The Chancellor shall provide the proper ordinaries of extern priests with a copy of the policy and procedures of the Diocese.

2. When any other church personnel from another diocese or another state are to be employed or are to serve as volunteers, other than on an occasional basis, the Diocese or the parish, school or agency which is to employ them or have them as a volunteer shall check the references given and the agency in the state of their former residence with responsibility for maintenance of child abuse investigation records to verify that the individual does not have a history of sexual abuse of a minor or other history that would indicate that he or she may pose a danger to children.

H. COMMUNICATION

Inquiries from members of the media about this policy and its implementation should be addressed to the Director of Communications of the Diocese. If statements or information are to be released concerning an allegation of sexual abuse of a minor by a member of the clergy or other church personnel, that information shall be made available by the Office of Communications in collaboration with the Bishop, or his designee, and the diocesan attorney.

ADDENDUM

(1) According to the Essential Norms, the norm to be considered in assessing an allegation of sexual abuse of a minor is whether conduct or interaction with a minor qualifies as an external, objectively grave violation of the sixth commandment (USCCB, Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, 1995, p. 6). A canonical offense against the sixth commandment of the Decalogue (CIC, c. 1395 §2; CCEO, c. 1453 §1) need not be a complete act of intercourse. Nor, to be objectively grave, does an act need to involve force, physical contact, or a discernible harmful outcome. Moreover, "imputability [moral responsibility] for a canonical offense is presumed upon external violation...unless it is otherwise apparent" (CIC, c. 1321 §3; CCEO, c. 1414 §2). Cf. CIC, canons 1322-

27, and CCEO, canons 1413, 1415, and 1416.

(2) An allegation is deemed to be substantiated when based upon a preponderance of evidence and, after assessing all available information, the allegation is believed to be true.

(3) The term "semblance of truth" as used herein in the context of an allegation, means that, based on the information provided, the allegation appears that it may be credible.

(4) The term "decree" as used in this document refers to a statement of the disposition of the matter.

(5) See Chapters 210.110-210.192 Revised Statutes of Missouri.

ALCOHOL USE AT SCHOOL RELATED EVENTS

No alcohol may be present or consumed at events where children and youth are the primary focus. For example: field trips, school carnivals, school picnics, school sponsored athletic events, etc. **(DSP 5545: Alcohol Use at School Related Events)**

FIRE AND TORNADO DRILL

Fire and tornado drills are conducted throughout the year. In the event of a Civil Defense tornado warning, students will be taken to safe areas and will remain in school under supervision until the warning is over. It is considered a serious offense to take a drill lightly and not proceed to proper areas in a silent, respectful manner.

ASBESTOS

In accordance with government regulations let this serve as notification that Saints Peter and Paul Catholic School has on file in the school office an asbestos management plan which is available for inspection.

EPA MESSAGE

The school has periodic surveillance performed every June and December and the diocese performs a re-inspection of our facilities every three (3) years. All the asbestos that creates an immediate health hazard has been either removed or contained to provide a safe environment for the students and staff members.

LUNCH AND CAFETERIA

Students have the choice of eating a lunch provided by the school or bringing their own lunch. The fees for the lunch program will be published each year.

Normally, there will be two school lunch options: A regular “hot lunch,” referred to as Option A, and, beginning in 3rd grade, a salad bar option, Option B. Both options meet the requirements for the Federal Free/Reduced Lunch Program.

Students are permitted to bring sack lunches for their regular lunch. The items in the lunch should provide a healthy, nutritious meal. Items such as “Lunchables” or the like are permitted. Including a separate candy and/or soda items is strongly discouraged. Besides being of very limited nutritious value, these items can be a source of unnecessary and avoidable conflict between students.

Also because of the potential for avoidable conflict, the sharing of food is not permitted between students.

FEES

Meals are served daily for \$2.35. Milk is available for 35 cents per carton.

