

ST. PETER SCHOOL STUDENT HANDBOOK

Absences/Appointments/Tardiness

1. If a child will be absent, parents are asked to call the office between 7:30 and 8:00 a.m. If parents do not notify the school by 8:00, the school secretary may contact parents.
2. If homework is requested for a child who is ill, please indicate such when calling the school. Homework may be picked up at the end of the school day in the office. Please do not interrupt learning by trying to make arrangements with a teacher during the day.
3. If a student is ill for the day or part of the day, they may not come to school just to participate in any of the school sponsored extra-curricular activities or programs scheduled for that day.
4. A child may return to school after a long absence due to illness if the parent was advised by the doctor of the communicability of the disease. A doctor's release is not necessary.
5. No child is to leave the school premises during class hours or recess without written permission from his/her parent and permission from the principal.
6. We discourage taking children out of school for trips during school time. Even though a child may do assigned make-up work at home, much understanding is lost by missing class participation. Parents are to request the vacation form from the classroom teacher, complete it with their child and return it to the classroom teacher prior to the scheduled vacation.
7. All excused and unexcused absences are recorded. Examples of excused absences include illness, death in family, or doctor/dentist appointment. A trip is considered an unexcused absence.
8. If a student must arrive late, leave during the school day/lunch hour, or dismiss early due to a medical appointment, a note must be sent to the principal notifying of the request. Parents must sign the child in and out at the office.
9. Under no circumstances will a child be released to anyone other than the legal/custodial parent/guardian unless a note is sent by the parent/guardian identifying the person that is to pick up the student. Students must wait for their ride in the school office. Parents must sign a release form.
10. **Truancy:** Section 118/16 of Wisconsin Statutes states, "Truancy means any absence from school during which the principal or teacher has not been notified in writing of the legal cause of such absence by the parents or guardians of the absent pupil". In cases of apparent truancy, contact is first made with the parent/guardian. If further measures seem necessary, the truancy officer or social worker assigned to the school is notified.
11. **Tardiness:** A child is considered tardy if he/she is not seated in the classroom at 7:25 a.m. A written note from the parent explaining the tardiness should be sent to the office. Excessive tardiness may result in a child being required to stay after regular dismissal time with school personnel assuming no responsibility for transportation home from school.

Accidents

Emergency data forms are kept on file and include contact information given to us by parents. Please include all telephone numbers where we may reach you, including cell phone numbers. Parents will be notified immediately in case of an accident of any seriousness.

Addresses

Any change of address or phone numbers needs to be reported to the school office as soon as the change is effective.

Bikes

for bringing a lock to prevent theft Bikes are not permitted on the playground when students and buses are present

Bus Transportation

Children riding school buses are to comply with the bus company's regulations and are to respect and obey the driver at all times. Incidents of misbehavior are reported directly to the bus company by the driver. Please contact the principal with any concerns or questions about bussing.

A child who plans to ride the bus to a destination other than his/her regular stop must bring two notes from a parent—one copy for the principal and a second copy to be signed by the principal and presented to the bus driver upon boarding the bus.

Child Custody

If a student is the subject of a court decree, which restricts the placement or contact of either parent with the child, the parent who maintains primary physical placement of the child must submit a copy of the court decree to the principal.

Communication

Each family needs to choose one student to be their “contact person”. This student will receive letters, notes, newsletters, etc. and will be responsible for taking them home and giving them to his/her parents.

Report cards are sent home with students quarterly. Parent-teacher-child conferences are held at the end of the first quarter. You will be notified in advance of the schedule. Another conference (optional) may be held in January.

Concerns/Clarifications/Questions/Comments

We ask that you first discuss any concerns, questions or comments with the classroom teacher. Our teachers are eager to be kept up to date on any issues that arise so they will have all information necessary to deal with situations that arise. Some problems have a tendency to recur, so please feel free to come to a teacher again, even if you are still concerned about the same issue, or if you are simply looking for an update. Our teachers are here to work with parents as partners in doing what is best for the children—and communication is key. They also appreciate hearing about some of the positive things parents are noticing. If a parent still has a concern after talking with the teacher, please contact the principal.

