

2023-2024



SAINTS
PETER
& PAUL
CATHOLIC SCHOOL
CARY • ILLINOIS

Parent / Student Handbook

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SS. Peter & Paul Catholic School Policy and Information Booklet for the 2023-2024 School Year

SS. Peter and Paul Catholic School began as a Catholic elementary school with Grades 1-8 in 1928 on the corner of Highway 14 and First St. In 1960 the move to 22 acres in the 400 block of First St. provided a new, 8-classroom school with a lunchroom and a gym, the latter being used as a church. With the completion of the church in 1970, a new rectory in 1983, an addition on the church in 1995 that also provided the first kindergarten, and a multi-million dollar addition that was opened in August of 2002, the school has more than doubled in size and offerings. SS. Peter & Paul Catholic School is recognized by the Diocese of Rockford and the State of Illinois as a fully accredited educational institution. The curriculum for students in Pre-K-8 is arranged to contribute to the total development of the child spiritually, academically, socially, and physically with state-of-the-art technology to enhance the teaching and learning for all age levels.

SS. Peter and Paul Catholic School faculty is comprised of lay teachers who are very committed to Catholic Education. All of our staff endeavor not only to teach Catholic doctrine and values but to help the students live the Catholic message in their daily lives.

The faculty, working together with each family, strives to provide the best quality education for each child. A child must be totally convinced that because God made him or her to His own image and likeness, he or she is of great value. If this self-value has been developed from infancy, formal education will be built on a sturdy foundation -- one that will not easily be shattered when academic or social obstacles are encountered. Education begins in the family; in partnership with the family, the school will help each child develop his or her greatest potential.

As an equal opportunity employer, SS. Peter and Paul Catholic School does not discriminate employment. In keeping with this commitment and the requirements of Federal and State law, the Diocese of Rockford prohibits discrimination against employees and/or candidates for employment on the basis of age, race, sex, color, handicap or disability, national origin or status upon discharge from military service.

This booklet explains SS. Peter and Paul Catholic School policies and the general operation of the school. Policy statements are necessarily general, and the administration reserves the right to make a specific application as circumstances arise. We ask that you read this booklet carefully and keep it as a reference during the school year.

SS. Peter and Paul Catholic School Cary, Illinois

Mission Statement

SS. Peter and Paul Catholic School exists to help students reach their highest potential as Catholic Christians. We accomplish this by:

- **Encouraging students to model their lives after our Savior, Jesus Christ.**
- **Fostering a sensitivity to the needs of our local and worldwide communities.**
- **Spreading the Gospel message through words and actions.**
- **Continuing the tradition of excellence in Catholic education.**

Revised Fall of 2018

Philosophy of SS. Peter & Paul Catholic School

We believe that Catholic education begins with faith. Through educational ministry, SS Peter and Paul Catholic School works together with parents, who are the primary educators of their children, to assist students in the development of their spiritual, intellectual, moral, and physical gifts. We want our students to come to know what it means to be a Catholic Christian as they grow in the ability to respond to God's love through involvement in the academic, cultural, social, and civic concerns of daily life. Ss. Peter and Paul Catholic School strives to:

- **Provide meaningful faith instruction and experience.**
- **Meet each student's academic needs through well-planned instruction.**
- **Develop the creative potential of each child.**
- **Promote a sense of peace and justice.**
- **Teach self-discipline as the means to obtain a high standard of moral integrity.**
- **Achieve academic excellence through challenging educational experiences.**

Goals and Objectives

Goal #1: To develop a continuing awareness and commitment to a life of faith with Christ by teaching and modeling the Catholic Church's teachings.

Objectives:

- To strongly encourage family participation in Sunday and Holy Days of Obligation liturgies.
- To model the examples and teachings of Christ in all interactions with students, parents, faculty, and staff.
- To provide daily prayer and instruction in the teachings of Christ and the Catholic Church.
- To foster a deeper understanding of faith through visits by parish priests.
- To provide opportunities for participation in the sacraments of the Eucharist and Reconciliation weekly.
- To model Christian prayer and fellowship as part of all extracurricular activities.

Goal #2: To foster a Christian atmosphere of respect that creates a welcoming environment for all students, faculty, staff, parents, and volunteers.

Objectives:

- To instill a sense of school spirit and community.
- To encourage friendship, incorporate anti-bullying activities, and build conflict resolution skills.
- To model respect in all circumstances..
- To provide a "buddy program" for all students.
- To continue the family "buddy program" by Peter Paul and Parents for all new families.

Goal #3: To emulate Jesus by giving service to our school, our parish, our community, and our world.

Objectives:

- To provide assistance with the school's daily responsibilities.
- To encourage participation in service projects through faith, respect, learning and safety.

Goal #4: To encourage academic instruction excellence by utilizing a curriculum that addresses learning styles and by offering a variety of extracurricular activities.

Objectives:

- To recognize each child's individual ability and learning style.
- To develop critical thinking skills, increase comprehension, and expand problem solving skills.
- To enable each child to use advancing technology as a learning tool.
- To provide each student with the opportunity to experience the fine arts.
- To guide students to discover and develop their talents beyond academics.

Goal #5: To promote the physical and mental well-being of each student.

Objectives:

- To guide students to discover and develop their talents beyond academics.
- To encourage fair play and sportsmanship.
- To show respect of individual abilities.
- To teach the value of participating in activities that will lead to well-balanced individuals.



SS. Peter and Paul School
www.peterpaulschoolcary.org
2023-2024

School: 847-639-3041

Parish Center: 847-516-2636

Religious Education 847-639-0414

School Faculty

Pastor	Fr. Keith Romke	Principal	Mr. Nick Satterlee
		Assistant Principal	Mrs. Carolyn Strong
Pre-School 2 & JR 3s	Mrs. Harriet Chodil	IT System Admin.	Mrs. Morgan O'Connor
Pre-School 3s	Mrs. Daina Howland	Secretary/SIS Admin.	Mrs. Susie Johnson
Pre-School 3/4s	Mrs. Lisa Crabb	Secretary	Mrs. Lisa Jordan
Pre-School 4s	Mrs. Dawn Lajb	School Nurses	Mrs. Julie Helms
Grade KB	Miss Amber Willis	Hot Lunch	Mrs. Colleen Miller
Grade 1B	Mrs. Lori Bendell		Mrs. Jennifer Olsen
Grade 2	Mrs. Bethanne Carey		Mrs. Belen Cardenas
Grade 3^B	Mrs. Mary Tonies	Before/After Care	Mrs. Kathleen Kuske
Grade 4^A	Mrs. Brittany Steiner	Maintenance	Mr. Steve Henmueller
Grade 5^B	Mrs. Julie Bures		Mr. Luis Diaz
Grade 6^A	Mrs. Wendy Czarnecki		Mrs. Luz Garcia
Grade 7^A	Mr. Bill Taylor		Mrs. Fabiola Puga
Grade 8^B	Mrs. Mary Ring		
Academic Support	Mrs. Kelly Farris		
Library	Mrs. Jean McDonough		
Physical Ed.	Mr. Dave Raupp		
Music	Mr. Brett Fisher		
Technology	Mrs. Morgan O'Connor		

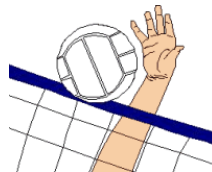


Pastor	F	Member	Brian McDonald
Principal	r. Keith Romke	Member	Cara Saliga
President	Nick Satterlee	Member	Eric Edholm
Vice President	Colin Gaffney	Member	Mark Nadolski
Secretary	John Halpin	Member	Michelle Gilbert
Treasurer	Joree Morris		
	Jennifer Loffler		



Peter, Paul & Parents (PPP)

President	Rosalie Senorski	Secretary	Brian Janssen
Vice President	Kim Kreher Megan Bartholomae	Treasurer	Sandra Anchor Joan Maura



Athletic Director

Mr. Todd Benison

ADMISSIONS

Saints Peter and Paul Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. Saints Peter and Paul Catholic School does not discriminate against students with disabilities. Saints Peter and Paul School does not discriminate on the basis of race, color, gender, national and ethnic origin in the administration of their educational policies, admission policies, athletic policies, and other school-administered programs, nor does it discriminate against individuals based on their status as immigrants.

A) At the time of final registration, a notarized copy of the child's birth certificate issued by the county in which they were born, a baptismal certificate along with a \$100 non-refundable registration fee is required. The registration amount is a separate fee and is not applied to a family's tuition.

B) The Illinois School Code, Section 27-8, requires a physical examination for all pupils entering school for the first time (kindergarten or first grade), those entering sixth grade, and any pupil transferring into the school without a current physical examination, or from out of state. This should include evidence of immunity to those diseases specified in the recommendations of the Illinois Department of Health.

C) All children in kindergarten, second, and sixth grade are required to submit proof of dental examination by a dentist prior to May 15th of the school year. Additional examinations of pupils may be required when deemed necessary. State law requires students at the fifth grade level to have received the Hepatitis B immunization series. All health requirements must be met before admission to school on the first day of classes.

D) Public Act 95-671, effective January 1, 2008, requires that all children enrolling in kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination. Each such child is to present proof of having been examined by a physician licensed optometrist within the previous year before October 15th of the school year. If the child fails to present proof by October 15th, the school may hold the child's report card until either (a) the child presents proof of a completed eye examination or (b) the child presents proof that any eye examination will take place within 60 days after October 15th.

E) To enter Kindergarten at SS. Peter & Paul Catholic School, children must be five years of age by September 1st. To enter 1st grade, children must be six years of age by September 1st.

Children must be considered developmentally and academically ready as determined by teacher and / or administration.

F) Children are admitted to SS. Peter & Paul Catholic School on a "first come, first serve" basis within the following guidelines. Waiting lists will be established prior to final registration.

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

The order in which students will be admitted is as follows:

1. Children currently enrolled at SS. Peter & Paul Catholic School.
2. Children on an existing waiting list due to currently filled classroom.

ALLERGY AWARENESS GUIDELINES

In recognition of the increasing prevalence of potentially life threatening allergies among PK-8 students, SS. Peter and Paul Catholic School (SSPP) adopts the following Allergy Awareness Guidelines. The primary concern of the school is to reduce the risk of a child experiencing a life-threatening allergic reaction. Effective allergy awareness needs the cooperation of parents, medical personnel, teachers, administrators and any staff that might be present where children can be exposed to sources that could trigger their extreme reaction.

SSPP does not claim to be, nor can it guarantee to be, free of food items and non-food items that may lead to severe allergic or anaphylactic reaction. SSPP will make reasonable efforts to reduce the risk to children with severe allergies or anaphylaxis in accordance with these guidelines.

Anaphylaxis, a generic term for life-threatening allergic reaction, can occur as the result of exposure to certain foods, certain materials, and insect bites or stings. In an attempt to minimize occurrence of anaphylaxis, SSPP will maintain Allergy Awareness Guidelines for any child whose parent/guardian has informed the principal in writing that the child has a life-threatening allergy.

SSPP's Allergy Awareness Guidelines target anaphylactic reaction due to both food and non-food sources. The bulk of these guidelines address food allergy reactions; however, when appropriate, the following text shall apply to serious non-food as well.

The goals of allergy awareness are to:

1. Maintain the health and protect the safety of children who have life-threatening allergies in ways that are developmentally appropriate educational opportunities.
2. Ensure that interventions and individual health care plans (allergy action plans) are based on medically accurate information and evidence-based practices.
3. Define a formal process for identifying, managing, and ensuring care for students with life-threatening allergies across all transitions.

Parent/Guardian responsibilities

1. Notify the school of the child's allergies upon registration or immediately upon learning of such allergy.
2. Notify any other pertinent school affiliated programs (before care, after care, bus company, sports department, etc.)
3. Meet with the school to develop, review and/or modify the child's allergy action plan (renew annually)
4. Provide an up-to-date photo of the child to be included in the allergy plan.
5. Provide signed documentation from the child's physician detailing the nature of the child's condition including signed medication administration orders and emergency care protocols (renew annually).
6. Communicate any changes in condition or status of the child's allergies and/or treatments with the school.
7. Provide and maintain up-to-date medication as prescribed by the child's physician.
8. Strongly consider providing a medical alert bracelet or necklace for the child.
9. Work collaboratively with school personnel to educate the school community with respect to allergies and the potentially life-threatening nature of such allergies (to be done annually).
10. Educate the child on his/her own allergy and the precautions the child needs to take in his/her daily schedule.
11. Provide emergency contact information (renew annually).
12. Accompany the child on school field trips if possible and if requested.
13. If there is a food allergy, provide a supply of snacks for the child to be kept in the classroom so there is always something the child can choose from during an unplanned special event.
14. Review/preview menus. Information regarding the ingredients and possible manufacturer cross contamination of the school lunch food will be provided upon request. Note: it is important to note hot lunch is a home choice. School personnel cannot be responsible for determining allergens or reviewing ingredients in a product that the student may consume.
15. Send a napkin or other paper goods to be used by the student as a barrier before setting their cold lunch items on the table.

Student Responsibilities

1. Notify an adult immediately if they eat, touch, inhale or are stung by something they believe may contain an allergen.
2. Be proactive in the care and management of their allergies and reactions based on their development level.
3. Do not trade food with others.
4. Avoid any food with unknown ingredients or ingredients known to contain an allergen.
5. Students will prepare their hands before eating.
6. Students with contact allergies will wipe down keyboards before use.

School Administration Responsibilities

1. Maintain information supplied by the parent or guardian and disseminate said information to classroom teachers and other adults that are known to supervise the child throughout the day (renewed annually).
2. Maintain and plan for storing of medications.
3. Provide training for staff on guidelines for managing child allergies (done annually).
4. Upon parent/guardian consent, work collaboratively to inform parents of classmates of the identified child's allergic condition and recommended restrictions.
5. Require parent/guardians to review/preview menus. Information regarding the ingredients and possible manufacturer cross contamination of the school lunch food will be provided upon request.
6. The lunchroom table is wiped down prior to use in grades K-5*. Students in grades 6-8 will prepare their eating area with a surface barrier (under supervision).
7. Be aware the "bullying" situations, which utilize allergen triggers against a student with a life threatening allergy present, represents a serious assault and will be managed in accordance with the school Harassment Policy.

Classroom Teachers and Other Supervisory Staff Responsibilities

1. Become familiar with the allergy action plan for students under their supervision and respond to emergencies as per the emergency protocol documented on the allergy action plan.
2. Be aware of the contents of animal food that might be present in the classroom, as that food may contain allergens. Note: it is important to note that school personnel cannot be responsible for determining allergens and/or ingredients in products that the student may consume.