FREE/REDUCED LUNCH ELIGIBILITY

Free or reduced price lunches are available for those meeting state requirements. The school will send home forms to each school family at the beginning of the year. If eligible, please complete an application available from the school, as the school benefits when more families participate in the program.

Local School Policy

LUNCH FEE PAYMENT POLICY

A Lunch program serving hot meals and milk is available to children who attend SS Peter & Paul Catholic School. Lunch fees for hot meals and milk are to be pre-paid according to one of the following:

1. Cash or check payments will be accepted on a pre-payment basis only. Pre-payment, of at least \$25 per child in kindergarten through third grade and \$50 per child in fourth through eighth grade, is to be received by the school office prior to the first day of school. Parents will be responsible to monitor balance of account and submit payment as necessary to ensure account remains pre-paid. If account becomes delinquent by \$10, the child will not be allowed a hot meal or milk until delinquent balance is paid in full and pre-payment of the above amount(s) is made. If account is delinquent two (2) times in the school year, parent will be required to authorize payment to school through electronic fund transfer as outlined below; or
2. Electronic fund transfer monthly in the amount of \$25 per child in kindergarten through third grade and \$50 per child in fourth through eighth grade. Prior to August 1st, parents will fill out electronic fund transfer form giving the school authorization to process a transfer each month. School and parent will monitor balance of account to ensure delinquent balance does not exceed \$10. If delinquent balance exceeds \$10, parent will make payment of the delinquent balance and authorize an increase to electronic fund transfer.

Electronic fund transfers will be processed on either the fifth (5th) or twentieth (20th) of the month.

If SS Peter & Paul Catholic School is not able to obtain lunch fees through the electronic fund transfer, due to insufficient funds, the child's parent will be notified by school office, and payment is required prior to the beginning of the following week. If payment is not received within five (5) days of the notice, a late fee of 10% of the outstanding balance will be charged monthly until the balance is paid in full.

Failure to follow policy will result in a child not being allowed a hot meal or milk until balance is brought current or proper forms are submitted.

A LA CARTE OPTIONS & SECONDS

The school normally makes available second servings of the main entree at a nominal additional cost to students in grades 6-8. There may be occasions when this is not possible due to cost or availability.

Students in grades 3-8 will have the opportunity to make selections from several a la carte options, including a salad bar, in addition to purchasing the hot lunch.

The cafeteria always makes available to students in grades K-8 additional servings of the vegetable/salad and fruit that is served with hot lunch option (versus the salad bar option). There is no fee for seconds of these side items.

OUTSIDE FOOD IN CAFETERIA

Other than students bringing sack lunches, other outside food is not permitted. This applies to parents bringing in outside meals for their children. Parents are encouraged to eat lunch with their children as frequently as they would like, but they will need to purchase the lunch provided by the school or bring a sack lunch similar to what a student would bring.

Cafeteria Responsibilities

- Students will walk while entering and leaving the cafeteria.
- Students will use arm's length voices when talking in the cafeteria.
- Students will raise their hands before leaving their seat.
- Students will leave the area at least as clean as they found it.
- Everyone will be treated with dignity and respect.

Consequences for Infractions

- Step 1: verbal warning/reprimand.
- Step 2: student will be assigned to a place by themselves.
- Step 3: student will be removed from the cafeteria to another supervised area like the office.
- "Natural Consequences" will be used (ex: students will clean up after themselves).
- Office referral will be used for physically dangerous or unsafe behavior or for overt insubordination.
- Excessive noise from a class will be reported to the teacher.

COMMUNICATION AND APPOINTMENTS

COMMUNICATION

Communication between home and school includes, but is not limited to: weekly newsletters, Friday folders, parent - teacher conferences, inserts in the parish bulletins and monthly calendar information. Parents are to call with their questions, concerns and suggestions whenever such arise.

It is important that teachers inform parents of any concern they have about a student's progress. Teachers do not have to wait until grade cards to share their concerns. Copies of all written communication are to be maintained.