Curriculum/Methodology

Curriculum development is ongoing to provide for the use of current materials and methodology in each subject area. The curriculum meets the standards set by the state of Wisconsin and the Archdiocese of Milwaukee.

*** Religion-** Human Growth and Development-Religion classes are conducted mainly by the teachers, with added instruction from the Pastor. The curriculum presents the Theology and Scripture in a sequential approach recognizing the increasing level of student understanding. Classroom instruction is supported by liturgical experiences, scripture assemblies and community service activities. The Human Growth and Development program focuses on the skills necessary for coping with everyday life situations. Areas addressed include: affective development, interpersonal relationships, family involvement, study skills, alcohol and drug abuse and human development.

*** Math-** In our Math curriculum, the students learn how to apply skills and knowledge, and also when and why. There is a strong emphasis on the use of manipulative and real-life learning. The math program seeks to develop the student's ability to problem solve.

*** Reading/Language Arts-** The Reading/Language Arts curriculum emphasizes an interdisciplinary approach to reading and writing, including the use of Phonics. The curriculum provides students with a program focusing on oral communication (listening, speaking), as well as written communication (writing, spelling, penmanship).

*** Computers-** Students receive instruction of the basic computer skills each week. They are also given opportunities to use the computers to assist them with their learning and to support the skills and concepts presented in all curricular areas. Any person wishing to use the school computers or telecommunications equipment needs to sign an Acceptable Use Policy statement.

*** Science-** The Science curriculum emphasizes learning concepts through hands-on experiences. It is through this active participation that they develop inquiry skills and problem-solving strategies. They develop and understanding of how science relates to everyday life.

*** Social Studies-** The Social Studies curriculum provides students with an awareness of the world around them. It focuses on current and past issues and helps students develop pride for our country. They acquire the knowledge, skills, and values needed for a full and productive citizenship.

*** Fine Arts-** Art and music are an integral part of the school curriculum. In Art, the students become familiar with and experience a variety of media. Our broad general music program helps students use, value, and understand music in an enjoyable environment. Each year, the students perform in the Christmas program.

*** Physical Educations-** Our Phy. Ed. Program helps students progressively develop their physical capabilities and a healthy attitude. Activities promote physical fitness and recreational competence in accordance with the abilities and needs of the student.

*** Kindergarten-** The 3K program meets on Mon. and Wed. from 9:30-11:30 am. The 4K program is on Tues., Thurs. and optional Fri. from 8:00-11:00am. The 5K program is scheduled from 7:25 a.m. to 2:30 p.m. Monday through Friday, with a morning half-day option available if desired.

Methodology- It is the primary responsibility of our teachers to learn how a child learns best and then to teach to that style. As a consequence, a variety of teaching styles are incorporated:

- * Large group presentations
- * One-to-one instruction
- * Student-to-student assistance
- * Audio-visual aids
- * Departmentalized teaching
- * Self-contained classroom
- * Small group presentations
- * Learning contracts for use in the library
- * Parent or adult to student assistance
- * Field trips
- * Modified departmental teaching

The manner and the materials together with an abundance of teacher concern and parental cooperation insure that each student has the opportunity for intellectual, spiritual, and sociological growth.

Discipline

Students are expected to act in such a manner that the rights of all are safeguarded. It is assumed that common sense, right judgment and Christian morality are the guides by which student actions are measured. Positive reinforcement of proper conduct is offered on a continual basis by the classroom teacher. Special monthly activities may also recognize students for acceptable behavior.

Whenever a student's conduct is such that it demonstrates repeated refusal to obey school rules, endangers the property, health or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance. The principal and/or pastor is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at their discretion.

Documentation of inappropriate conduct will be kept on file. Such actions may be of three kinds:

Probation: A conditional enrollment during a trial period. Responsibility of placing a student on probation resides with the principal after exercising appropriate consultative measures.