Note: it is important to note hot lunch is a home choice. School personnel cannot be responsible for determining allergens or reviewing ingredients in a product that the student may consume.

*Based in guidelines of J ALLERGY CLIN IMMUNOL, MAY 2004, Perry et al

Food Allergy Self-Management Program

Avoidance is a mainstay in the care of children with food allergies. Developing sound life skills for avoiding exposure to allergens occurs across a student's educational experience. Well-developed skills for avoidance of allergens is especially important for students with allergies to peanuts, tree nuts, fish, and shellfish as these tend to be lifelong allergies. Age appropriate allergy education at home and school throughout the years paired with increasing responsibility as a child matures will help your child build confidence and a sense of self-control.

At Saints Peter and Paul School, we want to incorporate the development of life skills appropriate to a child's developmental level. We work towards transitioning children from an adult providing for the youngest students to students progressively including more self-care activities. At the high school level, students are expected to be completely independent in their food management. High school students are also expected to self-carry their epi-pens and inhalers. Through the mid-grades and junior high, students

will be working towards this goal as we try to promote confidence and sensible caution.

Below is an outline of the food allergy progressive self-management program.

All Grades - students with food allergies

- Do not share or exchange food with other students at school.
- No eating on the bus.
- No food is allowed for birthdays or class celebrations.
- All students with food allergies are strongly encouraged to develop the habit of proper hand preparation before eating. Suitable commercial wipes include Wet Ones®, and Tidy Tykes® flushable wipes.¹
- Students are strongly encouraged to develop the habit of using a barrier before they lay out their lunch or snack. This can include a napkin or paper towel. Red mats can also be provided.

KN - Gr 2 – students with ingestion and contact allergies

- The lunch table will be wiped and a placemat placed on the student's lunch area prior to the student's lunch period.
- Students must sit at their designated placemat.
- Students will be supervised to wipe down the keyboard prior to using a computer.

Grades 3-5 – students with ingestion and contact allergies

- A designated area will be wiped down prior to the student's lunch period.
- The student must sit at the designated area and use a barrier (from home or school) before setting their cold lunch items on the table.
- The student will wipe down the keyboard prior to using a computer.

Grades 6-8 – students with ingestion and contact allergies

- Students will prepare their hands, use a surface barrier when eating, and wipe down their computer keyboard with adult supervision.

¹ (Perry, T. T., Connover-Walker, M. K., Journal of Allergy and Clinical Immunology)

ATHLETICS

Extracurricular activities are offered to good standing students to enrich and complement their academic education. At the elementary school level, extracurricular programs provide learning experience. Therefore, all students interested in learning a particular activity should be encouraged and given equal opportunity to fully participate. As long as they are in good academic standing. As stated in the sports handbook, the program should be directed toward the total participation of the students rather than winning.

The following activities are offered to students of SS. Peter & Paul Catholic School:

- ✦ Girls Volleyball for Grades 5-8
- ✦ Girls Basketball for Grades 5-8
- ✦ Cheerleading for Grades 6-8

- ✦ Spirit Squad for Grade 5
- ✦ Boys Basketball for Grades 5-8
- ✦ Boys Volleyball for Grades 5-8
- ✦ Boys and Girls Track for Grades 5-8
- ✦ Boys and Girls Cross Country for Grades 5-8
- ✦ Boys and Girls Intramurals for basketball and volleyball for Grade 4 (if coaches are available)

1. It is required by the Diocese that all athletes have their own insurance in order to play.
2. Each athlete is required to have a current physical on file each year.
3. It is required that all student participants will maintain their scholastic standing. In order to keep a proper balance between athletics and scholastics.
4. Suspension from athletics of the participating students may be invoked for a number of reasons among them:
 - A) Disciplinary reasons
 - B) Grades
 - C) Lack of scholastic effort
5. The principal will work together with the athletic directors. When a problem arises, the parents of the student involved will be notified by the teacher and/or principal in order to attempt to achieve improvement. If this fails, the principal may decide upon suspension from athletics until a reversal of the problem occurs.
6. A student must be in attendance for a full day in order to participate in an extracurricular activity.
7. If a student has a doctor's excuse prohibiting participation in physical education class, he /she will not be permitted to participate in athletics or any other extracurricular activity.
8. Students attending games or other school-sponsored events must be accompanied by a parent. Supervision is primarily a parental responsibility. Students who are unsupervised will be asked to call home.
9. There will be no public displays of affection in school or during school-sponsored extracurricular activities.
10. When students accompany parents in the building after school hours, they must abide by the same rules that apply during school hours.

ATTENDANCE POLICY

One of the keys to successful academic achievement is daily attendance at school. Even the absence of one or two days can have a surprisingly disruptive impact on progress. Parents are urged to carefully evaluate any absence from school that is not necessitated by unavoidable circumstances.

Largely for safety reasons monitoring and keeping attendance records for students is a sizable and important task, parents are required to report absentees by calling 847-639-3041 ext. 288 by 7:45am each day that a student will be absent from school or late arriving. Failure to call in attendance will result in a phone call by the school to the parent's home, cell and or work phone.

No child is excused before the regular time, including dental or doctor appointments, unless a written note

from the parent is presented to the principal. Parents are required to sign the child in/out in the school office whenever leaving or arriving at atypical times. Any child who leaves the school grounds without permission automatically suspends himself/herself from school.

Excused Absences

General

A) Personal illness of the student:

In case of illness, it is the responsibility of the parents to notify the school each day the child will be out. Parents should make arrangements for the child's work to be sent home.

B) Family hardships or emergencies:

This category refers to cases of family illnesses, hardships, emergencies, deaths or unexpected circumstances.

C) Mental or Behavioral Health of Student

D) Observance of Religious Holidays

E) Circumstances beyond the control of the student, as determined by the SSPP administration.

Unexcused Absences

Definition

An unexcused absence is any absence that does not meet the above criteria.

Truancy

Any student who is unexcused for school for 5% of the school year (or 9 days in the SSPP school year) is considered truant in the state of Illinois. All families will be required to have an attendance meeting with the SSPP school administration if their child reaches this threshold. This may include interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problem.

Beginning July 1, 2018, every school district, charter school, alternative school, or any school receiving public funds shall collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. The review shall include an analysis of chronic absence data from each attendance center or campus of the school district, charter school, alternative school or, other school receiving public funds.

Family Trips

If a student is preparing to be absent due to a family trip or vacation, parents are to notify their child's teacher and the administration in writing at least one week prior to the absence. Whenever possible, parents should schedule vacations to coincide with school vacation time. Interruptions of instruction are detrimental to the education of the student. **PARENTS SHOULD ALSO BE AWARE THAT TEACHERS WILL NOT PROVIDE LONG-RANGE INDIVIDUAL PLANS AND ASSIGNMENTS IN THESE SITUATIONS.** Teachers will provide a list of missed assignments, etc. when the student returns to school. Parents are responsible to teach the lessons that are missed during vacations.

Professional and Doctor Appointments

Doctor appointments should be made after school hours. If an appointment is necessary during school hours, a parent call or note should be submitted prior to the appointment.

Partial Day Absences (The following state guidelines are enforced.)

- A) To be counted as being present for 1/2 day of attendance, a student **MUST** be in school for a minimum of 150 minutes (2 1/2 hours) of instructional time.
- B) To be counted as being present for a full day of attendance, a student **MUST** be in school for a minimum of 300 minutes (5 hours) of instructional time.
- C) Any student arriving later than 8:35am may qualify for 1/2 day attendance (maximum).
- D) If a student is present at school (on time) in the morning, they must be present until at least 10:15am to be considered in school 1/2 day.
- E) On the other end of the day, a student must sign in before 11:05am and be present for the remainder of the day to be considered present for 1/2 day.
- F) If any student “checks out” for a portion of the day (i.e. a doctor’s appointment) and the student misses more than 45 minutes of instruction, they can only qualify (at most) for a 1/2 day attendance.
- G) Any student that is present for less than 150 minutes of instruction time will be counted as a full day absent.

Make-up Work for Excused Absences

All make-up work is the specific responsibility of the student, whether the absence is due to sickness or is planned. Upon the day of his/her return to school, the student will verify all work he/she missed. A call for a sick student’s make-up work to be picked up by a parent between 2:30 – 3:30 pm or sent home with another student can be made to the school absentee line in the morning on which the student is absent.

Students who are absent for extended vacations should expect to make up any work when they return. Approximate content coverage may be estimated in preparation for re-entry. However, parents should expect to spend extra time helping their students upon return in order to accommodate for the missed classroom instructional hours.

The number of days allowed for missed work is equal to the number of days the student was gone. (If one day, the work will be completed by the second day the student is in school, etc.) Long-range assignments are due on assigned dates or immediately upon return.

If the first day the student’s return is the day of a test or quiz, the student will make up the test at a time arranged by the teacher. If the student was absent only one day before the test, he/she is still responsible to take the test on the day of his/her return. The teacher will determine whether the exam will be taken during the regular class time or at an alternate time.

*****Arrival**

****Parents are NOT allowed past the foyer of the building for security reasons. If a parent has an appointment with a teacher/administrator or has a preauthorized volunteer job in the building they must sign in and wear a volunteer pass from the school office.*

Doors open at 7:20 am. Students will not be allowed in the building before 7:20 am.

Pre-K goes directly to their classroom upon entering the building. Grades K-4 wait in the gym. Grades 5-8 go into the cafeteria with adult supervision upon arrival. At 7:30am, the bell rings and students walk to their classrooms. **All students must be seated in class by 7:45 am.**

A child who comes late to school is to pick up a tardy slip in the office to give to the teacher. Since tardiness interferes with a student's academic progress and is a disturbance to the other students and teachers, it should be carefully checked into by parents. **(Tardy = after 7:45am, in the classroom, not just the front door).** Parents will be contacted by phone after TWO unexcused late arrivals, and a meeting with the family will be scheduled after FIVE combined unexcused late arrivals.

BAND

Students in Grades 4-8 are invited to participate in the SS. Peter and Paul School Band Program. It is the aim of our Band Program to provide your child with gratifying and educational experiences. Band lessons will be offered during the regular school day and/or before/after school from Music Education Service, Inc. Instruments include percussion, brass, and woodwinds. Two small group lessons occur per week.

- A) It is the responsibility of the student to make up assignments he or she misses while at band.
- B) No student is eligible for band who does not maintain a satisfactory grade average.
- C) No student is permitted to use another's instrument.
- D) Instruments are not to be left in school overnight; daily practice is necessary.

BEFORE / AFTER SCHOOL CARE

The Before and After School Care program exists to provide an environment where each child is supervised by responsible people in a wide variety of activities during the before and after school hours. This is a caring, safe, and supportive program that exists for the personal growth and well-being of each child. These programs are well rounded to provide children with social, emotional, and recreational activities that are self-directed, and staff directed.

Admissions and Enrollment

The deadline to register for school year 2023/2024 is August 1st, 2021.

Hours of Operation

Before school care is provided from 6:30 am to 7:30 am

After-school care is provided from 2:15 pm to 6:00 pm

***Arrival and Departure

There are no exceptions to the sign-in/out procedures. These procedures are in place to ensure the safety of all students in the Before/Aftercare program. They are as follows:

****Parents are NOT allowed past the foyer of the building for security reasons. If a parent has an appointment with a teacher/administrator or has a preauthorized volunteer job in the building they must sign in and wear a volunteer pass from the school office.*

A) All children must be signed in if attending the program before school and signed out when attending the program after school by their parent or another authorized adult.

B) No child may sign themselves in or out.

C) Children may not be signed in or out by individuals that are not on the authorized pick-up and drop-off forms. Anyone picking up a child who is unfamiliar to a staff member will be asked to show identification before the child(ren) can be released.

D) If the need arises for someone else to pick up or drop off your child, other than the individuals on your authorized pick up and drop off form, parents will need to notify the **Care Coordinator** in writing with a signed note, or in an emergency situation, a phone call.

E) If a child is not properly signed in, the parents will be contacted and the child will not be allowed to participate until the situation is corrected. If a child is not properly signed out, they will be reported to the police as lost or missing and the parents will be notified.

F) No staff member is authorized to accept your child into the center before our operating hour which begins at 6:30 AM.

G) It is the responsibility of the parents to call into school at (847) 639-3041, extension 264, and let the After-Care Staff know if they are going to be arriving later than 6:00pm for pick-up. When children are not picked up by 6:00 pm there will be a charge of \$10 (for each occurrence).

H) If your child requires emergency medication to be kept at school (i.e. inhaler, epi-pen, etc.), a duplicate should also be kept at Before/Aftercare. A completed Authorization for Administration of Medication form (both parent and physician portions) must be on file with the school nurse.

I) If a child is picked up late a total of three (3) times within a month, your child will be removed from

the Before/After Care Program.

J) Emergency changes for children in After Care should be communicated through the school office and not via a teacher's e-mail.

BEVERAGES

Milk may be purchased for students to have during lunch for \$20 (for the year). Students will have the option of 1 carton of 1% white milk or 1 carton of fat-free chocolate milk. If students do not wish to have milk during lunch, they may bring a beverage from home such as apple juice or orange juice, but NO sodas. Those beverages must come in their original container and be consumed in the cafeteria during lunch only.

Students also have the option to bring water with them to school to have during the day. Water bottles must be clear in color including refillable sports bottles. **No other beverages besides water may be consumed during school hours.**

BICYCLES

Bicycles are permitted as a mode of transportation to and from school. Children bringing bicycles are asked to park them in the bike rack. Since the school accepts no responsibility for bicycles, the children are asked to use bicycle chains and locks. Bicycles are to be walked on the campus at all times and parked and locked on the bike racks, not on the lawn or the blacktop. No motorized bikes or scooters are allowed.

BOOKS & FEES

The Tuition Commitment includes the rental of textbooks, new workbooks, use of library books, visual aids, art supplies, supplementary materials, and tests. Students MUST use a backpack or other carrying device to carry books to and from school.

BULLYING

Any consistent and continual action, word or behavior which harasses, intimidates or causes physical, emotional or psychological harm to another student or students is strictly prohibited. This prohibited conduct also extends to the use of technology ("cyberbullying") as a tool to harass or cause harm.