PARENT COMMUNICATION AGREEMENT

Enrollment in a Catholic school is a privilege, not a right. Especially in the Catholic schools, an expectation of a child's enrollment is the support and close cooperation of the parent(s) or guardian(s). Should disagreements, problems, or criticisms arise, all informal efforts between the parent(s)/guardian(s) and school(s) are to be used to resolve the concern.

If informal efforts are unsuccessful, the Diocese of Jefferson City and the school have a fundamentally fair, formal process to resolve differences. It is called Administrative Recourse, and details of the process can be found in this handbook. (Schools are to indicate the page number on which this is found in their parent/student handbook.) A brief summary of the Administrative Recourse is: set up a face to face meeting with the teacher, and if unsatisfied, meet face to face with the school administrator/principal, and if unsatisfied, meet face to face with the pastor.

Parent(s)/guardian(s) are requested and expected to communicate any concerns they have directly to school administration and not to express them through social media or broadly distributed email. If parent(s) or guardian(s) use any form of electronic media to defame or denigrate the school or any of its personnel, or use electronic media to post inappropriate negative statements about the school or its personnel, all as determined by the school in its discretion, this could be cause for the school to immediately end the enrollment of the child(ren) or ward(s) of the parent or guardian who has done so.

By enrolling children in this private, Catholic school, parents are agreeing (**DSP 1810: Community and External Operations: Parent Communication Agreement**)

PROBLEM SOLVING

Parents are required to make an appointment to speak with the teacher first, then the principal if the concerns continue, and finally the pastor. The importance of formal discussion rather than informal is stressed when speaking with an instructor or the principal about your child's difficulties. Formal appointments are expected. Do not just drop in to discuss a problem or concern; call so that all can prepare for good solid discussion

APPOINTMENTS WITH TEACHERS OR PRINCIPAL

Parents wishing to speak to the principal or a teacher regarding any matter that requires extensive discussion, are to make an appointment. It is unfair to go to a teacher before or after school without first making an appointment, as this is their time to prepare their lessons and to spend time with their students.

Parents are not to enter any classroom during school hours to speak with, the teacher, their child, or give

their child something. It is disruptive to the learning environment Of course exceptions will be made for emergencies.

Classroom visits are encouraged for the purpose of observation if scheduled in advance.

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: Students: Parent/Teacher/Student Conferences)**

Normally, Saints Peter and Paul will hold parent/teacher conferences at the end of the 1st quarter and at the end of the 3rd quarter.

TELEPHONE USE BY STUDENTS

Telephone use by students will be granted in case of necessity to notify parents of urgent matters only. Generally, forgotten assignments or other work are not urgent matters. Have students make any "after school" social arrangements before coming to school.

SCHOOL BOARD

The School Board consists of ex-officio members and six elected members. The ex-officio members are: the pastor, the assistant pastor, the vice-president of the Home and School and the principal.

School Board meetings are normally scheduled the third Thursday of the month, excluding July and December, in the school at 7:00 p.m.

ADDRESSING THE SCHOOL BOARD

The school board will hold open meetings and will meet every month. Any parish member can request to voice an opinion at any board meeting by making a request to the pastor, principal, or school board president one week prior to the meeting. The party making the request will then be placed on the agenda, or directed where to go with his or her concern. Executive session may be required, depending on the subject matter.

PARENTAL PRIVILEGES, RESPONSIBILITIES AND DUTIES

Parents, as the primary educators entrusting their child to Saints Peter and Paul, have privileges and responsibilities:

- The privilege to quality Catholic religious education.
- The privilege to a school atmosphere free from disruption and conducive to the education process.
- The privilege to be informed about education programs available.
- The privilege to have competent teachers and school staff.
- The privilege to be informed of a child's progress or lack of progress.
- The privilege to examine their child's school reports.
- The privilege to be informed of the rules and regulations of this parish school.
- The privilege to request their child be excused from school to keep medical and dental appointments.
- The privilege to discuss the grading system with individual teachers.
- The privilege to have their child receive an appropriate quality education.
- The privilege to have school administrators fairly and consistently enforce reasonable rules and regulations.
- The privilege to be ensured of confidentiality of school records per diocesan policy.