Suspension: A temporary termination of enrollment until stipulated conditions are met. Prior to the suspension, the student will be advised of the reason, and a record will be kept of the meeting. The parent/guardian will be given prompt notice of the suspension and the reasons for the action. Counseling may be required. Such incidents as the following might warrant suspension/expulsion:

- Abusive language, disrespect, or continued disobedience to any teacher or other school personnel.
- Possession of illegal drugs, alcohol or weapons or "look-alike" weapons while on school premises or related activities
- Possession or use of any object deemed potentially harmful to others
- Harassment
- Vandalism
- Actions which are contrary to our Christian calling.
- Fighting
- Verbal abuse
- Threats, verbal or written, which imply physical or mental harm
- Any severe or inappropriate conduct on school premises or at school-related activities that endangers the life or safety of another.

Expulsion: A termination of enrollment permanently or for an extended period. A student may only be expelled by the pastor after consultation with the principal, parents, and student. Expulsion is to be considered only as a last resort. Students asked not to return the following year for behavior reasons are considered expelled. (Violence or threatened violence may be a reason for expulsion.) The Superintendent shall be informed before any action of this nature is taken.

Expulsion procedure:

1. Actions taken to suspend or expel students shall be preceded by internal school procedures and supported by defensible records.
2. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place. A hearing committee will be established to insure objectivity.
3. The hearing committee makes a recommendation to the principal and pastor. The recommendation will be to:
4. suggest other disciplinary actions in lieu of expulsion.
5. exonerate the student of any wrongdoing
6. Expel
7. Before the hearing is held the parents and student are informed of the fact that the student may voluntarily withdraw up until the time that the final disciplinary action that is approved takes effect.
8. If the decision to expel the student is made, parents are notified in writing.

Appeal: The student or his/her parent or guardian may, within the five school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will investigate that the correct procedures were followed as defined by Archdiocese policy.

Police Questioning and Apprehension: Law enforcement officers or social service providers may not remove a child from a school building for questioning while the child is properly in attendance without permission of the child's parent. However, the situation would be different when an enforcement officer or social service agent has a warrant for the child's arrest or an order signed personally by the judge of the children's court.

Unacceptable behaviors

1. Controlled substances and Lethal weapons are not allowed in a school zone, on school grounds or at school events.
2. Tobacco-Free—Our school is a tobacco-free school. No smoking is allowed on school premises
3. Vandalism is a display of open disrespect for property. Any such behavior will require the individual involved to correct the problem personally or by paying to fix the damage.
4. Violence is causing physical harm to another. Threatened violence is threatening to cause physical harm to another. A student could be expelled or suspended for acts or threats of violence.

Dress Code - Boys

Slacks: Cotton Twill or corduroy straight-legged pants, pleated or straight front. Must be worn on natural waistline. Navy Blue, Black, Khaki, May be worn anytime (No sweatpants or loose baggy pants)

Cotton or knit shirts: Short or long sleeved, polo or oxford. All shirts must have collars and be tucked in at all times. White, Red, Navy Blue. May be worn anytime

Turtleneck: White, Red, Navy Blue, Must be tucked in at all time. May be worn anytime

Walking shorts: (pleated or straight front) Navy Blue, Black, Khaki, Aug., Sept., May, June, During Gym

Sweaters: White, Red, Navy Blue, Cardigan, long-sleeved pullover, sleeveless vest, V-neck, crewneck, Must be worn with a collared shirt underneath, No hoods, May be worn anytime

St. Peter School Spiritwear: White, Red, Navy Blue Sweatshirts or zip-fleece with collared shirt underneath (No hooded sweatshirts or oversized garments.)

Belt: Black, Brown

Footwear: Neat, clean

Socks or tights: White, Navy Blue, Black, Must be worn at all times

Dress Code - Girls

Cargo Jumper - (No trim, decorations or designer labels) Navy Blue, Khaki, Plaid, JCPenney May be worn anytime.