Bullying is prohibited during any school-sponsored education program or activity, while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored events or activities, or through the transmission of information from a school computer, a school network, or other similar electronic school equipment. However, this policy is not limited to conduct that occurs on the premises of the Diocese school.

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically ("cyber bullying"), directed toward a student or students that has or can

be reasonably predicted to have the effect of one or more of the following:

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Examples of "cyber bullying" include but are not limited to the use of e-mail, web sites, text messaging, electronic photos or videos & social media (i.e. Facebook, Twitter, Snapchat, Instagram, Tik Tok, etc.) to harass or intimidate. These lists are meant to be illustrative and non-exhaustive.

Students who violate this policy will be subject to the discipline policy of the student's school.

Diocesan Policy 5170 / Effective August 1, 2010 / Revised August 13, 2012

BUS SERVICE

The privilege of riding the bus entails an obligation of good conduct. We expect the parents to take full responsibility for the conduct of their children on the buses. If the school bus driver issues a School Bus Incident Report to a student, the student must:

- ✦ Give one copy to the principal and one copy to his or her parents.
- ✦ The third offense means the student cannot continue to ride the bus for a determined period of time.
- ✦ The fourth offense means the student is off the bus for the remainder of the school year.

Students are limited to riding only the school bus that serves their legal residence. They may not go to another residence. If during the course of the year a family moves, it is the responsibility of the parent(s) to contact the Bus Transportation office at (224) 357-5130 to find out your child's new bus number and route times. Once that information is known, please notify the school immediately in writing of the changes.

CHANGE OF ADDRESS

Whenever there are any changes of street address, email address or telephone number it is the responsibility of the parent/guardian to update that information in their family's FACTS account. If a situation arises that immediate parent contact is required, the school must have up-to-date information on file including business and emergency phone numbers as well. This is critical.

CHILD ABUSE REPORTING

According to the Abused and Neglected Child Reporting Act (1982), school principals, teachers, and volunteers are mandated (Sec. 4) to report suspicion of abuse or neglect to the Department of Children and Family Services (DCFS). This law is followed by staff and volunteers at SS. Peter and Paul Catholic School.

CLASS SIZE

When a class size reaches the maximum, a currently enrolled non-Catholic and/or non-parishioner student will not be dismissed to admit a Catholic student.

- The maximum number of students per classroom is 30 with an exception for kindergarten at 25.

COMMUNICATION CHAIN

Teachers, staff, parents, athletic directors, coaches, and all administration spend hours and energy in trying to keep people aware and advised. Sometimes situations create perceived conflicts when neither party is right nor wrong; instead, different viewpoints sometimes create disagreement. In order to make improvements, each party must be willing to take responsibility to participate in the efforts. In order for all participants to understand a situation thoroughly and for the situation to have a timely and effective resolution, a “chain of command” has been outlined below. If for example, your child is having an issue with another classmate, and the proper people are not made aware of the circumstances, it is unlikely that the situation will be resolved to anyone’s satisfaction. Delaying or avoiding communication when a problem arises or skipping steps of people to contact may only add frustration and delay everyone’s pursuit of an acceptable resolution. In order to help in resolving issues that may arise, a communication “chain” of those staff members and the order in which they should be contacted in can be found below.

STUDENT / PARENT “COMMUNICATION CHAIN”

It is SSPP philosophy that secondary students (5-8 grade) should take an active role in their learning. We seek to create self-confident, student advocates. This includes communicating with their teachers about learning and grading. This is an important skill that allows students to build confidence and ownership of their school life. Parents are asked to refrain from contacting teachers or administration until the student and teacher have had the time to discuss the issue.

An issue with another student:

1. Initiate conflict resolution (talking & listening) with the other student/parent
2. Teacher
3. Mr. Satterlee/Mrs. Strong (Grades K - 8)

An issue within the homeroom:

1. Teacher
2. Mr. Satterlee/Mrs. Strong (Grades K - 8)

An issue that occurs during gym, music, library, computer lab:

1. Teacher of that class
2. Homeroom Teacher
3. Mr. Satterlee/Mrs. Strong (Grades K - 8)

An issue on the playground:

1. Recess Supervisor (for students only)
2. Mr. Satterlee/Mrs. Strong

An issue in the lunchroom:

1. Table monitor (for students only)
2. Mr. Satterlee/Mrs. Strong

An issue with/during sports:

1. Head Coach
2. Athletic Director(s)
3. Mr. Satterlee/Mrs. Strong

An issue during a program with a private company, i.e., Band

1. The person in charge of that class
2. Call the private company directly
3. Mr. Satterlee/Mrs. Strong

An issue during Before/Aftercare:

1. Immediate Supervisor
2. Aftercare Coordinator
3. Mr. Satterlee/Mrs. Strong

An issue on the bus with another child

1. Call Cary transportation at 224-357-5130
2. Mr. Satterlee/Mrs. Strong

Following these steps should create better understanding and cooperation between students and their peers, parents to parents, and parents to staff and/or volunteers. Always assume the best of each other; we are all dedicated to doing our personal best for each student.

COMPUTERS / INTERNET

All students have the privilege of using computers after reading and signing the Diocesan Acceptable Technology Use Policy. Students are expected to use equipment as directed and as responsible stewards. Any violations of this policy may result in disciplinary action up to and including loss of school network and Internet use or issuance of detention, suspension, or expulsion. Parents will be held responsible for any monetary charges that result from student misuse of equipment where damage was caused intentionally or recklessly. Although SS. Peter and Paul Catholic School has Internet security software in place, no Internet filter is 100% secure. Any site that makes the student feel uncomfortable is to be brought to the immediate attention of the teacher, librarian, or adult supervisor. Students who fail to use technology appropriately will follow the below discipline structure as outlined in our "Acceptable Use Policy"

_____ 1st Offense: Indoor recess and discussion with Technology Coordinator

_____ 2nd Offense: Device is taken away for one week

_____ 3rd Offense: Device is taken away indefinitely (until behavior improves)

CONFERENCES

Teachers and parents share the responsibility for arranging conferences when either academic progress or conduct warrants a meeting. Any parent who wishes a conference with a particular teacher at any time may do so by contacting that teacher. Scheduled conferences are held in November with optional conferences at any other time.

Any problems related to your child's **academic progress or behavior should FIRST be discussed with the teacher before contacting the principal.**

COURTESY

Students are expected to be on time, to have assigned duties finished in a conscientious manner, to be attentive and respectful, to treat other students and teachers with dignity and respect, and to assist in keeping the school in order.

Students are expected to show respect to each other and to all adults working and assisting in the school -- priests, principals, teachers, librarians, secretaries, custodians, kitchen staff, aides, lunchroom/ playground supervisors, coaches, etc. A positive attitude at home and at school will promote cooperation and respect.

DAILY SCHEDULE

Students are permitted to go to the classrooms	7:30 AM
Warning Bell	7:43 AM
School Begins with Prayer	7:45 AM
Recess Break / Lunch (Grades K, 1st, 2nd, 3rd, & 4th)	12:00 PM - 12:40 PM
Recess Break / Lunch (Grades 5th, 6th, 7th, & 8th)	12:20 PM - 1:00 PM
Dismissal Preparation	2:10 PM
Dismissal	2:15 PM

DISCIPLINE

Good behavior which reflects the schools' mission statement and philosophy is expected from all members of the Saints Peter and Paul Community. Such behavior is expected at all times when the student is representing the school, including all school functions/activities.

The school reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities while the student is in a representative capacity of the school — whether during or outside regular school hours, on or off school premises, or in connection with school activities. In the event of a violation of those standards, the school reserves the right to invoke appropriate disciplinary steps including, but not limited to, missed recess, detentions, exclusions from Saints Peter and Paul activities, athletic events, dances, and/or programs, suspension and expulsion. The level of discipline appropriate for a violation shall be determined on a case-by-case basis at the school's discretion based upon a review of a variety of factors including, but not limited to, the severity of the misconduct, the student's academic and behavioral record and other similar such criteria. Appropriate disciplinary action in this regard is an administrative decision. We are partners with parents in their children's education. We notify parents of concerns about student life or behavior, even when off school grounds.

The following is a non-exhaustive list of infractions for which students may be disciplined up to and including expulsion:

- A) Violation of the school's policy on gang-related activities;
- B) Violation of the school's policy on drugs and alcohol;
- C) Violation of the school's policy on weapons;
- D) Violation of the school's policy on tobacco and smoking materials;
- E) Violation of the school's policy on harassment;
- F) Violation of the school's policy on public displays of affection;
- G) Vandalism to or theft of school property, or the property of others;
- H) Disrespectful behavior or attitude shown to students, teachers, or any adult;
- I) Violation of the school's rules and regulations;

- J) Any other conduct considered by the school to be contrary to the best interests of the school, its faculty, and/or to the school's mission.

Student discipline is a private matter involving the student, family, and faculty directly involved in any situation. Discussing other student's discipline outside of your own child is not healthy and does not allow the child to move forward in a positive direction. Unless an action is not redeemable, the consequences a student receives are directly related to what the SSPP administration feel will most enable them to grow and improve. That could look different given unique circumstances with every situation.

Administrative decisions about discipline are made following the school handbook. Saints. Peter & Paul is a Catholic environment in which students are held to the Gospel values of Christ. Students make mistakes, are better than their worst decisions, and are allowed to move forward. While students are all held accountable and have consequences for their actions, adults are challenged to model grace in a Catholic environment.

**(See Appendix B for "Detention Form" and Appendix C for "Discipline Steps to Action"
In the Parent/Student Handbook)**

The illustrations of inappropriate/unacceptable behavior listed are by way of example and are not intended to be all-inclusive; rather, the illustrations provide a general guide for determining unacceptable behavior.

DRUGS

Students are prohibited from using or being under the influence of alcohol or drugs while at school or at any school-related function. Included within the prohibitions set forth in this policy are the following:

Use, possession, manufacture, distribution, dispensation, or sale of drugs, drug paraphernalia, or alcohol on school premises or with respect to school-related activities; Storing in a locker, desk, automobile, or other repository on school premises or in connection with any school related activity, any drugs, drug paraphernalia, or alcohol; Being under the influence of drugs or alcohol on school premises or in connection with any school-related activities.

- A) The school reserves the right to require a student to undergo testing for the use of alcohol and/ or drugs when a reasonable suspicion of such use exists. A "reasonable suspicion" of drug and/or alcohol use may be based upon the observation of the student's behavior, information received regarding alleged alcohol or drug use and/or other indications giving rise to a suspicion of a violation of this policy. A student's failure to cooperate in testing required by the policy or other violations of this policy may result in disciplinary action up to and including expulsion from the school.
- B) Students bringing these materials to school will be subject to suspension or expulsion. Students attempting to distribute or sell drugs or alcohol will be expelled.

ELECTRONIC DEVICES

It is **STRONGLY** encouraged that cellular telephones be left at home while a child is in attendance at school. Although not banned from schools, **students who bring the device with them to school must have them turned off and in their backpacks before exiting the bus or car when arriving at school or entering school grounds if walking. Once inside the school, cellular phones will remain turned off inside the backpack which will be placed and remain inside the locker during school hours. At time of dismissal, cellular phones are to remain turned off and inside the student's backpack until they are safely in a car going home or off school grounds if walking home.** In the event that any electronic device is turned on during regular school hours (i.e., cell phones, i-pods, hand-held games, etc.), said device will be confiscated by the adult in charge until such time as it can be returned by the principal to the student's parent or legal guardian. Fitbits, Apple Watches, etc. are not allowed to be worn by students at any time during the school day. A cellular telephone may remain on and a Fitbit, Apple Watches, etc. may be worn only if the school principal receives authorization by a medical doctor or Doctor of Osteopathic and a conference between parent and administrator has occurred prior to use of such device.

Students who ride the bus may only use their devices to contact guardians. SSPP Students may not use their devices to film, record, play games, or socialize with other students.

The principal may impose appropriate discipline or other sanctions against any student who violates this policy.

Right to Privacy in the School Setting Act (105 ILCS 75/1, et al.)

An elementary school or high school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

However, an elementary school or high school may conduct an investigation, and may require a student to cooperate in an investigation, if there is specific information about activity on the student's account on social networking website that violates a school disciplinary rule or policy. In the course of an investigation, an elementary school or high school may require the student to share the content that is reported, in order to make a factual determination.

A student's failure to cooperate in such investigation may lead to disciplinary action up to and including expulsion.

Elementary and secondary school are required under law to notify its students and parents of this policy, by publishing it in the school's disciplinary rules, policies, or handbook, or communicating it by similar means.

EMERGENCY CLOSING

SSPP School has in place the SchoolSpeak Instant Alert Messaging System. This system allows the school to notify all families within minutes. School officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. Instant Alert can be used in cases of emergencies, school closings due to inclement weather, and keeping families informed of an event time or change.

School Closings due to weather may also be found at:

<http://www.emergencyclosings.com> (If you register with this site, **they will send you an e-mail** if SSPP School is opening late or closed due to weather).

FIELD TRIPS

Teachers plan field trips that have educational purposes; these trips are a privilege, not a right. The school requires the written request from the parents asking that a child be permitted to go with his/her group on the trip. A specific form is requested in advance of a trip. Verbal permission never suffices. Field trips are considered school time and therefore behavioral expectations are the same as at school. Parent chaperones are required to have completed their Safe Environment documents completed and turned into the school office.

GANG / GANG ACTIVITY

SSPP school is a gang-free environment. Gangs, as defined in this Policy, include individuals who associate with each other primarily for criminal, disruptive and/or activities prohibited by law and/or by the school's rules and regulations. Gangs, gang-related activities, and secret societies are not acceptable in a school setting as their presence interferes materially and substantially with the educational process and the maintenance of appropriate discipline. Gangs may foster anti-social behaviors, attitudes and practices that may endanger the health, safety, and welfare of all students.

Students are prohibited from participating in any activity related to a gang or secret society while on school property or in conjunction with school-related activities. Activities prohibited by this policy include, but are not limited to, the following:

- A) Soliciting and/or recruiting others for membership; Participating in and/or inciting physical violence; Extorting or soliciting money and/or services, requesting any person to pay for protection or the payment of dues;
- B) Coercing, harassing and/or otherwise intimidating, threatening or causing harm to any person or thing; Wearing, possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang or secret society;
- C) Using any verbal or non-verbal communications (gestures, handshakes, etc.) suggesting or showing membership in or affiliation with a gang or secret society;
- D) Engaging or failing to engage in any activity where such is intended to promote or

further the interest of any gang or any gang activity or secret society including, but not limited to, distributing literature, drawing or displaying gang-related symbols on any surface or teaching others to "represent" or act like a member of a gang or secret society.