- The privilege for their child to attend a physically safe school plant.
- The privilege to be told reasons for suspension, dismissal or expulsion of their child

To cooperate with the goals and philosophy of Ss. Peter and Paul School, parents have these responsibilities:

- The responsibility to share their faith and values with their child.
- The responsibility to be their child's primary educator.
- The responsibility to see their child attends school regularly and on time.
- The responsibility to emphasize discipline and responsibility.
- The responsibility to supervise completion of homework.
- The responsibility to notify appropriate school administrators promptly of a child's absence.
- The responsibility to attend parent-teacher conferences.
- The responsibility to respond to school inquiries.
- The responsibility to pay designated tuition and fees on time.

VISITORS

All visitors, parents, etc. are required to report to the office as they enter school. Parents are to leave forgotten lunches, messages, etc. in the office to avoid interrupting class.

Do not go to the classrooms unannounced. Students are not to bring relatives and/or friends to school to visit for any part of the day. Only former students of the school may request to spend some time with past classmates.

**LINES OF COMMUNICATION, GRIEVANCE AND ADMINISTRATIVE RECOURSE
PROCEDURES**

To be followed if problems with school arise.

Lines of Communication

1. Parents are to make an appointment with the teacher or teachers at once. Parents are to call the office and leave a message for the teacher to call for an appointment time.
2. If the problem requires further consideration, the parent is to make an appointment with the principal. The principal will call a meeting with parent and the teacher in order to discuss the problems further and try to solve them.
3. If the parent still feels that the problem requires resolution, the pastor is to be contacted for an appointment to meet with him and the principal.
4. The final decision in resolving a problem will be made by the pastor.
5. No one may come to the pastor with a complaint regarding school matters unless they have FIRST met with the teacher and principal.

NOTE: Lines of communication are strictly enforced. The above steps are to be followed in the order that they are presented.

Grievance

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through the Administrative Recourse Procedure. Since the school advisory board is advisory, 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. **(DSP 1901: COMMUNITY AND EXTERNAL OPERATIONS: Grievance)**

Administrative Recourse (DSR 1901: COMMUNITY AND EXTERNAL OPERATIONS:
Administrative Recourse)

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 should be considered a maximum and every effort should 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.

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) school administrator/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 school administrator/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

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. In the complaint, the grievant must specifically request resolution through the Administrative Recourse Procedure. 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: CATHOLIC SCHOOL OFFICE

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 Catholic School Office. If the Formal Grievance Procedure begins with LEVEL THREE, the grievant shall reduce his/her complaint to writing and submit it to the Catholic School Office within fifteen (15) days following the occurrence of the event. The Catholic School Office 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 Catholic School Office 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 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. Evidence relevant to the grievance may be offered by interested parties, 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 Catholic School Office and the grievant of his ruling. The decision of the bishop will be final and binding.

Penalty Status Administrative Recourse (DSP 1902: COMMUNITY AND EXTERNAL OPERATIONS: 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 pastor 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, in consultation with the Catholic School Office, can be granted or denied. (DSP 1902: COMMUNITY AND EXTERNAL OPERATIONS: Penalty Status During Administrative Recourse)

NCLB COMPLAINT PROCEDURES (TITLE I)

Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives. This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB)