Skirt*: Uniform Style, Navy Blue, Black, Khaki, JC Penney Plaid

Skort*: Uniform Style, Navy Blue, Black, Khaki. May be worn anytime

Slacks: Navy Blue, Black, Khaki, Cotton Twill or corduroy straight-legged pants, pleated or straight front. Must be worn on natural waistline. (No stirrups, sweatpants, loose baggy pants or external side leg pockets) May be worn anytime

Cotton or knit shirts: White, Red, Navy Blue, short or long sleeved, polo or oxford. All shirts must have collars and be tucked in at all times. (Acceptable trim, inch piping or lace , navy blue, red, or white only) May be worn anytime

Turtleneck: White, Red, Navy Blue, Must be tucked in at all time, May be worn anytime

Walking shorts- (pleated or straight front) Navy Blue, Black, Khaki, Aug., Sept., May, June, During Gym

Sweaters: White, Red, Navy Blue, Cardigan, long-sleeved pullover, sleeveless vest, V-neck, crewneck, Must be worn with a collared shirt underneath. No hoods. May be worn anytime

St. Peter School Spiritwear: White, Red, Navy Blue, Sweatshirts for zip-fleece with collared shirt underneath, (No hooded sweatshirts or oversized garments.)

Belt: Black, Brown

Footwear: Neat, clean

Socks or tights: (Small red, white or navy blue trim acceptable for socks. No decoration on tights.) White, Navy Blue, Black, Must be worn at all times

Biking shorts, leggings or pull-on pants- Navy Blue, Black, Khaki, White, May be worn under jumper or skirt

Hair pieces: White, Navy Blue, Red, Black, May be worn anytime

Drills

Fire drills: At least once per month (except in inclement weather) a fire drill is conducted in the school building. Everyone must exit the building at the sound of the fire bell. This includes ALL adults. Exit the nearest door and stand 500 feet away from the building until the signal for re-entry is given.

Tornado drills- These drills are held before the tornado season begins in the Spring of the year.

Emergency Closing

In cases of inclement weather, please tune in to the local radio stations or Milwaukee TV stations. St. Peter's will follow the same schedule as Slinger Public Schools with regard to closings, late starts and early releases.

Facilities

Classroom: We have spacious classrooms which are set up based on program needs.

Gym-Auditorium-This large hall in the school building is used for gym classes, other recreational purposes, and as a meeting place for school assemblies.

Music Room: Music classes and some individual music lessons are held in our music room on the lower level.

Lunchroom: Hot lunch is served to the children daily in the Church Hall. Please refer to a subsequent notice for fees and reimbursement.

Computer Lab: Computers are available in the lab and in the classroom for student and staff use.

Library: The library is used by students in all grades. Weekly library periods are planned by each teacher. Students also use the resources to work on individual projects.

Asbestos Notification: The parish has complied with all federal regulations regarding the containment or removal of asbestos in order to safeguard the health of students, staff and visitors. As required by Federal Law, there is a periodic walk-through every 6 months of areas containing asbestos. Re-inspections are made every 3 years as required by the EPA. The results are on file in the management plan in the school office.

Extra-Curricular

Along with excellent academic programs which focus on the basics, St. Peter School offers students many unique opportunities to gain experience in leadership, public speaking, music, athletics, and creative academic learning.

Leadership/service projects/public speaking

Mass participation and planning: Because of regular opportunities to read in church, speaking before others becomes "second nature" for many children. They may work together as a class to plan parts of a special Mass. The first grade prepares for and takes part in their first planned mass in February. The second grade plans and participates in the All Saints Day Mass, and the fifth grade plans their graduation Mass. Children in the 3rd through 5th grades may also become mass servers for the weekly all-school Mass.

Student Council: This active group meets during recess or during the lunch hour and plans activities that promote school spirit and a spirit of service to others. They have planned school spirit days, including "Red/White/Blue Day" and "Green Bay Packers Day". Some of their service projects have included organizing a contribution to the Afghan Children's Fund, The Teddy Bear Drive, and the Giving Tree-all to benefit those less fortunate than us.

All-school service projects: In preparation for Christmas, the children get together in their classrooms to organize and manage small-scale treat sales and drawings to raise money for the school's "adopted family". They may also choose to save their pennies for the Holy Childhood Association during the Easter season and may participate in a "Math-a-thon" to benefit St. Jude's hospital.

5th Grade: Through the Kindergarten buddy system, helping with younger children on the playground and during all-school activities, 5th graders build leadership skills, and show compassion for younger children.

Announcements/Prayer: As each school day ends, announcements and a closing prayer are read over the intercom system. Children enjoy taking turns with this responsibility.