- E) Any other activity which violates any law, policy, rule or regulation of the school or the Catholic Diocese of Rockford when such act or activity is taken to further the interests of a gang or secret society.
- F) For purposes of this policy, the school may also consider gang or gang-related activities in which a student engages outside the school and/or separate from school-related activities due to the potential repercussions on the school and other students of such conduct.
- G) Violations of the policy may result, in the school's discretion, in discipline up to and including expulsion from the school.
- H) Students found in violation of this policy will receive a three (3) day out of school suspension for the first offense and a police referral will be made. A second offense will result in a five (5) day out of school suspension and another police referral. The third offense will result in expulsion.

HARASSMENT POLICY—SEXUAL AND OTHER

It is the policy of SS. Peter & Paul School to provide an educational environment free from all kinds of harassment, and bullying including but not limited to harassment based on appearance, race, color, religion, sex, national origin, age, or disability. Such harassment demeans the dignity and privacy of the recipient, is disruptive of the educational environment, and may violate federal and state law.

It is a violation of this policy for anyone to harass a student or to retaliate against anyone who in good faith complains of harassment or participates in any proceeding to investigate and resolve such complaints. It is also a violation of this policy for anyone to knowingly make a false accusation of harassment.

Definition of Harassment

Harassment includes any unwelcome verbal or physical conduct or communication based on, but not limited to, appearance, race, color, religion, sex, national origin, age or disability that has the purpose or effect of creating or contributing to an intimidating, hostile, or offensive educational environment or that unreasonably interferes with the recipient's educational performance.

Examples of actions that may constitute harassment include any unwelcome touching, epithets, slurs, or negative stereotyping and written materials showing hostility toward individuals because of, but not limited to, their appearance, race, color, religion, sex, national origin, age or disability.

Harassment, in addition to the above, includes but is not limited to:

- A) Verbal Harassment - such as derogatory comments, slurs and sex-oriented verbal

joking; teasing, questions, anecdotes, and comments regarding sexual preferences of an individual or offensive personal remarks of a sexual nature;

B) Physical Harassment - such as unnecessary or offensive touching or impeding or blocking movement;

C) Visual Harassment - such as derogatory or offensive posters, continuing with undesired attention, leers, cards, cartoons, graffiti, drawing or suggestive movements/gestures.

D) Electronic Harassment - such as cyber bullying or messaging that is unacceptable.

Complaints should be reported to the teacher and/or principal. If the offended person wishes, he or she should tell the offending party that such conduct or communication is offensive and must stop. Investigations are confidential.

Violations of this Harassment Policy may result, in the school's discretion, in discipline up to and including expulsion.

HEALTH

All kindergartners, sixth graders and new students transferring from another state, are required by law to have a physical examination from a physician in the state of Illinois. All records must be completed, signed, and in the school office by the first day of school. Immunizations are required as dictated by state law. Vision examination by an optometrist or ophthalmologist for all kindergarten students and all out of state transfer students is required by Oct 15th of the school year. All children in kindergarten, 2nd and 6th grade are required to submit proof of dental examination by a dentist prior to May 15th of the school year.

Saints Peter and Paul School will follow vision and hearing screening as mandated by the McHenry County Health Department. Vision and hearing screening will be done for the following children:

Vision: Pre-K, Kindergarten (if state required vision exam is not on file by screening date), 2nd, 8th, and all new students. **Hearing:** Pre-K, Kindergarten, 1st, 2nd, 3rd, and all new students. Additional students will be screened with a request from a parent or teacher. A screening fee is charged by the county.

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. Vision and hearing screenings are not an option. If a vision or hearing examination report is **not** on file at the school for your child, your child in the mandated age/grade/group will be screened.

Diocesan Policy Number 5410

Any student who has a chronic communicable disease or is a carrier of such shall be provided an education in the least restrictive placement. A student who has a chronic communicable disease or is a

carrier of a communicable disease may attend school in the regular classroom setting whenever reasonable accommodations are possible. If a student is to be placed in a non-school setting, an appropriate educational program shall be developed and provided for the student. The principal, after consulting with the McHenry County Health Department and/or receiving written notification from the student's physician, shall determine whether such student may attend school in the regular classroom setting based upon the following factors:

- A) The risk of transmission of the disease to others.
- B) The health risk to the particular student.
- C) Reasonable accommodations can be made without undue hardship to the students and others.
- D) The educational benefits of a less restrictive placement versus the educational detriments of a more restrictive placement.

HOMEWORK

Homework may be an oral or written assignment. The children in the primary grades will benefit by help from their parent or guardian in their homework projects. The children in the upper grades need and appreciate the loving interest and encouragement of parents. Parents can assist the child in fulfilling this duty by:

- A) Checking the assignment notebook/sheet and or online. Work should be checked for completeness, accuracy, and neatness.
- B) Setting aside regular time each day for homework.
- C) Providing the child with a quiet place to do homework.
- D) Seeing that technology, video games, and television are monitored during the homework period. Extracurricular activities do **not** pre-empt schoolwork obligations.

Daily Homework (*Averages*):

Grades 1-2	30 minutes
Grade 3	45 minutes
Grades 4-5	60 minutes
Grades 6-8	90 minutes

If your child consistently spends more or less time than this, please contact his or her teacher(s) and discuss organizational and class work time skills.

INSPECTION POLICY

In the interests of the health and safety of the school, its students and faculty, and in furtherance of its educational mission, the school reserves the right to conduct inspections of all areas of its property and objects that are brought onto its premises. The school reserves the right to conduct these inspections on

its own to request the assistance of a third party in the inspection process.

This right to conduct inspections includes, but is not limited to, the following:

- A) Lockers (including those that bear a student-provided lock)
- B) Desks
- C) Backpack or other carrying devices brought onto school property
- D) Vehicles located on school property
- E) Any other equipment, device or property to which the use or access is allowed by the school
- F) Any other item or property brought on to the school's premises by a student or others

Failure to cooperate with or other interference with an inspection allowed by this policy shall be grounds for disciplinary action as determined appropriate by the school. Further, should an inspection identify weapons, illegal substances, other contraband or other material that is inappropriate for possession on this school's premises (as determined by the school) the school reserves the right to notify appropriate law enforcement and/or other authorities as well as the involved student's parent/guardian.

In conducting inspections under this policy, the school shall, to the extent reasonably possible, attempt to minimize the scope of the intrusion upon the involved student's privacy. Nonetheless, the school reserves the right to determine the scope and extent of such an inspection. The school further reserves the right to require the assistance of other individuals, outside agencies and/or third party contractors in conducting such inspections.

LIBRARY

Students in Grades PK-8 have regularly assigned periods at the library every week. The librarian assists the students. Books and magazines are borrowed for a one-week period. Students should return books promptly so that all may benefit from the collection.

The library is a place of learning. If library time is abused, a child will have library privileges taken away for a specified length of time. Please encourage library reading at home by being a good example.

LITURGICAL CELEBRATIONS

An all school Mass is celebrated each Wednesday that students are in attendance at school. A different classroom is responsible for planning Mass each time. Other prayer services are planned occasionally. Family, friends and parishioners are invited to join in these celebrations.

Students participate in a Communal Penance Service at least once during the school year. Parents are asked to encourage their children to receive the Sacrament of Reconciliation regularly throughout the year.

LOCKERS

All lockers within the school are 12" wide by 12" deep. Backpacks must be able to fit completely into the locker with the locker door shut. Students should not try to "cram" their backpacks into their lockers; this can cause stress on the locker hinges and door. Please be careful of what you buy and remember NO backpacks with wheels are allowed. Lockers and all contents may be searched by teacher,

administration, or law enforcement, at any time.

MEDICAL RELEASE FORM

All students participating in extracurricular sports must have a medical form filled out and given to the coach who is responsible for the sport before any practices or games. Forms are available from the coach or athletic directors.

MEDICATION ADMINISTRATION

Medication should be administered at home. However, under certain circumstances, it is in the best educational and health interests of the student to take medication(s) during the school day. Those medications that are necessary to maintain the student in school shall be administered to students by the school administrator (principal or other administrative designee). A completed Authorization for Administration of Medication form (both parent and physician portions) must be on file before any over the counter or prescription medication is given. Forms are available on the school web site or from the school office.

All medications to be taken at school are to be kept in the nurse's office. Students may not carry over the counter medications. Students may not allow others to possess or use their prescription or non-prescription medication.

Prescription medication Prescription medication must be brought to school in the original container, which must display the following:

1. Student's name
2. Prescription number
3. Medication name, dosage, route of administration, and additional directions
4. Licensed prescriber's name
5. Date and refill instructions, expiration date
6. Pharmacy name, address, and phone number
7. Name or initials of pharmacist.

As of 2010, (HB5836- students requiring inhalers at school), the State of Illinois allows parents to submit the completed parent portion of the Authorization for the Administration of Medication at School form along with a copy of the inhaler prescription to complete the medication at school requirements.

Non-prescription Medication Over the counter medications must be brought to school in their unopened, original container with the seal unbroken and the student's name affixed to the container. Medication must be non-expired.

Self-Administration of Medication The above procedure must be followed. Under the law, a student may possess and use his/her asthma medication during school or at school sponsored activities without the supervision of school personnel provided both parent and physician portions for self-administration of the Authorization for Administration of Medication form have been completed. All students with self-

administered inhalers must have completed paperwork on file with school before using them. Parents must provide any required information to transportation providers and supervisors of after school activities.

MISSING CHILD POLICY

The safety of our pupils is our priority while they are in our care at school. This policy sets out our procedures for dealing with the unlikely event of a child going missing.

1. Responsibilities

- It is the principal's responsibility to ensure that all staff members are aware of this policy, what is expected, the procedures to follow and to ensure that the policy is reviewed on a timely basis. It is the responsibility of all staff to read the policy and act at all times according to its guidance.
- Teachers are responsible for completing the Daily Attendance Report. The reports must be completed accurately and promptly according to guidelines. Completed attendance reports must be completed by 8:00AM.
- If a staff member takes a pupil, group, or class out of the school, they are responsible for informing parents and the school office.
- It is the responsibility of the parents to provide correct and updated contact information on a timely basis and know the procedures for handover of their child at the beginning and end of each school day.
- If a parent takes a pupil out of school during the day, he or she must sign them out at the office.
- It is the responsibility of the School Commission to be aware of the school's procedures and to support the school in its review of this policy.

2. Procedures Aimed at Reducing Risk of a Missing Pupil

Start of the school day:

- The school should make parents aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.
- When students arrive at school they will enter the building and wait in the main entrance and front hallway with the assigned staff member. Students go to their designated areas before being released to their classrooms at 7:30AM.
- There are clear procedures for welcoming pupils into SS. Peter and Paul Catholic School. The inner doors closed and are locked after arrival at 8:00AM, After this time, students must ring the outdoor bell to gain entrance and report to the main office before heading to

class.

- Teachers are in their classrooms by 7:30AM.

During lesson time:

- Faculty takes attendance on SchoolSpeak before 8:00 each morning.
- If students leave the classroom to work elsewhere, the teacher must ensure that adequate supervision is maintained at all times.
- Updated contact information for parents and caregivers is maintained.

During lunch recess:

- Pupils are escorted to the external doors by staff.
- Recess supervisors are on the playground before pupils come out.
- Supervisors patrol all areas in the playground throughout recess.

Dismissal:

- Pupils leave through the assigned exits.
- The staff ensures that all children exit the building in an orderly manner
- Children who are not picked up during car dismissal or who miss the bus are brought to the school office.

Educational visits/field trips:

- Thorough risk assessment and adequate chaperone to pupil ratios are maintained when students leave the school premises.
- Permission from parents is obtained before each trip.
- Mobile telephones of staff and chaperones are taken on every visit with their contact numbers left at school.
- Emergency contact information for students is taken on each trip.

After School Activities/Classes:

- Thorough risk assessment is in place.
- Attendance of pupils is taken.
- Consent forms are obtained from parents. These include contact numbers and details of how the pupils are going home and who is transporting them.

3. Procedures in the Event of a Child Going Missing

In the event that a member suspects that a child has gone missing while at school:

- If a teacher suspects that a child is missing, she/he will contact the school office immediately. The school office will announce the student's name and direct him/her to come to the office. Personnel will make a thorough search of the building, including

outside areas, bathrooms, and storage areas.

- The staff will count and name check all the pupils present against the Student Attendance Report Forms while the group is assembled in one place.
- A thorough check of all exits will be made to make sure all doors are locked and there is no other way a pupil could have left the school.
- If the child has not been found the parents and the pastor should be notified. The principal will decide at which point the police need to be contacted. When contacting parents or guardians the staff will ask them to bring with them a recent photograph of their child.
- The staff will write down a description of what the child was wearing and any distinguishing features.
- If the missing child has any special medical and/or learning needs, then these need to be noted and disclosed to police and other agencies.
- Further information is gathered from the classroom teacher.
- A thorough search of the school building and grounds will continue by the principal and other available staff members.

4. In the event of that a child has gone missing while off school premises

- While searching for the missing child, the teacher will ensure the safety of the other pupils.
- One or more adults should immediately start searching for the child.
- If the child is not found after the initial search, the teacher must contact the police.
- The teacher should contact the school to let them know the police have been notified.

PARENTAL CODE OF CONDUCT

It is important for parents to understand that a positive parent-teacher relationship contributes greatly to their children's educational success. Communication between parents, students, and staff is encouraged and welcomed. While we recognize that issues may arise during the course of the school year that will be of concern to parents, the manner in which these concerns are addressed must be consistent with the Catholic values that we teach at SSPP.

Parents are responsible for:

- ☐ Recognizing a teacher's professional integrity when discussing matters relating to a child's academic progress or disciplinary actions.
- ☐ Communicating in an honest, open, and respectful manner, as they would wish the teacher or staff member to communicate with them.
- ☐ Encouraging their child(ren) to follow the same example and show respect for teachers, school staff, coaches and volunteers.
- ☐ Supporting the school in matters of discipline.
- ☐ Addressing issues and not personalities.
- ☐ Appreciating that communication with the school is a two-way process.
- ☐ Whether on or off school grounds, in person, via e-mail, telephone, or social media parents are responsible for maintaining a respectful attitude toward teachers and school staff.