1. What is a complaint under NCLB?
For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.
2. Who may file a complaint?
Any individual or organization may file a complaint.
3. How can a complaint be filed?
Complaints can be filed with the LEA or with the Department.
4. How will a complaint filed with the LEA be investigated?
Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.
5. What happens if a complaint is not resolved at the local level (LEA)?
A complaint not resolved at the local level may be appealed to the Department.
6. How can a complaint be filed with the Department?
A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department, and 2. The facts on which the statement is based and the specific requirement allegedly violated.
7. How will a complaint filed with the Department be investigated?
The investigation and complaint resolution proceedings will be completed within a time limit of forty calendar days. That time limit can be extended by the agreement of all parties. The following

activities will occur in the investigation: 1. Record. A written record of the investigation will be kept. 2. Notification of LEA. The LEA will be notified of the complaint within ten days of the complaint being filed. 3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level. 4. Report by LEA. Within thirty days of the complaint being filed, the LEA, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public. 5. Verification. Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s). 6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to private school children handled differently?
If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).
9. How will appeals to the Department be investigated?
The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
10. What happens if a complaint is not resolved at the state level (the Department)?
The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

HOME AND 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: COMMUNITY AND EXTERNAL OPERATIONS: Home and School Associations)**

As a condition of enrollment, each family is a member of the Home & School Association. Annual dues are set by the association membership and not the by the school or parish. Dues are \$55.00 per family.

The Saints Peter and Paul Home and School Association fulfills its purpose by supporting the school and collaborating with faculty and staff. Home and School meets four times during the school year: September, November, February and May. There are educational programs and presentations for parents and many opportunities to share talents and abilities.

All members are encouraged to help with as many Home and School functions as possible, to share suggestions for improvement and to be creatively thinking about the future of our school.

FUNDRAISING

Your assistance is requested in participating in meetings of and fundraising and other activities sponsored by the Saints Peter and Paul Home and School Association. We also ask your help in fundraising and other activities sponsored by Saints Peter and Paul Catholic School. Advance notice of any of these activities will be given.

EDUCATIONAL FIELD TRIPS

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: Instruction: Educational Outings & Field Trips)**

Permission slips will be sent home for EACH field trip for parent signatures. All student's who are part of the field trip during school hours are to be in seat belts. Drivers are required to sign a Field Trip Driver Form and submit a copy of their driver's license and proof of insurance. Students participating in extra-curricular activities are to also use seat belts as a safety precaution in transit to and from activities.

CHAPERONES AND DRIVERS FOR FIELD TRIPS [EDUCATIONAL OUTINGS]

Schools should take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off-campus school activities.

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 students in the upper grades - but some situations or younger students may require more. Trips involving a great deal of travel should be discouraged.

When appropriate, schools should use bus transportation by an insured carrier for off-campus school sanctioned events. There are circumstances for which a school administrator may determine that transportation in private passenger vehicles is appropriate. These circumstances could include the fact that there is a small number of students involved in an activity and the cost of commercial transportation. If a private passenger vehicle is to be used, the following criteria shall apply:

1. drivers must be a parent/guardian of a student;
2. drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting;
3. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
4. drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (Appendix 6305: Agreement to Transport Students);
5. regular drivers (those transporting students three or more times in one school year) must complete the Protecting God's Children program and read and sign the Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors;
6. the vehicle must have a valid registration and meet state safety requirements; and
7. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.

All drivers should be given a copy of the above criteria. In addition, these criteria should be printed in the Parent Handbook.

Volunteer drivers must provide the school with copies of a valid driver's license, their vehicle registration, and proof of insurance coverage. The documents shall be kept on file by the school. The school shall also maintain a record of each event and date when each volunteer driver transports students.
(DSP 6305: Instructions: Chaperones and Drives for Field Trips)

INTERNET & TECHNOLOGY USAGE

Access to the Internet is an unparalleled opportunity to interact with the world at large. The opportunity brings with it a number of responsibilities. In order to use the computer services available over the Saints Peter and Paul Catholic School Internet network you must read the following information and sign the Internet Usage Agreement.