Creative/Academic extracurricular

Destination Imagination Spelling Bee Science Fair Religion Fair Creative Writing Workshop

Music: Students have the option to take private music lessons in strings, band and piano. Children who have lessons scheduled during the school day are limited to one-half hour per week and require teacher and parent approval to be released from the regular classroom(Students in 4K through Grade 1 may not be taken out of class. Other arrangements must be made.). The student and parents are responsible for material missed during lessons or orchestra practice.

Sports: An intramural program may be offered to Gr. 5 students.

Field Trips

Field trips are used as a means of extending or applying what has been learned in the classroom. Students will be taking field trips that are educational in nature. Community service trips may be taken and might include visits to nursing homes, the fire station or other service organizations. Some end of the year activities might include a field trip to a park or the Zoo.

All field trips are at the discretion of the classroom teachers with the approval of the principal. The children's families must pay admission fees and bus transportation costs.

Permission slips sent home must be signed by parents for all field trips or any time children leave school grounds. Only the permission slip provided by the school is acceptable. Bus transportation will be provided for most field trips beyond the school neighborhood. For some field trips, parents may be asked to volunteer to drive. Volunteer drivers must have the appropriate insurance coverage and will be held liable for any accidents or injuries during the transportation of students. A signed Volunteer Driver Information sheet will be kept on file in the school office. When private cars are used to transport students, passengers must be belted and/or in booster seats as prescribed by law. (Archdiocese Policy 3541a, revised 5/11/06).

Fundraisers

As members of the parish school community, school families are requested to help cover the cost of educating the students by paying all tuition fees and participating in fundraisers. The School Board has requested that all families participate in all five annual fundraisers:

- SCRIP
- Parish fish fry/dinner
- Candy sale
- Magazine sale
- Market Day

If a family is unable to participate, Buy-out options are available for the Candy sale (\$49), Magazine sale (\$90), Market Day (\$42). These numbers are based on the profit school makes from the minimum sales required.

The SCRIP fundraiser runs throughout the year and is the only one that offers a tuition reimbursement option. If a family purchases at least \$2,000 in SCRIP between June 1 and the following May 31, they can choose to use 2% of the amount they purchased toward tuition for the following year. Some choose to donate the 2% back to St. Peter School—the option is theirs.

Grievance Procedures for Parents/Legal Guardians

Verbal appeal

Any parent who has a concern shall discuss the matter with the parish employee. Before any formal grievance can be initiated, the parent(s) or guardian(s) must meet with the employee with whom there is an issue to see if reconciliation or meeting of the minds can occur, consistent with the philosophy of the Archdiocese. If resolution occurs, there is no need to proceed. An informal grievance not raised in a timely manner (generally not to exceed ten days) shall be considered to be waived.

Step 1: Written appeal to the supervisor

If there is no resolution, the parent(s) can initiate the formal grievance process by providing a letter to the employee's supervisor no later than ten working days after the informal meeting noted above. The letter must contain the following:

- The day/time/place of the informal meeting
- The name and position of the employee with whom the disagreement exists
- Factual information and background regarding the disagreement
- Specific recommendations for resolution of the issue

After receipt of the letter, the supervisor will provide the employee five work days to respond and then schedule a meeting of all parties within ten days to work through conciliation toward resolution. Should reconciliation occur, the process is concluded.

Step 2: Written appeal to the pastor

The parent shall promptly submit a copy of the letter describing the concern to the pastor within five working days of completion of step 1. Once that letter is received by the Pastor, he may attempt to resolve the situation in one of the following manners:

- The pastor will convene the parties and attempt to reach a mutual agreement (Disputes in which the pastor is the immediate supervisor begin here).
- The pastor may contact the Archdiocesan Office for Schools, Child and Youth Ministries for assistance in resolving the matter. If agreement is reached, the process is concluded.

- The pastor may direct the Local Grievance Committee (Step 3) to proceed with a review of all details of the concern and submit their recommendation of resolution to him.

Step 3: Appeal to Local Grievance Committee:

Parental concern may be heard by the Local Grievance Committee when Steps 1 and 2 have been unsuccessful in resolving the dispute. The committee will meet within thirty days after the parent/guardian forwards a copy of the letter noted in Step 1 to them. The committee will render a decision to all parties. If resolution does not occur, Step 4 may be initiated.