The following conduct will not be tolerated:

- ☐ Any aggressive behavior including yelling, swearing, or rude gestures.
- ☐ Any physical contact.
- ☐ Any disrespectful or threatening correspondence.
- ☐ Any disrespectful or threatening telephonic communication

Any insulting or abusive behavior directed toward teachers, students, school staff, coaches or volunteers, either verbally or via correspondence is unacceptable.

- ☐ Any disruptive behavior on school grounds or at any school-sponsored event.
- ☐ Any unsolicited communication with a teacher, outside of the school setting, with regard to a particular child's academic progress or disciplinary issue.
- ☐ Any other activity considered by the school's administration to be threatening or disrespectful to another, disruptive to the school and/or inconsistent with the Catholic values that the school strives to uphold.

The above is a non-exhaustive list of conduct that violated this policy. The school reserves the right, at its discretion, to determine when a violation of this policy has occurred.

Any violation of this policy, as determined by school personnel, is unacceptable and will result in the following corrective action:

- ☐ First offense: Written warning as to the specific unacceptable conduct, including the date and place of said conduct.
- ☐ Second Offense: One-month exclusion from school activities for the offending parent(s) including assemblies, sporting events, concerts etc.
- ☐ Third Offense: A meeting with the principal and pastor to discuss the behavioral pattern and determine if continued relationship between the family and SSPP is in the best interest of said parties.
- ☐ Note: Any physical assault, threat of bodily harm to others or damage to personal property will be immediately referred to the local law enforcement agency.

- The presence of aggravating factors (including the presence of children during the conduct in question, the severity of the behavior, a pattern or record of unacceptable behavior, etc.) shall be considered.
- The decision of the principal or the assistant principal regarding the application of this policy may be appealed to the pastor.
- The decision of the pastor is final.

Policy revised and adopted Fall 2018

Parental Rights and Responsibilities

SS Peter and Paul School has adopted a jointly created policy that outlines how parents, guardians, school staff, and students must each assume certain responsibilities in order to ensure that the rights and best interests of all are protected.

- Parents have the **right** to a safe and supportive learning environment for their children.
- Parents have the **responsibility** to respect the boundaries and rules that are in place to ensure a safe and supportive learning environment for their children.
- Parents have the **right** to expect high academic standards utilizing a Diocesan K-8 curriculum that addresses different learning modalities.
- Parents have the **responsibility** to support and assist the academic growth and development of their child(ren) which includes committing to the school financially.
- Parents have the **right** to review the SSPP K-8 grade level curriculum.
- Parents have the **responsibility** to be supportive of the SSPP K-8 grade level curriculum.
- Parents have the **right** to be informed of their children's academic progress and whom to contact if they require more information or assistance.
- Parents have the **responsibility** to send their children to school regularly on time, prepared to work, and to monitor homework completion, grades, and progress reports as they become available.
- Parents have the **right** to be informed of classroom activities and projects through one or more of the following forms of communication: newsletters, web sites, notes, student planner, email, or phone calls.
- Parents have the **responsibility** to stay current with all sources of information regarding classroom activities and projects and to respond to communication from teachers when requested.
- Parents have the **right** to receive written notification of school rules, policies, and procedures.
- Parents have the **responsibility** to review, support, and follow the defined school rules, policies, and procedures.
- Parents have the **right** to be notified of disciplinary actions for their children that go beyond normal measures such as verbal warnings, loss of recess, etc., as defined in the Parent/Student handbook.

- Parents have the **responsibility** to support the disciplinary action taken by teachers and administration as outlined in the Parent/Student handbook.
- Parents have the **right** to request a conference with their child(ren)'s teacher at a mutually agreed upon time. Parents have the right to seek further intervention according to the procedures in the Parent/Student handbook.
- Parents have the **responsibility** to follow procedures in the Parent/Student handbook related to conferences.
- Parents have the **right** to confidentiality as it relates to health records, formal assessments, behavioral issues, and the social and emotional needs of their children.
- Parents have the **responsibility** to maintain this confidentiality especially when volunteering or working at SSPP School.
- Parents have the **right** to review their child/children's permanent file according to the procedure outlined in the Parent/Student handbook.
- Parents have the **responsibility** to request this information accordingly.
- Parents have the **right** to be treated in a courteous and respectful manner in all interactions with staff, administration, and other parents.
- Parents have the **responsibility** to treat staff, administration, and other parents with courtesy and respect as per the Parental Code of Conduct.
- Parents have the **right** to participate as members of the numerous volunteer groups and committees that exist within the school community.
- Parents have the **responsibility** to share their time and talents in the numerous volunteer positions available.

Rights and Responsibilities for Students

- Students have the **right** to learn.
- Students have the **responsibility** to listen, pay attention, study and participate.
- Students have the **right** to have fun.
- Students have the **responsibility** to be nice, play fair, share in the classroom and on the playground.
- Students have the **right** to be respected.
- Students have the **responsibility** to be nice to everyone, help others, be respectful, be fair, and treat others the way they would like to be treated.
- Students have the **right** to learn in a safe environment.
- Students have the **responsibility** to do their best, complete their work, respect peers and adults.

Teacher Rights and Responsibilities

- Teachers have the **right** to teach.
- Teachers have the **responsibility** to teach the diocesan curriculum in a professional manner.

- Teachers have the **right** to be treated with respect.
- Teachers have the **responsibility** to treat others with respect.
- Teachers have the **right** to establish an environment conducive to learning.
- Teachers have the **responsibility** to discipline students according to rules and procedures.
- Teachers have the **right** to receive cooperation.
- Teachers have the **responsibility** to work cooperatively with others.
- Teachers have the **right** to have their professional judgment trusted.
- Teachers have the **responsibility** to honestly and fairly evaluate situations.
- Teachers have the **right** to assess students' academic performance using a variety of methods.
- Teachers have the **responsibility** to assess students' progress fairly and accurately.
- Teachers have the **right** to assign grades the students have earned.
- Teachers have the **responsibility** to maintain accurate grades and inform parents of concerns.
- Teachers have the **right** to have their personal and professional time respected.
- Teachers have the **responsibility** to be available to communicate within a reasonable time.
- Teachers have the **right** to be heard.
- Teachers have the **responsibility** to listen.
- Teachers have the **right** to receive all communication in a calm and respectful tone.
- Teachers have the **responsibility** to respond calmly and respectfully.
- Teachers have the **right** to make a mistake.
- Teachers have the **responsibility** to apologize.
- Teachers have the **right** to a safe work environment.
- Teachers have the **responsibility** to keep others safe.

"Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.

The second is this: 'Love your neighbor as yourself.' There is no commandment greater than these." Mark 12:30-31

Rights and Responsibilities

Teachers

Respect our teachers' ministry so

Learning and teaching can occur in a

Safe and

Christ-Centered environment.

Parents

Mutual

Respect for a

Learning environment that is

Safe and

Christ-Centered for our children.

Students

Respect fostered in a
Learning environment that is
Safe and
Christ-Centered for all.

PARTIES

At Saints Peter & Paul School we are a family that is very sensitive to the needs of students with food allergies. We feel the following are fun ways to celebrate special days at school while keeping our children safe.

Holidays that may be celebrated with school parties are Halloween, Christmas and Valentine's Day. The parties take place during the last hour of the school day. Allergy-friendly, neat-to-eat, store-bought food items, along with small bottles of water may be part of the class parties.

Birthdays may be celebrated only with **non-edible treats**. Party favors such as bouncy balls, matchbox cars, eraser tops, magnifying glasses, notepads, pencils, whistles, bubbles, etc. are great things to share. Instead of individual items to share, maybe you would like to purchase something for the classroom that everyone can enjoy such as a game, puzzle, or book. Another idea may be to have a parent or grandparent come to school and read the class a book on your child's special day. No individual party invitations are to be distributed at school unless the entire class has been invited.

PETER, PAUL, AND PARENTS

The function of Peter, Paul and Parents is to uphold the cooperation, spirit and support between the parents and the school as well as to participate wholeheartedly in sponsored activities. Peter, Paul and Parents meets once a month. These meetings are open to all parents or guardian that wish to attend.

PHONE CALLS

Parents who wish to contact teachers regarding their child may do so through the school office. Teachers are in the building from 7:20 AM to 3:00 PM at a minimum.

- A) Teachers are NOT permitted to take calls from 7:35 AM -2:25 PM, unless they have availability during a preparation period.
- B) If parents would like a conference, please make an appointment to schedule a time with the teacher(s).
- C) Parents are NEVER to phone teachers at their homes or message teachers on social media.
- D) If messages are necessary for the children, please call the school office, and the message will be delivered to your child. Only in situations of real necessity will students be permitted to make telephone calls.
- E) Teachers cannot check voice mail or email during the school day regarding changes for

dismissal.

Students will not be permitted to call home for homework assignments left at home but will have to accept the consequences in order to promote responsibility. Again, parents who find books/homework at home and deliver it to school cannot be assured of the time of receipt for the student.

PHYSICAL EDUCATION

Grades K-4: Girls are to wear shorts that are not visible below their school uniform on gym day. Tie gym shoes or Velcro are required; slip on, backless shoes, sling back shoes, and Crocs are not ever allowed for safety reasons.

Grades 5-8: SS. Peter and Paul gym uniforms with first name on front of shirt, white, black, or navy socks without logos, gym shoes, and cloth gym bag. No jewelry is worn during class.

A doctor's excuse is needed when a child cannot take physical education class. A doctor's release form is also necessary to give a student permission to re-enter PE class when he/she has been out for an extended period of time.

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

PBIS System

Working along with the Greeley Center for Catholic Education of Loyola University Chicago, the schools of the McHenry Deanery have brought PBIS into our Catholic schools. What is PBIS? It stands for Positive Behavioral Interventions & Supports, and it is a proactive school wide behavioral approach that develops unified school wide expectations, teaches those expectations to all students, and aims to uphold these behaviors through whole school supports and positive interventions. Though all the schools have created a PBIS system, each system is individualized and is specifically designed by staff to address their specific needs.

What is School-wide PBIS?

One of the foremost advances in school wide discipline is the emphasis on school wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining Tier 1 supports (universal), Tier 2 supports (targeted group), and Tier 3 supports (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors

less effective, efficient, and relevant, and desired behavior more functional.

Why is it so important to focus on teaching positive social behaviors?

Frequently, the question is asked, "Why should I have to teach kids to be good? They already know what they are supposed to do. Why can I not just expect good behavior?" In the infamous words of a TV personality, "How is that working out for you?"

In the past, school wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important step of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school wide PBIS is to establish a climate in which appropriate behavior is the norm.

PUBLIC DISPLAYS OF AFFECTION

Students are expected to conduct themselves in such a way to demonstrate respect for themselves and others. Public displays of affection are embarrassing to others, show a lack of respect, and are inappropriate and unacceptable. Examples of inappropriate public displays of affection include, but are not limited to:

- ✦ Hand holding
- ✦ Embracing
- ✦ Kissing

RECESS / LUNCH TIME

On the playground, all students are expected to be outside and dressed appropriately for the weather unless they have a written physician's order. When inclement weather occurs, there will be indoor recess. No electronic devices are to be used in school or during recess. Throwing rocks, sand, snowballs, or the like is strictly forbidden. Tackling, shoving, and fighting are not tolerated. None of these actions provide a safe learning environment. Students, while on the playground, are expected to abide by our "Playground Expectations". They are as follows:

- A) Follow directions the first time given.
- B) Keep hands and feet to yourself at all times.
- C) Use equipment properly.
- D) Show good sportsmanship
- E) No teasing, put downs, foul language or harassment.

Students eat in the lunchroom. Basic table manners and Christian courtesy are expected of all students. Students show respect for and are obedient to the lunchroom supervisors. They are accountable to all adult supervisors both in the lunchroom and on the playground. Students may purchase a hot lunch

Monday through Friday if they wish.

Please make sure that all lunch bags or boxes are marked with the child's name. If a lunch is brought to school after classes have started, it should be left in the school office. There is no guarantee of delivery time; students will not be called out of class for pick-up. **Lunches from “fast food” franchises may not be brought to school for a student in lieu of a cold lunch from home or hot lunch served in the cafeteria.** Students who opt not to participate in the school's milk program can bring water or juice with them instead. **NO soda products** are to be brought to school for consumption.

RE-ENROLLMENT

In the spring families are re-enrolled for the upcoming school year and a \$100 fee per child is applied through FACTS. Mr. Satterlee will send a letter with tuition updates in January. If you choose not to register for the following school year you need to put it in writing to Mr. Satterlee before fees are applied.

REPORT CARDS

Report cards are distributed three times a year; Kindergarten does not receive a report card the first semester. Marking is explained on the cards; each child is evaluated on achievement and effort. Mid-term reports are issued to 1st, 2nd, and 3rd graders in the 1st, 2nd, and 3rd trimesters **as needed**. Mid-terms are issued to all 4th graders in the 1st, 2nd, and 3rd trimesters. Parents may view grades at any time on-line for students in 5th, 6th, 7th, and 8th grade.

The following grade scale for grades 3-8 is used:

A+ = 99 – 100

A = 95 – 98

A- = 93 – 94

B+ = 91 – 92

B = 88 – 90

B- = 86 – 87

C+ = 83 – 85

C = 79 – 82

C- = 76 – 78

D+ = 74 – 75

D = 72 – 73

D- = 70 – 71

F = 69 and below

Report Card / Honor Roll

Students in Grades 6-8 are eligible for the Honor Roll. The guidelines are as follows:

High Honors 3.5 - 4.0 Grade Point Average

Honors 3.0 - 3.49 Grade Point Average

Any "D" or "F" automatically disqualifies a student from being on the school honor roll. A student is also disqualified for any "1" in conduct or effort.

Students in Grades **5-8** are eligible for the **Effort Honor Roll** if they have effort and conduct grades of "3" or "2" and no checks for needed behavioral improvement.

RETENTION

Children who experience difficulty meeting the demands of their grade level may be considered for retention. This possibility will be discussed with the parents at the earliest possible time.

Academic progress, achievement test results, social development, age, physical growth and maturity will be examined if retention is considered. Students who receive failing grades must make up that deficiency through private tutoring or summer school before advancement to the next grade.