- ❖ The use of the Saints Peter and Paul Catholic School network is a privilege that may be revoked by the individual teacher at any time for abusive or inappropriate conduct. Such conduct would include, but is not limited to, the placing of unlawful information on or through the computer system, accessing another person's files or e-mail, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages.
- ❖ Saints Peter and Paul Catholic School reserves the right for teachers to inspect any material stored in files to which users have access and will edit or remove any material that the school staff, in its sole discretion, believes may be objectionable. Users of the network will not obtain, view, download, or otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable.
- ❖ A Saints Peter and Paul Catholic School Internet connection is provided primarily for educational purposes under the direction of the school staff. Non-educational use may be limited at any time by one of the teachers.
- ❖ Information services and features contained on the Saints Peter and Paul Catholic School network are intended for the private use of its patrons. Any commercial or other unauthorized use of those materials, in any form, is expressly forbidden.
- ❖ Information contained on the Saints Peter and Paul Catholic School network is placed there for education or general information purposes, and is in no way intended to refer to any specific person, case, or situation.
- ❖ Saints Peter and Paul Catholic School does not warrant that the functions of the system will meet any specific requirements, or that it will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.
- ❖ Rules and regulations of system usage will be modified and added when needed. Users are subject to these additional rules and regulations.
- ❖ Installation of any software packages (especially games, screen savers, or any beta versions of software) without the permission of the teacher is prohibited. Violation of this portion of the agreement will result in immediate suspension of computer privileges.
- ❖ E-mail (electronic mail) must be used responsibly. Specific user responsibilities include checking e-mail regularly, remaining within the limited quota, and not interfering with the traffic by sending broadcasts or lists to individuals. Students are responsible for protecting their e-mail account and password. E-mail accounts are to be used by the registered user only. Any misuse will result in suspension of e-mail privileges.

Diocesan School Policy on Student Internet, E-mail and Other Technology Use
(DSP 6425: INSTRUCTION: 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 is a privilege, not a right.
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 our Catholic 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 Catholic 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 Catholic 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 Catholic 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.

In addition to the above, the school, after consultation with the Catholic School Office, can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses technology to defame, bully, or assault the character or being of the school, diocese, any of its employees and/or students. This includes any such negative postings, verbal or pictorial, on such websites as Facebook, YouTube, Snapchat, Twitter, Instagram, and other social networking sites, etc. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.

ADDITIONAL INFORMATION

SACRAMENTS

In accord with the Diocesan policies, the sacraments of Reconciliation and Eucharist will be received by the children according to their individual readiness and under the guidance of the parents as educators of their children. The basic criteria for children to receive their First Eucharist are:

1. Are they asking and wanting to receive the Eucharist on their own accord?
2. Do they have basic knowledge of what the Eucharist is? Do they know the difference between Eucharist and regular bread?
3. Have they been catechized in regard to the Sacrament of Reconciliation?

The director of religious education will present workshops and information to all parents and work with them on an individual basis. The Sacrament of Confirmation is now administered to students in their later teen years.

MUSICAL

Each year the school attempts to hold a school musical at Thespian Hall. 8th and 7th grade students are normally the primary cast characters. There is much to be done in preparation for a musical and many members of the school and parish community participate. All are encouraged to join in and add to this special endeavor and enhance the experience for the students.

SCHOOL PARTIES

Planned parties for holidays and other special occasions will be at the discretion of the teacher and approval of the principal. Parents will be asked to help with the parties.

LOCKERS

Lockers are provided for junior high students. There are to be no inappropriate pictures of any type posted in or on student lockers. Lockers are to be kept neat and orderly.

Saints Peter and Paul Catholic School's Handbook Acknowledgment

I acknowledge that I have received a copy of the Saints Peter and Paul Catholic School of the Diocese of Jefferson City, Missouri, Parent Handbook. I understand that it contains important information about Saints Peter and Paul Catholic 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 Saints Peter and Paul Catholic 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 Saints Peter and Paul Catholic School.]