Step 4: Appeal to Archdiocese Grievance Committee

Within ten working days, the parents can request a written appeal to the Archdiocese through the Superintendent. Should an appeal not occur within the time period, the issue is considered closed.

An Archdiocesan School's Office representative will convene the grievance committee and chair the proceedings. The findings of the grievance committee will be communicated to all parties involved. Upon such communication this work of the grievance committee will be closed.

Archdiocese Policy 1312 or 4135.4 (revised 5/11/06)

Harassment/Discrimination

Respect for the dignity of each person is essential to Catholic tradition. Students' learning and working environment should be free of any form of harassment or intimidation.

Harassment is an incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior. (e.g. threatening behavior, racial or ethnic slurs, sexual remarks/gestures/advances, physical or mental abuse.)

If a student feels he/she is being harassed, he/she should contact a teacher or the principal. An investigation will be conducted.

Discrimination and/or exclusive language or behavior is inappropriate. Anyone using such language or displaying this type of behavior will be reported to the principal.

An investigation will be conducted and if confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanctions
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/suspension/expulsion
- Probation/termination

Homework

The Archdiocesan Policy Handbook states that Pre-K and Kindergarten children should spend 0-15 minutes doing homework. Primary children (Grades 1-3) should spend between 15 and 30 minutes doing homework. Intermediate children (Grades 4-5) should spend 30 to 60 minutes each day.

If a student does not complete an assignment, a note may be sent home indicating the work which is incomplete or missing. The student is expected to hand in the completed work the next morning or may be required to stay after school until the work is complete. The goal is to encourage responsible completion of all learning tasks, to the best of the child's ability so that sequential learning is not interrupted.

If a child is absent but feels up to completing missed work, please inform the office, and homework will be available at the end of the school day. Please do not interrupt classroom activity with homework requests during the day.

Library

Students are privileged to take out books for a period of two weeks. Each child is responsible to care for the books borrowed and bring them back on time to share with others. The person signing out the books and magazines is responsible for returning them. If materials are lost, the student must pay for the cost to replace them. If those materials are later found, the money will be returned.

Liturgies

Special liturgies are planned with and by the teachers and children to celebrate certain feast days. On ordinary weekdays, children may participate by reading introductions, proclaiming the Liturgy of the Word, joining in the petitions and singing. It is our hope that involving the children in the preparation will make them more aware of their presence and participation at the Mass.

Children should enter and exit church quietly and with their class, as we remember to respect other parishioners who are in church praying before and after mass. We would appreciate parents greeting their children outside of church after they have exited with their classes. We would be happy to have many parents join us in these special celebrations of the Mass.

Lunch/Snacks

Lunch: Students are expected to eat at least a substantial portion of their meal as well as drink the milk.

Hot Lunch: Hot Lunch is prepared by the Slinger School District.

Lunch at home: If a parent requests that their child come home for lunch, a lunch release form must be signed in the office.

Funeral lunch: In the event that a funeral lunch is scheduled during the school lunch hour, students may be served lunch at school or on a different schedule.

The price per meal for the 2007-2008 school year will be \$2.25 for students (this includes one carton of milk). Lunches for adults will not be offered at this time.

Hot Lunch must be paid for on a weekly, monthly or semester basis. Lunches must be ordered and paid for on the Friday prior to that week by 10:00am. (Refunds/credits will not be available for days ordered but not used.)

Milk is available for \$0.35 per carton for students for morning snack and those bringing bag lunches.

Snacks: Snacks may not be eaten during class time. Students may bring a snack to eat during DEAR time. It must be:

- Nutritional
- One item
- Eaten in 5 minutes

Computer lab/Library: No food or drink is allowed in the computer lab or the library

Gum Chewing: Gum chewing is not permitted in school or on the playground. Treats given to a class should not include gum.

Parish Committees

1. **Parish Council** The Parish Council is the policy making body in all matters of the parish. This council acts in the planning, operating, maintaining and financing of the parish. All other committees are accountable to the Parish Council.
2. **Finance Committee** the purpose of this committee is to monitor parish administration and make recommendations to the council with regard to the financial administration of the parish, adequate insurance of all kinds, budget development and management of resources. This committee forms a supportive base for the work of the Parish Council.
3. **Buildings & Grounds** The purpose of this committee is to keep advised of and make recommendations to the Council with respect to the proper upkeep of the physical facilities and properties of the parish, needs for maintenance, repair, replacement, renovation, additions and disposals.
4. **Human Concerns Committee** The major purpose of this committee is to help the elderly, hurting families, minorities, etc. and to identify resources to meet those needs, enlisting the cooperation of each parish member. The committee also works with community groups to help solve major social problems and keeps parishioners aware of issues relating to justice and peace on local, national and international levels, so that appropriate Christian action on such issues can be determined.
5. **School Board Committee** The purpose of this committee is to recommend the adoption of policy for the operation of the school and to communicate the school program to parents, parishioners and community. This committee assists in the development of long-range plans for the operation of the school. It is to enlist sources of revenue for the operation of the school, evaluate and approve the budget recommendations to the Council regarding the total educational program of the Parish School. Parents may attend as observers.
6. **Home & School Organization** This association was organized to help promote effective communications and cooperation between parents and educators. It is to help provide for the spiritual and educational development of our school students and parents and to create a greater appreciation of Catholic Education. Another role is to organize and support appropriate fundraising activities.
7. **Christian Formation Committee** The purpose of this committee is to develop programs for the young people and adults of the parish community and to encourage their participation in the life of the parish. This committee makes recommendations to the Council regarding religious education for adults, children and the youth ministry.

Parking

Please be aware that at certain times during the school day, parking may be restricted in the angle parking spaces between school and the rectory. There is a 2-hour parking limit during the day in that area. Before the beginning of the school day, after school, and anytime the children are outside, cars may not drive behind the church/rectory to get to these parking spaces.

Playground/Recess

It is the policy of St. Peter's to have students on all grade levels spend the recess time outdoors except in cases of severe or totally inclement weather. The time outdoors will be eliminated or limited when the weather or wind chill factor is below zero degrees Fahrenheit. Students must dress appropriately for the weather (ie. hats, mittens, snowpants, boots).

Students who have been ill and have written permission may remain indoors for a specific period of time. Equipment such as hard balls, softballs and aluminum bats are not allowed on the playground.

The playground is supervised by teachers, paid playground supervisors and volunteers. Students should follow the direction of these individuals and the principal.

Retention

Pupils will usually be placed on a grade level with other children of similar chronological age and will progress annually from level to level. In view of individualized and continuous progress programs employed in the school which allow for flexibility of instruction within grades, seldom will a pupil be required to repeat a complete grade level. Exceptions may be made in particular cases when in the judgment of the professional staff, the retention is in the best educational interest of the pupil involved. Retention in Grades four and five will be considered a very rare exception. When retention seems likely, parents are contacted several times during the year. (Policy 5123)

Procedural steps

1. At the end of the first marking period, teachers will discuss extreme learning difficulties exhibited by students with the school principal to develop a program for remedial action prior to considering retention.
2. At the end of the second marking period, the principal or the teacher with the principal's approval will discuss the retention possibility with the parents.
3. In May, a conference will be held with the parent, principal, and teacher(s) to inform the parents of the school's final decision. A written record of the conference will be retained in the student's folder which is kept separate from the student's cumulative records

Special Services

When a student's progress in school indicates a need for special services, the parent is contacted by the teacher and steps for meeting the child's needs are discussed. In the event that such intervention is not effective, a referral for testing is made to the principal and Supportive Consultant. At all times, the parent is involved in the process and parental approval is necessary for any testing or placement. Students requiring special services are identified through classroom observation by the classroom teachers, unit test results, placement inventories and/or standardized test results. Students who have been identified as having special needs are served in various ways. Within the regular classroom, program adjustments may include alternative assignments, individual help by the classroom teacher or peer tutoring. Parents may also become involved by participating in remedial tutoring within the home. Intervention ideas are also generated with the teaching staff. In the event that interventions are ineffective, a referral is made to the local school district.

School Property

Students are expected to respect school property. The principal or delegate may conduct periodic general inspections of school property (e.g. desks, coat rooms) for any reason, at any time, without notice, without student consent, and without a search warrant.

Textbooks: Students are responsible for the care of school-owned textbooks. They will be asked to pay for or replace any textbooks that are damaged. Parents are encouraged to examine texts at the beginning of the year in order to identify previous damage.

Visitors

Parents are always welcome to visit the school for purposes of observation. Any visits during the school day should be for that purpose only, unless a conference time with a teacher has been arranged. Conferences and visits should be planned with at least a one day notice. Teachers and students work on a planned schedule and program. Unnecessary interruptions consume time and hinder the program and learning. Parents must leave their child's lunch, books or forgotten supplies in the office when bringing them to school during the school day. Please do not interrupt the class by going directly to the classroom. For the protection of the students and security in the school, it is required that any person entering the building during the school day come directly to the office and sign in before going to any other part of the school. ALL visitors MUST SIGN IN and OUT. Visitors will receive a Visitor's Badge. When leaving, sign out and return the badge. No student will be permitted to leave the building with a visitor unless the proper procedures have been followed. Pets—For safety reasons, students/families should not bring pets to school or have them on school grounds

Support your School

There are many ways that parents can support their child and school besides volunteering in the classroom. 1. Talk about school in a positive way. After school visits, dwell on the best things about this year's teachers. 2. When difficulties arise at school, discuss ways to handle them with your child. Should the problem seem serious, ask the child if she/he would like you to discuss it with the teacher. 3. Send a note when you are pleased with something your child has done or learned. Too frequently parents and teachers talk only when there are problems. 4. Let the school know when there may be a change in your child's behavior. Example: My son is having difficulty adjusting to the sudden death of his grandfather. 5. Take homework seriously. Try providing a "No distraction" hour when everyone, including parents, reads or does homework. Monitor how the homework is approached. Sometimes children may seem to have HOURS of homework when proper study techniques could reduce it to 45 minutes. Should your child actually have HOURS of homework, discuss your concern with the teacher.

Tuition and Fee

Tuition is to be paid according to the timetable established at the time of registration. The tuition fee is in addition to your financial commitment to St. Peter Church. As members of the parish school community, school families are requested to help cover the cost of educating the students by paying all tuition fees and participating in fundraisers. The School Board has requested that all families participate in all five annual fundraisers.

Registration Fee: A non-refundable fee is required at the time of registration. If for any reason you would leave St. Peter School at any time prior to the start of the school term, we would refund all monies paid except for the registration fee and instructional fee. All fees are non-refundable after Jan. 1st. All families who currently have children enrolled at St. Peter School and are registering for the next school year must return the registration form and fee by the end of February or a non-refundable late fee of \$50 must be paid.

Instructional Fee: An instructional fee covers all instructional material. It must be paid by the first week of the school year. Children who damage or lose textbooks that are rented will be asked to pay the full replacement cost for materials which can no longer be used. A lesser fee will be charged for lesser damage.

Playground fee: A playground fee is charged to each family at the beginning of the year and must be paid by the first week of the school year.

Home & School Fee: A \$2 fee per family. All families are members of the Home and School organization.

Field trips: Money to pay for admission and bussing costs will be collected prior to the field trip. Admission for field trips planned early enough may be collected at the beginning of the year with the book fees and is due by the first day of the school year. All field trip money is non-refundable.

Parish responsibility St. Peter Church Parish Council has stipulated that parishioners who enroll their children at St. Peter School MUST also be contributing members of St. Peter Parish.

Sending money When sending money for any purpose, please enclose the exact amount in a sealed envelope bearing the child's name, the purpose for the payment, and the amount. Please make all checks payable to St. Peter School and please write separate checks for separate purposes (e.g. Do not combine a tuition payment with a hot lunch payment).

We encourage you to pay all fees as soon as possible, since our bills for books and materials need to be paid. We realize the complete payment right away is not possible for some with several children in school and appreciate your efforts to pay one bill at a time.

Collection: The following methods of collection may be used in cases of unpaid tuition and fees:

- Discussion with parents or guardians as to the delinquency in payment, including plans for the resolution of the situation
- Submission of the bill to a collection agency

A student's school records may be withheld if tuition and instructional fee payments are delinquent