SACRAMENTAL PROGRAM

A sacramental program will consist of one year of specific classes and instruction attended by the child prior to the reception of First Communion and the Sacrament of Reconciliation. Since the parents have the responsibility of being the primary teacher of the child, it is necessary that they also be adequately instructed. Parents are, therefore, required to attend all meetings for the sacrament their child will receive. First Communion will normally be received at the second grade level. Children receive the Sacrament of Reconciliation (Penance) prior to the First Communion unless parents choose to have their child wait. Confirmation will be received at the high school level.

SAFETY

Parents are urged to occasionally remind their children not to accept rides or gifts from strangers and not to take literature or handbills to distribute to their friends from anyone but their parents or school personnel. Parents should monitor students' use of the internet; they must be aware of any text exchanges or contacts (Watch for predators!). Children should be taught that the police officer is their friend and that he/she will help them any time they are in doubt or in trouble.

To ensure the safety of all children, the following regulations are to be observed:

- A) Any article which might be a hazard or which interferes with school procedure is prohibited (skateboards, hard balls, yo-yos, weapons, etc.)
- B) No play-things are to be brought to school without permission of the teacher. Attachments on backpacks are **limited** to three objects; more than that can be dangerous to children walking

directly behind another student.

- C) Snowballs, rocks and sand are not to be thrown on the playground or on the way to or from school.
- D) Tackling, shoving, and fighting are not tolerated.

The italic information below is stated on page 46 of the SSPP student/parent handbook. This information is being restated for the safety of all of our students. Please sign and acknowledge that you have read and received information and return this form to school with your oldest child.

PARENTS, it is **unlawful** to use a **cell phone** while **driving** on the school / church **property**, (625 ILCS 5/12-610.2)

At morning **ARRIVAL**, ALL cars and buses have two options for entering the parking lot.

- 1) *Enter the north drive off of First Street and pull along the curb going all the way to the back gate, filling the curbside. All vehicles should be able to unload simultaneously.*
 - a. *The maximum speed limit in our parking lot is 15 mph.*
- 2) *Enter the lot from the back gate, turning immediately to the right and following the rear perimeter of the lot turning left ONLY when you have reached the aisle in front of the convent, staying in the left lane. Cars and buses that have not unloaded then turn left again in front of the church and once again in front of the school.*
- 3) *This is a **merge** with cars and buses coming in the north drive off of First St. into ONE lane with cars and buses in front of the church. Please follow the patrol person's signal at this juncture.*
- 4) *For safety purposes, we require that all students are unloaded at the sidewalk curb and NOT walked across.*
 - a) *If a student needs aid to be unbuckled from their car seat by an adult, we ask that the car parks in the carline lot. The adult should walk them across the crosswalk to the school sidewalk.*
 - b) *We ask that all K-8 students are dropped off at the sidewalk, unless they have large items that need to be carried into the building that would require a parent to stop and get out of the car.*
 - c) *All Individuals who cross from the parking lot need to use the school crosswalk.*

At **DISMISSAL**, buses will be along the curb.

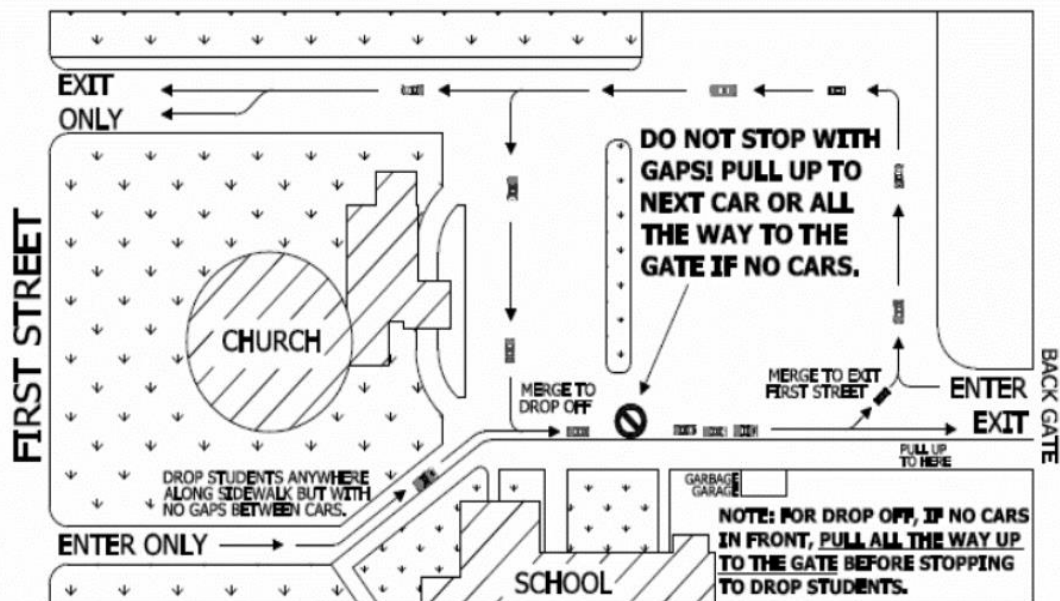
- 1) *All cars are to come in through the west entrance on Alma Terrace. The First Street entrance will only be open to busses and parish traffic between 2:00-2:30 pm. Please enter on Alma Terrace, immediately turn right into the parking lot, and then form a line, parking parallel to each other and tightly adjacent to each other facing north.*

- 2) *A second row can form behind the first 20, etc. Follow directives of the patrols.*
- 3) *Students will have a few minutes to get out of the building and load into the front line **ONLY** of cars. When patrols are signaled, the patrol on the west end will dismiss car by car moving toward the east. All cars must move when the patrol indicates. If all passengers have not boarded, the car must move to the driver's left, out the back gate, circle around the block back to the school and into the car pick-up line again. **ALL CARS MUST EXIT OUT ONTO ALMA TERRACE.**
 - a) **For the safety of all students, all K-8 families must pick up their students in the car line. This allows for SSPP to supervise all students and ensure everyone makes it to their car safely.***
- 4) *When row 1 is dismissed and the front row of cars have all reached or passed the gate an "all clear message" will be given by our crossing guards. Then students may load the front line again. The patrol will dismiss the new front row and repeat this procedure until all cars are loaded; the gate will then be closed. Students **will not be allowed to leave the lot and load on side streets. It is a driving hazard blocking the view for drivers and walkers.***
- 5) *At dismissal, students who walk or ride bikes and need to cross First Street will meet at the bike rack. They will then be escorted by a teacher across First Street. (There is no crossing guard.)*
- 6) *The SSPP PK Program has its own dismissal procedure, at staggered times throughout the day. Please follow the guidelines given to you by your PK teacher.
 - a) If a PK family also has a K-8 student they are expected to pick up their K-8 student in the car line.*

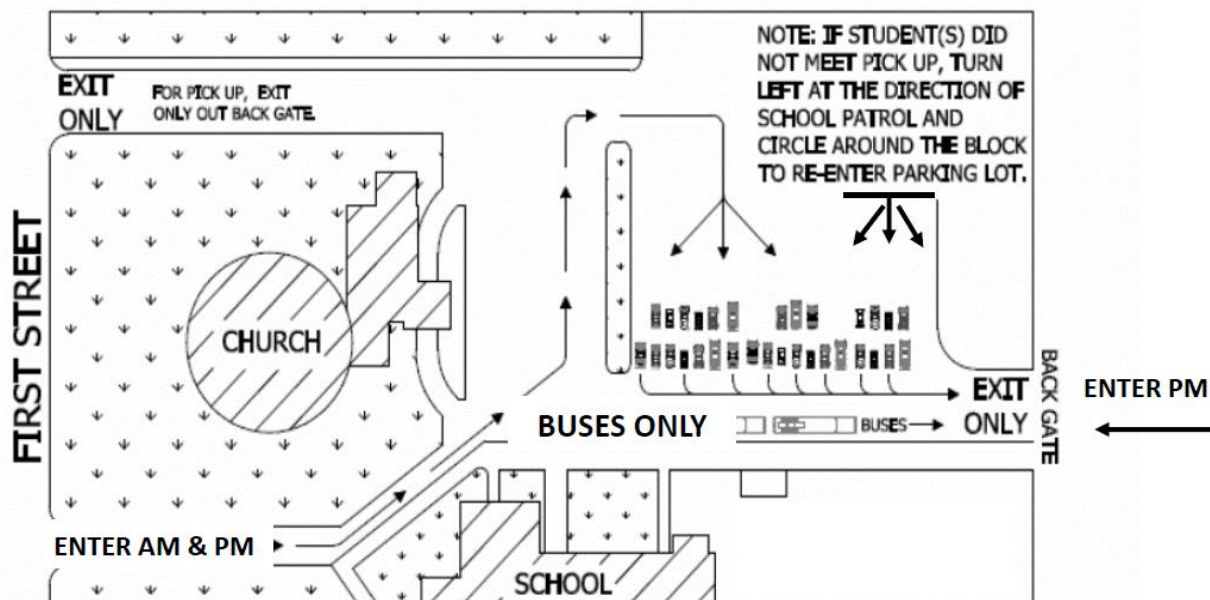
Again, the patrols have instructions. Your cooperation is needed as well as your respectful example to them. Your patience is greatly appreciated. We have many families and students so this will take time.

Your cooperation and support for arrival & dismissal procedures are much appreciated. Safety is our first priority for all students at SSPP. Thank you for supporting us in our efforts to keep SSPP a safe place for everyone.

ARRIVAL



DISMISSAL



NOTE: When entering from First Street in the afternoon, if buses are present, you must wait for them to leave the property before proceeding to the car pick-up area. **YOU MAY NOT DRIVE AROUND BUSES.**

SCHOOL COMMISSION

The School Commission at SS. Peter and Paul recognize the ministry of education in the parish and is dedicated to the academic and spiritual welfare of each student as defined in the school philosophy.

The function of SSPP school commission is an advisory role that aids the principal in expanding the mission of the school.

The school improvement plan is supportive of the policies of the Bishop, the Diocese, and the McHenry Deanery policies.

SCHOOL NEWSLETTERS

The school newsletters are issued electronically every Wednesday. Communication is a high priority. Much time, energy, and resource is expended each week so that parents/students have specific and important information. The newsletter is the primary mean of communication. You will receive an email that the newsletter is ready. It is extremely important to take the time to read the needed information.

SCHOOL RECORDS

SS. Peter & Paul School keeps a permanent record of each student's grades, attendance and test results. The Buckley-Pell Act, specifically PL93-358, was signed into law on December, 1974. This act provides access on the part of parents to student records maintained by an education institution.

Request must (1) be in writing, (2) state the specific record desired, (3) state the reason for the request. Within fifteen days of the receipt of the request, an appointment will be made with one of the authorized school personnel to interpret the record for the parent. If a request is made to have a Student's medical/school physical/sports physical copied or faxed there will be \$15 processing fee charged at the time of service.

SERVICES -- VOLUNTEER

The Diocese of Rockford has mandated that all volunteers in the diocese go through screening and training in accordance with diocesan policies. There are 7 steps which need to be completed to ensure the screening and training of our volunteers. We estimate it will take approximately 2 hours to complete all of the steps. You may find these requirements by clicking on the following link:

<https://www.peterpaulchurchcary.org/volunteer> The password you will need for our diocese is 2train!

SICKNESS OR INJURY

If a child becomes ill at school, a parent or person authorized by the parent will be notified before the child is permitted to leave school. The emergency contact information from the student's SchoolSpeak account will be contacted in the event that parents are not available. Parents should be certain that persons listed on the emergency record are generally available. A child who is sick or has been injured cannot remain at school. Parents must make arrangements to pick up the child.

Students must be symptom free and fever free for a full 24 hours WITHOUT MEDICINE, before

returning to school. Students who return prior to a full 24 hours will be sent home until that time has elapsed. The 24-hour exclusion includes before and after care hours and extra-curricular activities. All students will not be sent to extended care programs. For example, if a student vomits, they may not return to school until a full 24 hours after their last episode of vomiting.

Students who are positive for strep throat or bacterial conjunctivitis (pink eye) must be treated with prescription medication for 24 hours before returning to school.

SOCIAL MEDIA

At SSPP, we recognize that parents and guardians often use social media platforms. We kindly request that any posts or public communications about Saints Peter & Paul be positive and reflect the values of our Catholic faith. We believe that effective communication happens best when the school and its staff are contacted directly to address any concerns for the benefit of our children. We greatly value the partnership between the school and families, as it is crucial for our shared goals. Negative social media content can undermine this partnership, and we encourage everyone to uphold a respectful and constructive online presence

TESTING

ITBS (Iowa Test of Basic Skills) are administered to the students of grades 2-8 during the spring. All Catholic Schools in the Rockford Diocese are required to give these tests at this time. These results are given to parents in spring; they are used for school improvement purposes. In addition, SSPP will be administering the Iowa Flex in reading and math, three times a year.

TOBACCO AND SMOKING MATERIALS (720 ILCS 675/)

The use or possession of tobacco or smoking materials, electronic cigarettes, including matches and lighters, cannot be tolerated within the learning environment. Students bringing any of these materials to school will receive a one-day out of school suspension for the first offense, a five-day out of school suspension for the second offense, and will be expelled for the third offense.

TUITION

SS. Peter and Paul School has a partnership with school families in the education of your children. Our commitment is to strive to provide children with the best academic education in an environment and atmosphere that lends itself to their personal, spiritual and moral growth. The Tuition is twofold:

FINANCIAL COMMITMENT: The 2023-2024 school expenses are budgeted at \$6170 per pupil.

TIME AND TALENT COMMITMENT: All families with children enrolled in Kindergarten through 8th grade will be required to volunteer a minimum of twenty hours (20) for the school year. For each hour not volunteered, there will be a \$15 service charged at the end of the school year. Families can keep track of verified hours on FACTS. If you are unable to volunteer your time you can make a \$300 donation to the scholarship program.

SS. Peter and Paul Parish recognizes that a Catholic education is important for all children. Should financial hardship require consideration, it is the parent or guardian's responsibility to contact the principal, finance manager or pastor so that arrangements can be made.

Each family completes an application and pays a non-refundable registration fee of \$100 on FACTS, which can be found on our school's website on the F.A.C.T.S drop down tab, located at the top of the page. Families will then choose their preferred payment plan; monthly, quarterly, bi-annually, ten monthly payments, or twelve monthly payments which will be deducted from a bank account, or credit card. Support payments are expected to follow the schedule so chosen and committed to by each family. Yearly payments are required to be made at the beginning of the school year unless approved prior to the start of the school year by the Principal.

Payments are due each month according to the preferred payment timetable you select and are considered past due if not received by the 30th of the month. This policy applies to all support payments including the lunch/playground supervision fee, school activity fee, vision & hearing, 1st, 2nd, & 8th grade Sacramental prep, 8th grade graduation, and technology fee. These fees are non-refundable and paid as follows:

- ☐ Lunchroom/Playground Fee: **July**
- ☐ Family Activity and Vision and Hearing Fee: **August**
- ☐ Technology Fee: **September**
- ☐ Sacramental Prep Fee: **January**
- ☐ 8th Grade Graduation Fee: **May**

If payments are not received by the 30th of the month, the following procedure will apply:

1. If the reason for the past due condition is financial difficulties, the family should contact the Parish Accountant and the Principal as soon as possible.
2. After 15 days past due, a letter from the Principal, and the Parish Accountant will be sent requesting a response within 10 days (specific deadline will be noted). The response should be directed to the Parish Accountant and the Principal.
3. If no response is received, a phone call will be initiated by the Parish Accountant or the Principal.
4. If Tuition payments are greater than 60 days past due, an in person meeting will be scheduled with the Principal and the Pastor.
5. If parents do not respond to all of the above and payments are not negotiated by the Christmas Holiday break, the student(s) involved will not be allowed to attend classes in January of the new year until payment has been made.

6. If payments are past due on the last day of the school year and no contact has been initiated by the family for alternative payment arrangements, the student(s) report cards will be held and grades will not be transferred to any other school, as allowable under Diocesan policies and state law. In the case of an eighth grade student, no diploma will be given at Graduation and the Inter-Parish Discount form for Marian Central will not be signed by the Pastor.
7. If payments from the previous school year are past due and no alternative reimbursement schedules have been arranged by the family, the previous spring's registration will not be accepted or honored for the following school year and your child will not be allowed to attend classes for the following school year.
8. If registration for the new school year has not been paid by Meet the Teacher Day, your child will not be considered registered and will not be allowed to attend classes in the fall.
9. Returned payments: If there is more than one returned payment per semester per family, the payments will need to be in cash, money order or a certified check for the balance of the school year.

The pre-school is based on tuition and therefore, tuition payments must be paid when due or the child will not be allowed to attend.

Revised Fall 2018

UNIFORM DRESS CODE (Uniforms are required the 1st day of school)

BOYS

- ☐ (Grades K - 5) **Navy (only)**, pleated or flat, poly/cotton uniform pants, with a solid black, brown, or blue belt. Belt exception for grades K & 1
- ☐ (Grades 6 - 8) Navy or Khaki pleated or flat, poly/cotton uniform pants, with a solid black, brown, or blue belt. **Khaki pants must be purchased from Land's End ONLY.**
- ☐ (Grades K - 5) **Navy (only)**, pleated or flat, poly/cotton uniform shorts, with a solid black, brown, or blue belt. Shorts may be worn during the months of August, September, May & June.
- ☐ (Grades 6 - 8) Navy or Khaki, pleated or flat, poly/cotton uniform shorts, **Khaki shorts must be purchased from Land's End ONLY**, with a solid black, brown, or blue belt. Shorts may be worn during the months of August, September, May & June.
- ☐ White, evergreen, or navy knit polo shirt with 2 or 3 buttons or a long-sleeved turtle neck. No logos except the SSPP school logo. ALL tops must be tucked in.
- ☐ Solid white, black, or navy socks **WITHOUT** logos (knee, calf, ankle, and "no-show" socks) may be worn

GIRLS

- ☐ Navy and green plaid jumper or skort (K-5) Navy and green plaid skort or skirt (6-8) from our uniform supplier Land's End.
- ☐ SKORTS & SKIRTS MUST BE NO SHORTER THAN 2" ABOVE THE KNEE CAP. Shorts worn under skirts and jumpers cannot be longer than the jumper or skirt.

OR

- ☐ (Grades K - 5) **Navy (only)**, pleated or flat, poly/cotton uniform pants, with a solid black, brown, or blue belt. Belt exception for grades K & 1
- ☐ (Grades 6 - 8) Navy or Khaki pleated or flat, poly/cotton uniform pants, with a solid black, brown, or blue belt. **Khaki pants must be purchased from Land's End ONLY.**
- ☐ (Grades K - 5) **Navy (only)**, pleated or flat, poly/cotton uniform shorts, with a solid black, brown, or blue belt. Shorts may be worn during the months of August, September, May & June.
- ☐ (Grades 6 - 8) Navy or Khaki, pleated or flat, poly/cotton uniform shorts, **Khaki shorts must be purchased from Land's End ONLY**, with a solid black, brown, or blue belt. Shorts may be worn during the months of August, September, May & June.
- ☐ White, evergreen, or navy knit polo shirt with 2 or 3 buttons, a white cotton button-down top with a rounded collar or a long-sleeved turtle neck. No logos except the SSPP school logo. ALL tops must be tucked in.
- ☐ Solid colored white, black, or navy tights or socks without logos (knee, calf, ankle, and "no-show" socks) may be worn.
- ☐ Solid colored leggings, black or navy may be worn under uniform skirts and jumpers.
- ☐ Girls' hair accessories must be minimal. Headbands must not exceed one inch. Large bows, flowers, glittery/flashy hair décor or any other "fashion statements" are not allowed.
- ☐ Make-up (including all nail polish) may not be worn. French manicures are not allowed. (8th graders have the privilege, when earned, to wear makeup in May.)

SHOES

- ☐ All students must wear white, black, brown, gray or navy shoes with little or no heel that is non-scuffing (no more than one inch.) Logos are acceptable as long as they are one color and meet the same primary colors of white, black, brown, gray or navy blue. Example: white shoe with black logo. black, brown, gray or navy gym shoe is also acceptable. **ALL** shoes must be worn with white, black, brown, navy or gray shoe laces.
- ☐ Light-up or sparkly shoes are not permitted.
- ☐ Platforms, clogs, soft-soled shoes (such as ballerina style), moccasins, Birkenstock, Crocs, strapless or high-heeled shoes are not permitted

A separate pair of Gym shoes for gym class must be brought and left in the locker and worn on gym days.

SWEATSHIRTS

Green SSPP School sweatshirts may be worn with a uniform shirt as an optional part of the uniform

Spirit Days / Out-of-Uniform Days

Spirit wear is an alternative school “uniform” which may be worn on specified days. On **Spirit** wear days, students may come dressed in their SSPP spirit-shirts and dark-colored pants which can include sweatpants and jeans (NO yoga pants, NO Leggings). School uniform shoes must be worn. On **Out-of-Uniform Days**, students may wear what they like as long as it is **school appropriate NO yoga pants, NO Leggings, No bare shoulders or mid-drifts, No ripped, torn or holey clothing**. Please be aware that our uniform rules still apply in regards to make-up, jewelry, hair, etc. If you have any questions, please call. Thank you.

On Spirit / Out-of-Uniform Days shorts may be worn during the months of August, September, May, and June. Shorts MUST come down mid-thigh in length and modest in design without rips, tears or holes. Shorts made of spandex and lycra type material are not permitted.

JEWELRY

- ☐ Earrings - girls may wear small non-dangling post-type earrings that lie flat, one per earlobe.
- ☐ Cartilage and other body piercing are not permitted.
- ☐ Necklaces and bracelets - only religious medals/symbols may be worn. They must be conservative in style and color, may not be disruptive in any way, and are limited to one each being worn at a time.
- ☐ Tattoos are not allowed

HAIRCUT / COLOR POLICY

- ☐ Only natural hair colors are acceptable
- ☐ Hairstyles must be appropriate and non-disruptive (as determined by the teacher/principal).
- ☐ No beaded braiding or braiding with multi-colored ribbons, rubber bands, etc. is allowed.
- ☐ Boys' hair must be above the collar, above the eyebrows, and above the ears.
- ☐ **No extreme styles, shaved or carved areas (including eyebrows), long sideburns, mohawks or otherwise inappropriate styles will be allowed.**
- ☐ No facial hair is permitted.

****SSPP Does not prohibit hairstyles associated with race, ethnicity or hair texture, including but limited to protective hairstyles such as braids locks and twists.***

SCOUTS OR BROWNIES

Uniforms can be worn on days when meetings are after school.

OUTERWEAR

Students must remove all outerwear that is worn to school, jackets, pajama pants, hoodies, boots, hats, gloves, etc. that is not part of the school uniform prior to entering the classroom in the morning. Hats must be removed while in the building.

At times the SSPP administration may evaluate and make decisions about uniform policy at their discretion.

VISITORS

All visitors must come through the main entrance of the school and sign in at the office. You will need to indicate the time you are arriving, where you will be visiting (i.e. kitchen, computer labs, library, etc.), and your visitor badge number on the sign-in sheet. Travel to any location other than what has been indicated is prohibited. **AT NO TIME SHOULD PARENTS OR OTHER VISITORS GO DIRECTLY TO A CLASSROOM DURING SCHOOL HOURS WITHOUT THE PERMISSION OF THE OFFICE.** All visitors are required to exit out of the building through the office. You will need to indicate the time you are leaving the building and return your visitor badge.

There will be no access to the building after 3:00 pm.

WEAPONS

It is a violation of the school's policies for a student to possess a weapon on school premises or at any time in connection with school-related activities. Included within the prohibitions of this policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearms, knife, martial arts device or other object which, at the school's discretion, may reasonably be considered to constitute a weapon.

Violations of this policy may result, at the school's discretion, in disciplinary action up to and including expulsion from the school.

WITHDRAWALS

Parents should notify the school as soon as they know when they are leaving the community. Parents are asked to please leave the new school and family addresses. If a family has not resolved financial responsibilities with the school, report cards, school records, and, if applicable, the diploma will not be released.

Appendix A

SS. Peter & Paul School Academic Eligibility Extra - Curricular

Participation in extracurricular activities at SS. Peter & Paul School is encouraged. Activities are offered to enrich and complement the academic education of all students. If ineligibility is determined, it means that a student may not participate in practice or games, nor any other school sponsored extra-curricular activities. The student may not participate in practice as a spectator while ineligible.

PLEASE NOTE:

- A)** Academic effort / performance will be evaluated on a weekly basis. Every Thursday teachers will inform the principal if a student is ineligible. Conference rules state that the student will be declared ineligible from participating in contests if he/she has **1** cumulative “**F**” for the grading period in any class or **2** cumulative “**D’s**” for the grading period in any classes. Unsatisfactory academic effort will bring a one week ineligibility which begins the following Sunday through Saturday. The principal will have the final authority regarding academic eligibility.
- B)** If a student receives a third ineligibility, he/she will be removed from that activity for the remainder of the season.
- C)** Serious misconduct will be evaluated by the staff and principal on an individual basis and may bring about an immediate ineligibility for a period of time to be determined by the staff and principal.

A copy of this policy is contained in the Sports Handbook. The parents, principal, teachers, athletic directors, and the coach all receive copies of this document.

Appendix B

AFTER SCHOOL DETENTION – SS. PETER & PAUL SCHOOL

Name _____ Date _____ Grade _____ # Received _____

_____ 1. **Disruptive behavior that interferes with learning**

After interventions to stop behavior, the student still chose to:

- ____ continue to disrupt after being corrected verbally more than once
- ____ shout out after being reminded to raise his/her hand
- ____ talk during instruction
- ____ get out of seat or left the room without permission after being corrected
- ____ distract others from the learning process
- ____ argue and/or sass back when corrected
- ____ make inappropriate noises
- ____ other

_____ 2. **Disrespectful toward staff, volunteers, or other students**

_____ 3. **Endangering another person's safety**

_____ 4. **Stealing, lying, cheating, forgery**

_____ 5. **Use of profane gestures, language: written or spoken (including recess, etc.)**

_____ 6. **Vandalism to school property**

_____ 7. **Vandalism to another student's property**

_____ 8. **Tardy 3 times (unexcused per quarter)**

_____ 9. **Failure to conform to P.E. uniform regulations**

_____ 10. **Failure to serve the assigned detention with signed detention form**

_____ 11. **Inappropriate Conduct**

PLEASE PICK YOUR STUDENT UP AT THE OFFICE AT 3:15PM

Teachers Comments and Signature:

Parent Comments and Signature:

Students who receive their third detention, with no earned "improved behavior credit" are to serve a one day in-school suspension effective immediately. Students who receive their fourth detention, with no earned "improved behavior credit" are to serve a two day in-school suspension effective immediately. Students who receive their fifth detention within a school year must meet with the pastor, principal, and their parents to determine the intent regarding attendance at SS. Peter & Paul school.

"Improved behavior credit" is defined as any 30 school day period in a row, showing improved/corrected behavior, without receiving an afterschool detention.

Appendix C

Discipline Steps of Action

Classrooms' teachers will use these steps when students have been disciplined in classrooms, on the playground, in the lunchroom, or in other "non-structured" areas. Managers and supervisors are required to alert the homeroom teacher to check students' discipline file and follow this outline.

Gr. K

1. Classroom behavior dealt by severity of incident within each room.
2. There is forgiveness and a clean slate each day.
3. 2nd warning - time out
4. 3rd warning - time out of choice time
5. Same action occurs repetitively a phone call home.
6. Positive behavior incentives are used as rewards
7. Behavior issues outside the classroom are forgiven and there is a clean slate each day.

Gr. 1

1. Classroom behavior is dealt with by severity of incident within each room.
2. There is forgiveness and a clean slate each day.
3. Classroom behaviors are dealt with using a 1-2 warning system. After the second warning, the child will lose a recess and a form is sent home to inform parents. The form will be signed by the parents and will be returned the next school day.

Continuous Behavior Issues

1. Parent Conference

2. At teacher discretion, conference with parents, teacher, assistant principal, and/or principal.

Gr. 2-3

1. Classroom behavior is dealt with by severity of incident within each room.
2. A severe infraction will result in a lost recess and a phone call home.
3. Third grade - detentions are given on a severe case by case basis.
4. Each student starts each day with a clean slate.

Gr. 4-5

1. Parents will be notified of inappropriate behavior with a "Behavior FYI". **See Appendix D**
2. The location of the incident will be indicated and briefly explained. Parents are asked to discuss the incident with their child.
3. The FYI requires three signatures - student, parent, and teacher. This slip must be returned the next school day with all three signatures.
4. Three Behavior F.Y.I.'s in 60 school days will result in an afterschool detention.

Gr. 6 - 8

1. Identify the behavior. When a student is not following classroom or school policies or procedures, a teacher will hand them a red Behavior Reminder slip. See Appendix E. On this slip the student will record what they were doing and what they were supposed to be doing. At the end of class the slip will be handed back to the teacher.
2. Teacher records behavior. This will allow us to lead the student to correct unacceptable behavior by

holding them accountable throughout the day/week as a unified team.

3. Share this information with parents. If a student received a behavior reminder, a Student Behavior Report will be sent home, on the last day of the school week, along with any red Behavior Reminders that were received during the week. Please, look over and discuss these reports with your student, discuss strategies to avoid the identified behaviors in the future, and then sign it and have your student return it on the next school day.

Students may receive a Red Behavior Reminder from a staff member for minor infractions that include, but are not limited to:

1. Not following classroom expectations, such as:
 - Blurting out
 - Disruption to class
 - Disrespectful behavior
 - Tardiness to class
2. Uniform violation
3. Forgetting signed forms
4. Inappropriate behavior outside of the classroom
5. Inappropriate behavior during extracurricular activities
6. Other

- ☐ Please note that receiving a Behavior Reminder is just that, a reminder to correct a behavior. We are bringing these behaviors to attention to help correct them. At the same time, numerous reminders will result in a consequence. If three red Behavior Reminders are received in a week, a lunch detention will be issued. Further, lunch detentions may still be issued for certain behaviors if needed without receiving three reminders.
- ☐ For a lunch detention, students report to the designated teacher's classroom during recess in a timely manner. While there, they will complete a written think sheet (Appendix F). That sheet is taken home, signed by parent/guardian, and returned the next day to the teacher on duty for the week. Failure to return their sheet signed will result in an after-school detention. If a student receives multiple recess detentions in a day, the student will serve an after-school detention. Any recess detentions given in the afternoon will be served the next day.
- ☐ If a student earns three recess detentions within a quarter, the student will receive an afterschool detention. For every three recess detentions, a student will earn another afterschool detention. See the detention form for information regarding the consequences of multiple detentions.

****Saturday detentions may be used by administration for repeated, endangering, or excessive behaviors.**

Appendix D

Technology Infraction Form

Student's Name _____ Date _____

Grade _____ Teacher _____

Students are expected to follow the rules in the Student Handbook as well as follow the Acceptable Use Policy which they signed prior to receiving any technology and/or devices. The rules are listed below and the rule(s) that was violated is highlighted.

I understand that the devices at school are to be used for schoolwork only. Accessing games, music, video sites, etc., which are not assigned by a teacher, is not allowed.

I will only use the device to which I am assigned. I will tell the teacher if something goes wrong.

I will stay at the website or in the iPad App that the teacher has assigned me. If I get to an unfamiliar place on the Internet or the iPad, I will tell my teacher right away. If a website makes me uncomfortable or if it seems like someone is trying to talk to me, I will report it to my teacher immediately.

I will never share my login information with others.

I will not install, download, delete, upload or change any software or App, including settings and preferences without the permission of my teacher or the technology coordinator.

I will not access any social networking sites, chat rooms or personal email.

I will never tell my name, address or phone number to anyone or any website on the Internet without the permission of the teacher.

I will give credit to the rightful owner in my projects for information I find on the Internet.

I will not use technology to bully, embarrass or bother anyone. I will not use profane, vulgar or rude language or material.

I will not publish false information about another individual.

I will not use photos or videos of anyone without permission of the teacher.

I will not try to access a teacher's or student's documents or other files.

I know that my teachers can see what I am doing on the computer and can look at my saved work.

Consequences:

_____ 1st Offense: Indoor recess and discussion with Technology Coordinator

_____ 2nd Offense: Device is taken away for one week

_____ 3rd Offense: Device is taken away indefinitely (until behavior improves)

Teacher Signature _____

Parent Signature _____

Student Signature _____

Appendix E

Think Sheet

Student's Name _____ Date ____/____/____

Grade _____ Teacher who observed your behavior _____

The rule that I broke was: _____

I chose to break this rule because: _____

How did my behavior affect the class? _____

Whose rights were violated when I broke this rule? _____

This is what I could have done instead: _____

Student signature: _____ Date: _____

Parent signature: _____

Appendix F

SS. PETER & PAUL CATHOLIC SCHOOL TECHNOLOGY & SECURITY AGREEMENT—SCHOOL-ISSUED DEVICE

SS. Peter & Paul Catholic School (SSPP) is providing a school-owned technology device and related resources. In order to receive the device and resources, one parent/guardian must indicate their understanding and agreement to the terms of this form by signing and submitting this agreement. Students will be required to review and accept a Student Acceptable Use Agreement at the start of the school year. The following terms govern the use of the technology school-owned device issued from SS. Peter & Paul Catholic School (SSPP):

Ownership and Care of Device

1. Ownership

SSPP retains ownership of the device. The device/equipment must be turned over to school staff upon request for content inspection, maintenance, or other administrative or support actions. All students must provide access and passcodes to the device upon request by any school administrator.

2. Reasonable Care

It is the responsibility of the student to exercise reasonable care over the device at all times. This includes securing the device in a safe location and otherwise taking reasonable steps to protect the device from damage and theft.

3. Damage

Students with Chromebook damage will be charged to fix the device. Please see the cost chart below. Families are responsible for any damage to the device.

<u>Damage</u>	<u>Part</u>	<u>Labor</u>	<u>Total Cost</u>
Screen	\$80	\$50	\$130
Top Cover	\$25	\$50	\$75
Bottom Cover	\$24	\$50	\$74
Hinge Set	\$8	\$50	\$58
Keyboard	\$33	\$50	\$83
Touchpad	\$30	\$50	\$80
Motherboard	\$115	\$50	\$165
AC Charger	\$29	N/A	\$29
Full Device Replacement	\$250	N/A	\$250

4. Repairs

The school is the only party authorized to repair/service the device. Any additional money spent by parents/students to repair a device will not be reimbursed.

5. Return of the Device.

The school may require the student to return the device and/or related resources at any time. The student must return the technology device in the same condition as the school issued it. No

permanent marks may be made on the device or related resources. The school will impose fines for the cost of repair or the replacement of items.

No Expectation of Privacy

1. School Right to Monitor

Users have no expectation of privacy in materials or content created, received, sent, viewed, or otherwise accessed on the school-owned device.

2. Passwords

The student must provide staff members with all usernames, passwords, and/or passcodes to a device and its contained software or applications upon request. Failure to provide staff with access to the device may result in lost content. In addition, the student may also be subject to discipline or other consequences if the student is unwilling to provide such access.

Appropriate Use

1. School-Related Uses

The device is intended for use by the student for school related/educational purposes only. Use of the device must comply with school policies and procedures.

2. Lending of Device Prohibited

The student may not lend the device or related resources to anyone, without the consent of the Technology Coordinator.

3. School Policies

The student's use of the device must comply with requirements of school policies and procedures, including but not limited to the Rockford Diocese/SS. Peter & Paul School Student Acceptable Technology Use Policy, other technology policies and procedures, and the student discipline code, regardless of where or when the student uses the device. The school reserves its right to block application functionality, implement security measures, change device settings, or take any other administrative or security steps, as deemed necessary in the school's sole discretion. Any attempt to modify (i.e., "Jailbreak") the device/equipment, including but not limited to changing Internet access settings, will be considered a violation of school policy.

4. Installation of Applications

The school provides school-purchased software on devices. No other applications may be installed without the consent of the Technology Coordinator.

5. Revocation of Use

The use of the device and the school's network is a privilege, not a right. The school may revoke the student's privilege to use the device and related services any time it deems appropriate, including where the student violates this agreement, school policy, or school procedures.

6. Indemnification

The student and parents/guardians release, hold harmless, defend, and indemnify the school from any claims, liability, or money damages (including attorney fees) brought by a third person, the student, or the parents/guardians against the school and related to the student's use of the device or the student's or parents'/guardians' breach of this agreement. If any term, covenant, condition, or provision of this agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

CODE OF PROFESSIONAL CONDUCT FOR SCHOOL EMPLOYEES

Pursuant to Illinois's Faith's Law requirements, the Diocese of Rockford adopts this Code of Professional Conduct for School Employees. Each of the provisions below is contained in existing policies and rules of the Diocese of Rockford, but are restated as a Code of Conduct for School Employees to comply with the law.

Each school is required pursuant to Faith's Law to post this Code of Professional Conduct for School Employees on the school's website and to publish this document in the school's parent/family/student handbook, if the school has one.

I. Educator Code of Conduct

Pursuant to recent Illinois law, the Diocese adopts the relevant portions of the Illinois Educator Code of Conduct, as follows, which applies to school employees who are certified or working toward certification or whose certification has been waived:

Principle 1: Responsibility to Students. Educators are committed to creating, promoting, and implementing a learning environment that enables students to achieve their highest academic potential, and to succeed as a responsible member of society. They are committed to embodying standards of professionalism in the learning environment; respecting the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect for each student; maintaining a professional relationship with students at all times; providing a curriculum based on high expectations for students; and fostering in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

Principle 2: Responsibility to Self. Educators are committed to establishing high professional standards and striving to meet these standards through their performance. They are committed to assuming responsibility and accountability for their performance and striving to demonstrate proficiency and currency in both content knowledge and professional practice; developing and implementing personal and professional goals with attention to professional standards through a process of self-assessment and professional development; representing their professional credentials and qualifications accurately; and using sound professional judgment.

Principle 3: Responsibility to Colleagues and the Profession. Educators are committed to collaborating with school and Diocesan colleagues and other professionals in the interest of student learning and to meet state educational standards; working together to create a respectful, professional and supportive school climate for educators to maintain their individual professional integrity; seeking out and engaging in activities that contribute to the ongoing development of the profession; encouraging promising candidates to enter the education profession; and supporting the preparation, induction, mentoring and professional development of educators.

Principle 4: Responsibility to School Parents and Families. Educators are committed to collaborating, striving to build trust, and respecting confidentiality with school parents and families striving to develop and maintain professional relationships with school parents and families; and promoting collaboration and supporting student learning through communication with parents and families.

Principle 5: Responsibility to the ISBE. Educators are committed to supporting the Administrative and School Codes as applicable to Catholic schools, state and federal laws and regulations as applicable to Catholic schools, and the Illinois State Board of Education's standards for highly qualified educators, as applicable to Catholic schools. They are committed to providing accurate communication to the Illinois State Board of Education concerning all certification matters; maintaining appropriate certification for employment; and complying with the state and federal codes, laws, and regulations, that apply to Catholic schools.

II. Sexual misconduct

The Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment, prohibits sexual abuse of minors by its employees, clergy members, and volunteers. Pursuant to Faith's Law, the Diocese has amended its Norms to add additional description of acts constituting sexual abuse of a minor:

Sexual misconduct, defined by Faith's Law as any verbal, nonverbal, written, or electronic communication or physical activity directed toward or with a minor for the purpose of establishing a romantic or sexual relationship with the minor, including but

not limited to a sexual or romantic invitation; dating or soliciting a date; engaging in sexualized or romantic dialog; making sexually suggestive comments that are directed toward or with a minor; self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and/or a sexual, indecent, romantic, or erotic contact with the minor (Illinois' Faith's Law, Public Act 102-0676, (105 ILCS 5/22-85.5).

Grooming behavior, defined by Faith's Law and the Illinois Criminal Code as knowingly using a computer online service, internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, or performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, or another person believed by the person to be a child, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child.

III. Expectations of School Employees

The Diocese restates here the Diocese's expectations of all its employees, including employees who work at parish elementary schools and Diocesan high schools in the Diocese of Rockford:

School employees are expected to maintain professional relationships and boundaries, recognizing the age and the developmental levels of the students with whom they interact.

These expectations are set forth in detail in the following:

Diocese's Code for the Pastoral Use of Technology and Social Media;

Diocese's Code of Pastoral Conduct; the Diocese's Guidelines for Youth and Those Working with Youth Employee, Volunteer, and Youth Participant General Guidelines and Boundaries Expectations;

Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment;

Illinois DCFS Acknowledgement of Mandated Reporter Status form;

and the following trainings:

Virtus Protecting God's Children;

Illinois DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and State of Illinois' Prohibition of Sexual Harassment training.

IV. School employees are mandated reporters

The Diocese restates here the Diocese's requirement that its employees, including employees who work at parish elementary schools and Diocesan high schools in the Diocese of Rockford, shall report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services.

Pursuant to the Illinois Abused and Neglected Child Reporting Act, (325 ILCS 5/4), school employees are required to make a report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services by calling the hotline number at 1-800-25-ABUSE (1-800-252-2873) whenever the employee has reasonable cause to believe that a child known to the employee in the employee's professional or official capacity may be abused or neglected.

This requirement is contained in the following:

Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment;

Illinois DCFS Acknowledgement of Mandated Reporter Status form;

and the following trainings:

Virtus Protecting God's Children;

Illinois DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and State of Illinois' Prohibition of Sexual Harassment training.

V. Employee training related to child abuse and educator ethics

The Diocese requires its employees be trained annually in their obligations as mandated reporters and every three years to be trained in preventing, detecting and responding properly to sexual harassment. The trainings are entitled DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and the State of Illinois' Prohibition of Sexual Harassment training.

Those requirements are set forth in the Diocese's Employee Handbook and in the Diocese's Safe Environment Requirements for Clergy, Adult/Teen Employees and Volunteers whose role

involves direct contact with minors.

The Diocese will require its school employee educators to receive training in educator ethics.

When those resources are completed, they will be shared with educators.

References:

Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults:
Education, Prevention,

Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for
Ministry/Employment;

Illinois DCFS Acknowledgement of Mandated Reporter Status form;

Diocese's Code for the Pastoral Use of Technology and Social Media;

Diocese's Code of Pastoral Conduct; the Diocese's Guidelines for Youth and Those Working with Youth
Employee, Volunteer, and

Youth Participant General Guidelines and Boundaries Expectations;

and the following trainings:

Virtus Protecting God's Children;

Illinois DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and State of
Illinois' Prohibition of Sexual

Harassment training.

Effective 7/1/202

2023 / 2024
Parent Student Handbook
Required Signature Page



Once you have completed reviewing the SSPP Parent/Student Handbook, Please sign onto FACTS and under “Authorizations”, electronically sign the box acknowledging that you have read, will follow, and agree to be governed by the Parent/Student Handbook as well as ensuring that your children are informed and also agree to be governed by the handbook.

Student Last Name: _____

Parent/Guardian Signature:
