

# SS. PETER & PAUL CATHOLIC SCHOOL

## STUDENT HANDBOOK

2023-2024



*Saints Peter and Paul Catholic School is a member of the Belleville Diocesan School Systems, Belleville, Illinois and is recognized by the Illinois State Board of Education.*

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

*The purpose of this page is to encourage you to thoroughly read the handbook. We want you and your children to be aware of the changes that may pertain to you for 2023-2024.*

*I, \_\_\_\_\_, have thoroughly read the handbook, and reviewed it with my child/children.*

*Parent's Signature: \_\_\_\_\_*

*Please sign and return this page on the first day of school.*

*Thank you for your cooperation. SPPCS School Board.*

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Ss. Peter and Paul Catholic Grade School

217 West 3<sup>rd</sup> Street Waterloo, IL. 62298

School Office- (618) 939-7217

School Fax Number-(618) 939-5994

Parish Office- (618) 939-6426

School Website [www.sppcs.org](http://www.sppcs.org)

## General School Policies

DISCLAIMER This Student/Parent Handbook contains established policies and procedures for the 2022-23 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect. If you have any questions or concerns in regard to the policies contained in this guide, please contact the principal of the school:

Mrs. Lori Matzenbacher, 939-7217, [lm Katzenbacher@sppswaterloo.com](mailto:lm Katzenbacher@sppswaterloo.com).

## Administrative Organization

### *Bishop and Diocese of Belleville*

Ss. Peter & Paul is a Roman Catholic School under the auspices of the Bishop of the Diocese of Belleville. The Director of Elementary Education has the responsibility of implementing Diocesan Policy, once approved by the Bishop.

Pastor

The Pastor is the primary spiritual leader of the Parish and has the responsibility of fostering, guiding and coordinating the educational ministry of the parish. This includes those matters within the school, which affect worship, the Ministry of the Word and the spiritual welfare of the students. School Policies are presented to the School Board by the Principal. They are then recommended and brought to the Pastor for approval. The policies stated in this document were reviewed and approved by the school board and Father Linus.

Principal

The Principal is the administrator of the school and executive office of the School Board, and is responsible for implementing policies established and/or approved by the Diocesan Board, the pastor and Ss. Peter and Paul School Board. The Principal is responsible for implementation of educational policies established by the Diocese of Belleville and the State of Illinois.

Faculty and Staff

All faculty and staff members report directly to the Principal.

**● FACULTY AND STAFF**

Principal        Mrs. Lori Matzenbacher

Bookkeeper     Mrs. Jessica Eschmann

Secretary       Mrs. Becky Simshauser

Preschool        Mrs. Stacy Luchtefeld

Preschool        Mrs. Jenny Kessler

Preschool        Mrs. Lindsay Riebeling

Preschool Aide   Mrs. Sarah Schmitz

Preschool Aide   Mrs. Kim Lannom

Preschool Aide   Mrs. Sarah Willson

Preschool Aide   Mrs. Erika Baum

Kindergarten   Mrs. Becky Lowe

Kindergarten	Mrs. Lynn Dugan
1A	Mrs. Liz Schaltenbrand
1B	Mrs. Rachel McIver
2A	Mrs. Anna Seipp
2B	Mrs. Kim Huels
3A	Mrs. Kim Castello
3B	Ms. Julie Henneberry
4A	Ms. Kelly Zellerman
5A	Mrs. Angela Pace
5th Aide/Latchkey	Mrs. Amanda Barlock
6 <sup>th</sup> HR, 6 <sup>th</sup> - 8 <sup>th</sup> Social Studies	Mrs. Tarah Heinzl
6 <sup>th</sup> - 8 <sup>th</sup> Math, Athletic Director	Mrs. Carrie Phelps
7 <sup>th</sup> HR, 6 <sup>th</sup> - 8 <sup>th</sup> Science	Mrs. Laurie Knoll
8 <sup>th</sup> HR, 6 <sup>th</sup> - 8 <sup>th</sup> Religion	Mrs. Beth Lyons
8th HR, 6th-8th English/Reading	Mr. Nic Liefer
Physical Education	Mrs. Kerry Brinkmann
Computer/STEM/Enrichment	Mrs. Angie Wirth
Public Relations	Mrs. Becky Simshauser
Spanish	n/a
Counselor/Art	Mrs. Jaimie Kaiser-Smith
Resource, Testing Coordinator	Mrs. Angela Atkinson
K-8 Resource Assistant	Mrs. Amy Grant
Music/Band	Mr. Chad Minier
Latchkey Director	Mrs. Sarah Schmitz
Kitchen Director	Ms. Christy Haney
Kitchen Staff	Mrs. Kathy Roever
Kitchen/Custodian	Mrs. Judy Richeson
Kitchen	Mrs. Joan Tepen
Kitchen	Ms. Clare Tepen



Custodian  
Maintenance Director

Mr. Vern Tepen  
Mr. Scott Doiron

*Board of Education*

Ss. Peter & Paul Board of Education is established by the pastor/parish administrator to assist him and the school's principal in the governance of the school program. Board recommendations shall be binding throughout the school upon ratification by the pastor/parish administrator. The board serves as a consultative board to the Principal and Pastor.

2023-24 School Board Members:

Aaron Litteken, President

Tracy Gedris, Vice President

Alison Essner, Secretary

Misty Yanko

Chris Schuchardt

Henry Wicklein

Tracy Phipps

Angela Crowe

Lori House

Carrie Keller

Mark Heffernan

Michelle Dailey

Kevin Edwards

939-6426 Fr. Linus Umoren, Fr. Evaristus Akabueze, Mrs. Lori Matzenbacher, Principal  
939-7217 Belleville Diocesan Office of Education 618-235-9601

The SPPCS Board of Education is an advisory Board to the Principal and Pastor. The duties and functions of the Board are:

1. Interpret, apply, and enforce the policies of the Bishop and the Diocesan Board of Education.
2. Formulate, apply, and enforce policies for the school.
3. Determine needs and then set goals and objectives for the school and designate the responsibility for their implementation.
4. Sponsor, support, and participate in activities that pursue those goals and objectives that are the Board's responsibility to achieve.
5. Be responsible for and monitor the annual budget. Said budget shall include all items pertaining to the educational program.
6. Aid in the development of financial resources.
7. Promote better understanding and support of Catholic Education.
8. Be responsible for the determining of tuition rates, insurance, salaries, and other matters relating to education.
9. Act as liaison body with local state school officials.
10. Establish committees on a standing or ad hoc basis according to need.
11. To assist in the selection of a Principal per Diocesan policy 2211.1 and on a yearly basis evaluate the Principal's service to the Board and his/her implementation of its policies and goals.
12. To monitor, evaluate, and update on a biannual basis the Ss. Peter & Paul Catholic School strategic plan.
13. To write and distribute, on a yearly basis, the SPPCS annual report.

## MISSION STATEMENT

At Ss. Peter and Paul Catholic School, it is our mission to identify the strengths within every student by providing a faith-based learning environment that focuses on the social, emotional and intellectual growth of each child.

We strive to:

.....help families pass on the knowledge, beliefs, and traditions of the Catholic faith to their children.

.....provide an atmosphere of caring and respect for each human person, regardless of race or ethnic origin.

.....create an environment which encourages academic excellence, and the development of individual talents and abilities.

.....work in partnership with families, to instill Christian values, and guide children toward becoming responsible, caring adults.

## VISION STATEMENT

At Ss. Peter and Paul Catholic School, we envision a world where students nurture their Faith in themselves and one another through education and service to help shape a better future for generations to come.

### • ADMISSION

A child who is five years of age or who will reach the age of five by September 1st may enter Kindergarten in August. Exceptions allowed under the Illinois School Code must be approved by the principal, pastor, and Superintendent of Schools. Students must be six years of age by September 1<sup>st</sup> or have successfully completed an accredited Kindergarten program to enter first grade. Children baptized outside the parish will need to present a baptismal certificate. New students to Ss. Peter & Paul Catholic School are on probationary status for the first year. Any student being transferred to SPPCS must have all school records transferred to school. *Birth certificate, baptismal record, and immunization record are needed upon entering school.*

### • CLASS SIZE & ADMISSION

Ss. Peter & Paul Catholic School is committed to providing a quality affordable Catholic education to the children of Ss. Peter & Paul Catholic Church and its feeder parishes. To maintain desirable class size and operate within the established budget, the SPPCS School Board adopts the following guidelines on class size and the factors to be considered in accepting students for enrollment.

## Class Size:

Optimum Size Maximum Size Preschool 3/4 15-18

Preschool 4/5 15-20 Kindergarten 18-20 Grades 1/2 21-25 Grades

3/4 23-27 Grades 5/8 25-30

These guidelines are meant to be followed in accepting students, however, the Principal with the consent of the Board, may modify these numbers. These guidelines may be modified when certain circumstances warrant a change.

In situations where class size is a consideration because of the number of students that have applied for admissions to SPPCS, the following criteria should be used in determining who should be admitted to the school.

1. Children already enrolled in SPPCS who are SS. Peter and Paul Catholic parishioners or feeder parish parishioners. These students must have their fees paid for the current year and have registered (forms completed and fees paid) for the next school year.
2. Students who have siblings already enrolled in the school.
3. Parishioners of SS. Peter and Paul Catholic Church and the feeder parishes whose first child is entering school (This does not refer only to Kindergarten).
4. Catholics from parishes other than SS. Peter and Paul and its feeder parishes.
5. Non-Catholic families who already have children in the school.
6. Non-Catholic families whose first child is entering the school.

## ● CLASS ROSTERS

Students are assigned to a homeroom class for the following school year based upon the professional advice of the current teacher(s). Should a parent have a specific request, they must put it in writing and submit it to the school office by May 1<sup>st</sup> of the current school year. Only requests that are educationally based will be considered. These requests will be taken into consideration by the teacher as well as administrator, but are not guaranteed.

## ● PHYSICAL EXAMINATIONS

The Illinois State School Code (105 ILCS 5/27-8.1) requires that every child have a physical examination prior to entrance into school and before the start of sixth grade. Children entering Kindergarten, 2<sup>nd</sup> & 6<sup>th</sup> Grade must have a dental examination. Children entering Kindergarten are also required to have a vision exam. Copies of the examinations by the family's physician must be on file in the child's school records by October 1st if the child is to remain in school. Examinations given previously by a qualified physician are acceptable as long as they were within one year of the start of the school year in which the child is required to have a physical examination. A child who fails to have the necessary forms before

October 1st will be asked to stay home until such time as the parents are able to get the examinations and turn in the required forms. SPPCS shall follow the Illinois Department of Public Health Rules for School Health Exams and Immunizations, Illinois Department of Public Health Rules, and the Control of Communicable Diseases. The only exception to this policy is in the case of a medical exemption. Students participating in any School Sports program must have a physical examination before the first practice.

**Immunizations:**

According to Illinois State School Code, all students are also required to have the proper and appropriate immunizations. All students entering Preschool and Kindergarten for the new school year are expected to have the chickenpox vaccine. If students are not in compliance with this, the students can and will be suspended until the appropriate immunizations are received. This is necessary in order to protect all students and to ensure a healthy environment. A doctor’s note exempting from the above is required if students do not have those immunizations. An exemption may be granted on the basis of medical reasons if verified by a Medical Doctor (M.D.) or Doctor of Osteopathy (D.O.) in written documentation. This is to be sent to the Office of Education for approval prior to the full acceptance of the student in the school.

**Communicable Disease:**

The following indicates rules for school attendance if a child has the following communicable disease/illnesses:

1. Conjunctivitis: (Pink Eye) May attend school 24 hours after the first application/dose of antibiotic.
2. Chicken Pox: May not attend school until 6 days following the eruption of the first crop of vesicles. All must be scabbed over before returning to school.
3. Fever: must be excluded from school until clear of fever for a 24 hour period.
4. Head Lice: Treated and checked before entry to school. Proof of treatment must be brought and a 48 hour waiting period.
5. Impetigo: Must be excluded from school until sores are completely healed.
6. Measles: May not attend school until the rash has disappeared.
7. Whooping Cough: Must be excluded from school three weeks from the onset of the cough.

**Infectious Disease Control Policy and Immunization**

In accordance with the directives and procedure set forth by the Illinois Department of Public Health, Illinois State Board of Education, and U.S. center for Disease Control, the American Red Cross, and the U.S. Catholic Conference all students with an infectious disease shall be enrolled in school and shall be permitted to attend school or parish religious education programs.

Students’ known to have chronic infectious diseases should be individually evaluated in order to determine if their behavior or physical condition poses a high risk of spread of disease.

The decisions regarding the type of educational and care setting should be based on the behavior, neurological development, and physical condition of the student and the type of infectious disease the child may have rubella, hepatitis B, cytomegalovirus (CMV), herpes simplex, or acquired immunity deficiency syndrome (AIDS). These decisions will be made using the team approach including the parents or legal guardians, public health personnel, family physician, school administration, and Pastor.

Persons involved in the care and education of all children should respect the student's rights to privacy, including maintaining confidential records in accordance with state law. Parish elementary schools shall not accept students who are transferring from another school in order to avoid a student with AIDS. This policy is consistent with the Christian values that are promoted in all Diocesan and Parish schools and would be an injustice to the community from both a moral and ethical standpoint. This would be disruptive to both school and communities and not in the best interest of the education of the students in either school.

According to the SCHOOL CODE for the State of Illinois, all students must have the proper and appropriate immunization. If students are not in compliance with the law of immunizations, measures will be taken to suspend the students. (chapter 122, Section 27-28 of the State School Law).

## • HEAD LICE POLICY

Head lice are highly contagious because of the easy transmission from person to person. In the event that nits (eggs) or live head lice are found on your child, you will be contacted and asked to take your child home for treatment.

1. Students who are found to have head lice will not be allowed to attend class.
2. A case of head lice is defined as the presence of live lice or nits.
3. No students will be able to return to class until he or she is free of all nits and live lice, as verified by office personnel.
4. Head checks for lice and/or nits will be carried out periodically at school.

## **ENROLLMENT - PROBATIONARY**

Any new transfer student (other than those entering kindergarten) who registers to attend our schools shall be considered probationary. This probationary status will remain effective until such time as the student's school records are received from the transferring school, and a sufficient period of time has passed to guarantee that any *special* needs of the child can be met by existing school curriculum and resources.

The school reserves the right, at any time, to require that any student with needs that cannot be met by existing curriculum or staff (as decided by the pastor, Principal, Assistant Principal and teacher/s involved) not be enrolled. The board of education will be kept informed by the Principal, on a current basis, of all problem situations existing and the resulting actions taken. All student transfers at the 7<sup>th</sup> and 8<sup>th</sup> grade level are to be accepted conditionally and students shall remain on probation for the entire academic year.

- **TELEPHONE 939-7217**

**PARENTS: EXCEPT IN URGENT CASES, PARENTS ARE ASKED TO LIMIT THEIR TELEPHONE CALLS DURING SCHOOL HOURS.** If a parent must call and leave a message for a student, please do so before 2:00 p.m. since office personnel are usually very busy during the last half hour before dismissal.

**STUDENTS: UNLESS IT IS AN EMERGENCY, STUDENTS WILL NOT BE ALLOWED TO PHONE HOME.**

**Emergencies exclude the following:**

Asking a parent if a friend can come over. (Most parents do not appreciate these calls.) Asking a parent to bring a "signed paper" for a field trip.  
(This would reinforce irresponsibility.) Asking a parent to bring an assignment. (This would reinforce forgetfulness.)  
Cell phones may be brought to school only if kept turned off and in the student locker during school hours.

- **CLASSROOM VISITS**

Anyone wishing to schedule a classroom visit--parent or potential student should contact the school office and set up an agreeable date/time with the office and classroom teacher.

- **Communication**

When contacting the school, the best place to begin is with the person directly involved. The teacher should be contacted when a student related problem is involved or the principal when a school regulation or practice is your concern. The teachers are on duty between 7:35 a.m. and 3:00 p.m. Teachers can be contacted during their plan time or before/after school. Parents and Teachers can communicate through email, FACTS, a hand-written note, or phone conversation.

- **Custody Policy**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. Children will be released to either parent unless the school is provided with a current valid court order directing limitations or restrictions to either parent. This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic record and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

- **ATTENDANCE-ABSENCE-TARDINESS AT SCHOOL**

Regular attendance is essential for scholastic achievement. Teachers are required to keep a daily record of attendance for the students' permanent record cards. Perfect attendance is defined as "**No absences**, excused or unexcused."

Parents are asked to call in to the school office before 8:00 a.m. when a student will be absent or tardy. At this time they should request that homework be gathered and indicate how the student will receive it. Homework will then be available for pick up in the breezeway from 3:00 - 5:00 pm. Office personnel will call the home of those students whose parents have not called the school.

When a student has been absent 5 or more days in a row, a physician's note is required upon the student's return.

Once a student has missed 10% of the days of school, parents will be notified. If absences continue, then that student may be referred to the Regional Truancy Officer with the Regional Office in Waterloo.

**Truancy-** Ss. Peter & Paul will seek the assistance of the Regional Office of Education when a student is exhibiting truancy patterns. A student who is absent (without an excused absence) 10% or more school days at a given time and has a history of truancy will be in violation of this policy (Illinois School Code 105 ILSC 5/26-21). Unexcused absences could result in not being permitted to advance to the next grade.



"Tardy" - When a student arrives at school late but within 30 minutes of the beginning of the school day, which is 7:45 am, the student will be considered tardy. Students are to be seated in their classrooms and prepared to learn at 7:45 a.m. As per school discipline policy, students in grades 5-8 will receive detention after the fifth tardy in a quarter. "1/2 day Absence" - When a student arrives at school after 8:15 am, or when a student leaves before 1:30 pm, the student will be considered as 1/2 day absent.

\*Students are to be given one day for each day missed, in order to make up work assigned during the excused absences.

If for any reason a child cannot take part in Physical Education classes or some parts of them for a given length of time or permanently, this must be indicated in writing to the school office.

We strongly discourage removing students from school for family vacations. Teachers **will not be required** to prepare materials for a child whose family chooses to leave for vacation. Work must be made up on return to school.

It is the responsibility of the absentee to find out what work has been missed and to make-up that work.

Students should be prepared to take tests that were missed during absence within two days of their return to school unless other arrangements have been made.

## ● ARRIVAL AT SCHOOL

Students are not to be in the school building before 7:15 a.m. **Any students arriving before 7:15 a.m. will be sent to Latchkey and charged the corresponding fee.** It is impossible for teachers to begin supervising before this time and students are not permitted in the building unsupervised at any time. Once a student arrives at school, he/she is not permitted to leave the school premises, before, during, or after school hours until proper dismissal. Students are allowed to leave school only with permission from a parent or guardian and will only be released to a responsible adult who has signed in at the office. See Latchkey information on page 23.

When students arrive, they are to go straight to the supervised school cafeteria where they will sit with their grade level until they are dismissed for class at 7:35 a.m. Students will NOT be allowed to walk the halls or hang out in the bathrooms, library, or other non-supervised areas of the building.

## CELL PHONES AND ELECTRONIC DEVICES

The possession and use of cell phones and other electronic devices which are not being used for class reading (i.e., I-Pods, Handhelds, watches, etc.) by students is prohibited at SPPCS during the school hours. These are to be kept in the student's locker and turned off.

If a cell phone (or other electronic device not being used for school work) is found in a student's possession during the school day, it will be taken by the administrator/teacher and kept in the school office until the parent comes to get it. There will also be disciplinary action taken for student's using a cell phone (or other electronic device). Please be reminded that they will not be allowed to have their phones out at dismissal time. Students will need to wait until their number is called to be dismissed from school.

## **CHANGE OF ADDRESS**

A change of address or telephone number of the parent/guardian to be called in an emergency should be entered into FACTS. This is of importance for emergency situations as well as for our records.

## **• DISMISSAL FROM SCHOOL**

Normal dismissal times are: Bus Students—2:45, Pick Up—2:50, Walkers-3:00. On early dismissal days when there is bus service, the bus students will be dismissed at 10:50 while the town students will be dismissed at 11:00. On early dismissal days when there is no bus service, all students will be dismissed at 11:00. **All students not picked up within 15 minutes of dismissal time will be sent to Latchkey and charged the corresponding fee.**

Any student being dismissed before scheduled dismissal times must be signed out in the office by the adult with whom they are leaving.

Please notify the office/teacher before 2:00 p.m. if there is to be a change in your child's normal dismissal procedure.

## **DISTRIBUTION OF MATERIALS**

SPPCS will not distribute information to parents or students in any form about programs, products or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school.

The school may distribute, at their discretion, information about educational and recreational programs offered by other Catholic elementary or high schools, and the public school district or municipality in which the school is located.

## ● INTERNET USE

All students will be asked to sign an Acceptable Use Policy agreement for Internet Use. In addition, students in grades PreK-8 are given a Technology Guide each year to review specific policies in regard to use of technology and both parents and students are asked to sign a form verifying acknowledgment of these guidelines. In addition there is a technology device agreement form as well.

### Internet Usage

In order to access and use the school's Internet and other related technologies (the "Network"); each person ("User") must sign the Authorization and the Internet Code of conduct. Once the form is signed, it will be kept on file. Forms will be handed out each year to just new students. If the User is a student, the student and his or her parent(s)/guardian(s) must sign this Authorization.

Please read this document carefully before signing.

All use of the Network shall be consistent with the school/parish/diocese's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This Authorization does not attempt to state all required or prescribed behavior by Users. However, some specific examples are provided. The failure of any User to follow the terms of this Authorization for Internet Access or the Internet code of conduct will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature for this handbook is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

(Diocesan Policy #1341-Policy & Regulation)

## ● TRANSPORTATION -

All students being picked up by parents at the end of a school day will remain in the gym until their family assigned number has been called. For the first few weeks of school please remind older siblings to watch for their younger siblings so they can walk out together. Do not leave your car unattended in the pick-up zone. Please pull up in the pick-up zone in front of the building using the guidance of the sign and/or staff assisting. Please exit the line once your child is picked up so that other cars may pull forward.

Bus riders are dismissed at 2:45 p.m. Bus transportation is provided by the Waterloo School District #5 for all SPPCS students who live in the district. Students who will utilize the public school bus transportation are asked to fill out the form to be submitted to the bus garage. **Students who are not picked up within 15 minutes after dismissal will be sent to Latchkey and charged the corresponding**

**fee.**

Students walking home from school are to leave school grounds upon dismissal and walk directly home.

Students who ride the bus are expected to follow the policies set down by the Bus Company concerning behavior on the bus. SPPCS administration will follow the same standards as the public school officials to correct behavior of those students acting inappropriately on the bus.

Students who come to school by bus are expected to take the bus home after school unless the parents have notified SPPCS in writing of a change. The Waterloo bus garage will send one bus to library street for dismissal pick up at 2:45. Students will then get bussed to the public school and will transition to their assigned bus that will transport them home. Students will be given a bus tag that will be attached to their backpack once we are aware that you will be utilizing the Waterloo bus transportation.

**Non-bus eligible students are not permitted to ride any bus.**

\*State guidelines to be bus eligible: (1) all students are eligible for bus transportation if living in the district, (2) all families will have access to complete a special request form if utilizing bus transportation through the Waterloo Public School District. (3) Once the bus utilization form is completed we will send them to the bus garage and they will determine the route and times in addition to the bus number for your student(s). Bus numbers and route information will be shared with you once we have that from the school office. All Kindergarten and First grade parents will need to be at the door of the bus for both pick up and drop off.

Daily special bus passes will **not** be permitted due to the changes in bus procedures. This means your child will not be allowed to ride the bus home with a friend if it is not their regularly assigned bus.

All students riding buses must observe certain bus regulations:

1. Be on time at the designated bus stop.
2. Observe safe conduct while waiting for the bus to come to a complete stop before entering or departing. Always wait for a sign from the driver before crossing a road.
3. Be courteous and respectful to the bus driver. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in an accident.
4. Observe safety rules at all times. These include, among others:  
Remain seated at all times, never kneeling or standing in the seat. Keep hands and arms inside the bus. Never throw things on the floor or out the window. Respect property. Keep your voice down so the driver can remain attentive to the traffic & Emergency vehicles. Be especially quiet at railroad crossings. Keep books, packages, projects, band instruments, etc. out of the aisles.
5. No animals, pets, soda, water guns, weapons, tobacco, drugs, radios, are to be brought on the bus.
6. Be courteous and helpful to fellow students, especially smaller children.
7. In the event of a road emergency, remain in the bus until instructions are given by the driver.
8. Do not ask the driver to stop

at places other than the regular bus stop or where you are to return home. He/she is not permitted to do this except by proper authorization from school or parents. 9. These regulations for safe riding practice should be observed at extra-curricular or co-curricular activities under school sponsorship as practiced daily. Be respectful to all chaperones appointed by the school.

#### ● **ASBESTOS ABATEMENT ACT**

The Asbestos Abatement Act (P.A. 83-1325 and amended by P.A. 84-1096) requires all schools to be tested for asbestos and have a management plan for their buildings. We have had our building inspected by the diocese and have our Management Plan available from the office. Anyone who wishes to review it may do so in the office between 9:00-2:00. Please ask for the Maintenance Director, Scott Dorion.

#### ● **ABUSED AND NEGLECTED CHILDREN**

The Abused and Neglected Child Reporting Act (P.A. 81-1077) requires that school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must report to the Illinois Department of Children and Family Services. Telephone number: (800) 252-2873.

According to the Illinois Department of Children and Family Services Manual for mandated reporters, mandated reporters can be classified in six categories: medical, social service/mental health, law enforcement, coroner/medical examiner, and child care personnel. Then Manual provides that mandated reports are the persons who work in one of the preceding six categories and who may work with children in the course of their duties. Neither the Act nor its regulations state that the worker must be paid.

All mandated reports are required by law to report suspected child abuse or neglect to the appropriate DCFS field office within 48hours. A written confirmation must also be mailed to DCFS and sent on special forms available from a local DCFS office or by a confirmation letter stating the essential facts.

The DCFS may ask that licenses/certificates be suspended and/or revoked if it has proof that professional school personnel had knowledge of child abuse and/or neglect and did not report same. When a suspected case is reported to DCFS, the person reporting the case should inform his/her appropriate authority.

By law, information cannot be withheld on the grounds preserving confidentiality. All persons who are mandated to report suspected abuse and neglect are presumed to be acting in good faith. Thus, they are immune from legal liability as a result of a report.

### *When to Call DCFS*

The law states that a mandated reporter should call the child abuse hotline 1-800-25-ABUSE when he/she has reasonable cause to believe that a child has been abused or neglected. Some examples of when to call are:

1. When a mandated reporter sees someone hitting a child with an object.
2. When a mandated reporter sees marks on a child's body, which look like they were not sustained accidentally.
3. When a child tells you someone has harmed them.
4. When a child appears to be undernourished, is dressed inappropriately for the weather, or is young and has been left alone.

These are only a few examples of situations when a mandated reporter should report.

Mandated reporters that are associated with Catholic Schools include the following: All parish and school personnel, including but not limited to, teachers, PSR teachers, youth leaders, and youth volunteers, coaches, and administrative staff, principals, DRE's, CRE's, directors and staff assistants of day care centers and nursery schools, child care workers and aides, foster parents, agency homemakers, registered psychologists and volunteers who work with children. When reporting all are instructed to report to the principal prior to making the report.

### ● **CLASSROOM PARTIES/Birthday Parties**

There are three regularly scheduled classroom parties held during the school year: Halloween, Christmas, and Valentine's Day. If any other party occasions are requested, they must have special permission of the homeroom teacher and Principal. The Homeroom teacher will be in charge of any classroom parties held throughout the school year. Please remember that all food brought into school must be store-bought.

Party foods are NOT to substitute for school lunch. If pizza is ordered for a class, it is to be delivered and eaten after 1:30 p.m. and should be arranged with the homeroom teacher.

Students hosting individual birthday parties are allowed to distribute invitations at school **only** if **ALL** students in the class are invited. Bringing invitations to a select or limited group of classmates causes hard feelings and is not appropriate at school.

## ● DRESS CODE POLICY

It is the policy and practice of this school that all students must be dressed and groomed in such a way as not to be a source of distraction to other students and teachers.

Student's dress reflects their approach to studies; respect for themselves and the members of the faculty/staff; and their behavior as it affects other students.

Uniforms are required apparel for all students in grades K-8. Students in violation of dress code will receive a dress code violation notice—verbal or written. Upon accumulation of 3 dress code violations within a quarter students in grades 5-8 will receive a detention. If a K-4th grade student is in violation of the dress code they will be sent to the office and we will make an attempt to get them in dress code with the items from the resale uniform shop. If we are unable to do that due to a variety of reasons we will call home for someone to bring in correct uniform attire.

## ● UNIFORMS

The purpose of uniforms is to ensure that students are dressed appropriately so as to focus on learning. We expect and appreciate assistance from parents in supervising the uniform policy of your own child/children.

The red, forest green, and navy blue shirts can be purchased through JCPenney, Target, Old Navy, Land's End, SPPCS Resale Shop and [Just Me Apparel – School Uniforms – St. Louis, MO](#) or any other store that carries the official SPPCS uniform colors.

### **BOY'S UNIFORM:**

**Slacks:** Navy blue and Khaki uniform twill pants. No jeans or corduroy pants.

**Shorts:** Navy blue and Khaki twill shorts NO SHORTER THAN 3" ABOVE THE KNEE. Shorts may be worn throughout the year.

**Shirts:** Solid red, forest green, and navy blue knit polo shirts with a collar may be worn as a short or long sleeve shirt. Only solid white or black, non-logo t-shirts may be worn under uniform shirts. All shirts must be

tucked in at all times. (Logos are NOT required on the uniform shirts.)

**Sweatshirt:** Solid red, forest green, or navy blue crewneck sweatshirts with the approved uniform logo may be worn in the classrooms. A uniform shirt must be worn underneath the sweatshirt. **Hoodies are not allowed in the classrooms.**

**Socks:** Solid Forest Green, dark navy, gray, black or white socks must be worn at all times. **No logos are to be visible on socks.**

**Shoes:** No sandals. Shoes must be closed/tied, fastened securely, no open-toed or open-heeled shoes, for safety reasons. Tennis shoes are suggested.

**Hair:** Hair must be a natural hair color as determined by the Principal. Hairstyles and cuts must be traditional as determined by the Principal. It must be worn so that the student's eyes are completely visible.

**Make-up:** No make-up is allowed. No body art or tattoos will be allowed.

**Jewelry:** Stud-type pierced earrings are allowed. No dangle-type earrings are allowed. No body piercing is permitted other than ears.

### **GIRL'S UNIFORM:**

**Jumpers:** Plaid jumpers purchased from uniform company or made from material purchased from the uniform store or solid navy blue. Jumpers may be worn throughout the school year. All plaid must be the approved SPPCS color/pattern. (Shorts/Leggings are to be worn under the uniform jumpers.)

**Skirts:** Plaid skirt or skorts purchased from the uniform company or skorts/skirts: made from material purchased from the uniform store, solid navy blue, or solid khaki skirts. **NO SHORTER THAN 3" ABOVE THE KNEE.** Skirts/skorts may be worn throughout the school year. All plaid must be the approved SPPCS color/pattern. (Shorts/Leggings are to be worn under uniform skirts.)

**Shirts:** Solid red, forest green, and navy blue knit polo shirts with a collar may be worn as a short or long sleeve shirt. Only solid white or black, non-logo t-shirts may be worn under uniform shirts. All shirts must be tucked in at all times. (Logos are NOT required on the polos.)



**Sweater:** Solid navy, red, or forest green v-neck or crew neck pullover or cardigan. A uniform shirt must be worn underneath the sweater.

**Sweatshirt:** Solid red, forest green, or navy blue crewneck sweatshirts with the approved uniform logo may be worn in the classrooms. A uniform shirt must be worn underneath the sweatshirt. **Hoodies are not allowed in the classrooms.**

**Slacks:** Solid navy blue and Khaki uniform twill pants. (Pants may be full or capri length). No jeans, corduroy pants, knit, or stirrup slacks are to be worn other than navy, gray, or black knit leggings worn under a skirt or jumper. **\*Leggings alone are not considered Slacks/Pants and cannot be worn alone with a uniform shirt.**

**Shorts:** Navy blue or khaki twill shorts NO SHORTER THAN 3" ABOVE THE KNEE (Navy and khaki, twill Bermuda shorts are acceptable). Shorts may be worn throughout the year. No knit shorts.

**Socks:** Solid Forest green, navy, gray, black or white knee-highs, anklets, or tights. **No logos are to be visible on socks.**

**Hair:** Hair must be a natural color as determined by the Principal. Hairstyles and cuts must be traditional as determined by the Principal. It must be worn so that eyes are completely visible.

**Make-up:** No make-up is allowed. No body art or tattoos will be allowed.

**Jewelry:** Stud-type pierced earrings are allowed as well as small hoops. Other jewelry may be worn at the discretion of the teacher. No body piercing is permitted other than ears.

**Shoes:** No sandals or flip-flops. Shoes must be closed/toed, fastened securely, no open-toed or open-heeled, and no heels for safety reasons. Tennis shoes are suggested.

Approved Logos for Uniform Items:



### **Exceptions:**

On the days when the school uniform is not required (field trips, picture day, field day, birthdays) proper modest attire must be worn. Students will refrain from wearing clothing which depicts advertisements or slogans for any alcohol or tobacco products, any illegal drug messages, any sexually implied messages or rock bands. In addition, no low rider pants are to be worn, shorts are to be no shorter than fingertip reach with arms straight down at sides, no short tops, no crop tops, no tank tops, halter tops, no low-cut shirts or spaghetti straps. No midriff should be shown. Jeans that are ripped or have holes are unacceptable. No pajama pants are allowed even on no uniform days.

No sandals or flip-flops of any kind, no open-toed or open-heeled shoes. In the event of a violation, the student will be sent to the office and remain there until the parent brings a school uniform to the student or until other arrangements have been made.

### **Spiritwear approved items (Can be worn on Wednesdays for those who purchased the Spiritwear pass)**

Any/All apparel associated with SPPCS athletics and extracurricular clubs  
Generic SPPCS branded shirts  
Logoed Joggers  
Class shirts

Bottoms: Jeans, logoed joggers, non-uniform shorts/pants, skirts with shorts or leggings underneath. Leggings alone should only be worn with a shirt that covers their bottom.

**Fridays:** Every Friday, students are able to wear class shirts provided by the school. Additional class shirts can be purchased from [justmeapparel.com](http://justmeapparel.com). Class shirts will be worn with uniform bottoms on Fridays. **If students choose not to wear their class shirts on Fridays then a regular school uniform shirt will need to be worn in its place.**

### **Physical Education Dress Code:**

All students are to wear non-marking tennis shoes on days that they have P.E. Grades five (5) through eight

(8) will be required to wear a P.E. uniform that is to be purchased through [Just Me Apparel – School Uniforms – St. Louis, MO](#). If you have a PE uniform that still fits you from previous years you can continue to wear that while we transition to the new model of PE uniforms.

Students who are out of uniform for PE more than 3 times in a quarter will receive a detention.

### **Enforcement of Policy:**

The Dress Code Policy is enforced for the purpose of keeping our students looking neat and presenting a positive image. As in other aspects of the school, it is through cooperation of the school and the home that our policies are best enforced. Students in violation of dress code will receive a dress code violation notice and/or a verbal notice. Upon accumulation of 3 dress code violations, (verbal or written), within a quarter students in grades 5-8 will receive a detention.

Due to the fact that “FADS” sometimes embark upon our uniform code, the final decision regarding what is acceptable for the uniform is left to the discretion of the Principal and/or Pastor.

### **• DRUG, ALCOHOL, & TOBACCO ABUSE POLICY**

It shall be the policy of the Board of Education that the possession, use, distribution, purchase, or sale of any alcoholic beverage or any contraband, controlled substance, tobacco, drug paraphernalia, look-alike drugs, or any other illicit drugs by a student is prohibited in school buildings, on school buses, and on all other school property at all times. This policy extends to all school-sponsored and related activities, as well as field and athletic trips, whether held before or after school, evenings, or weekends. Furthermore, students shall not be permitted to attend or remain in school while under the influence of prohibited substances or alcohol.

Any student found in violation of this policy shall be disciplined consistent with the Board's disciplinary policies including parental notification and involvement, remediation, and referral to community support agencies, referral to law enforcement agencies, suspension and/or expulsion.

Anyone caught with alcohol, drugs, or tobacco in their possession, whether it be on their person, in their locker, book bag, or in their desk will be:

1. Suspended from school and the parents notified of the suspension and reason.
2. Required to have or schedule consultation with a mental health clinic, a private physician who must be an M.D. practicing in psychology or psychiatry or other school approved agencies and
3. Asked, on their return

to school, to show documented proof that consultation treatment has taken place, or to be continued. Student's return must be approved by the counselor and Principal to return to school.

## **FEES AND FINES POLICY**

Tuition payments will be managed via FACTS Premier Billing. Student report cards and official records will not be released until all school financial obligations are paid. Report cards will not be available at the end of the second quarter or any following quarters, until compliance has been met or arranged.

A student who loses a book or damages school or church property, either accidentally or otherwise, may be responsible for replacements or repairs.

### **• SAFETY DRILLS**

Fire, tornado, earthquake, intruder, bus evacuation and emergency drills will be conducted throughout the school year, as per state guidelines.

### **• INSURANCE**

Diocesan policy requires that all students have insurance coverage and parents must sign a statement to this effect at the start of each school year. Students whose parents refuse to sign the Diocesan statement concerning proof of private coverage and release of liability will not be accepted into SPPCS.

Students participating in interscholastic sports must have insurance and the parents must sign the Diocesan statement concerning the insurance coverage and release of liability before the start of each sport during the year. Students whose parents fail to do this will not be allowed to participate in the various sports.

### **• INTERRUPTIONS**

Neither the teachers nor the students should be disturbed during class time. If a conference with a teacher or the Principal is desired, parents should arrange an appointment with the school. All visitors to the school must report to the school office and sign in and out.

If there is a change in a student's daily schedule to pick up after school or latchkey, parents **must** write a note informing the teacher of a change in student's schedule or call the school office before 2:00 p.m. *A verbal message from the student will NOT be accepted.*

### **• LATCHKEY PROGRAM**

A before and after school child care program is in operation at SPPCS. The program will consist of a variety of creative and structured activities that will coincide with a daily routine of homework/study time and free play.

**Hours:** A.M. Session: 6:00 a.m. to 8:00 a.m.

P.M. Session: 2:50 p.m. to 6:00 p.m.

**Fees:** The fee for the 1<sup>st</sup> child is \$12.00 and additional child(ren) is \$10.00 per day for the afternoon session. This includes a nutritional snack.

The fee for the 1<sup>st</sup> child is \$7.00 and additional child(ren) is \$5.00 per day for the morning session. This includes a nutritional breakfast.

On 10:50 am dismissal days, there is an additional fee of \$6.00 for each K-8 student. NO LUNCH is provided so the students need to bring a sack lunch and drink.

### **Latchkey Payments:**

Families utilizing Latchkey regularly are required to pay your latchkey account in advance before your child can attend after-school care. If your account falls two weeks behind, you may not utilize Latchkey service until your account has been paid in full plus prepayment for one full week has been received. For better tracking and record keeping purposes, latchkey payments will be set up in our SIS FACTS.

### **Late Pick-Up Policy:**

If a parent is late picking up a child, there will be a \$5.00 charge for every ten minutes that is overtime for the 1<sup>st</sup> offense and additional charges for repeated late pick-up.

- **MEDICATIONS**

School personnel are not allowed to dispense any kind of medication, prescription or over-the-counter meds, to students. If a student needs to take medication, the necessary paperwork “Authorization and Permission for Administration of Medications” and a “Physician Request for Self-Administration of Medication” **must** be on file in the office. Please pick these forms up in the office. **Students should then -- under the supervision of personnel -- go to the office to take their own medication.**

The school allows the self-administration and/or self-carry of asthma medication, epinephrine injectors, and diabetes medication upon receipt of the documentation listed above.

The school allows a nurse or administrator to administer medical cannabis infused products to registered patients. However, it will be administered in a manner that the school administrator’s opinion does not disrupt the educational environment and the product will not be exposed to other students. Self-administration will be allowed under the direct supervision of a nurse or administrator. Either situation would require the receipt of the appropriate documentation listed above.

- **CONCUSSION POLICY**

Any student suspected of suffering a concussion, either at school or at an athletic event, will be sent home from school or removed from the athletic event, regardless of how mild it seems or how quickly symptoms clear. The student may not return to school or game play without written medical clearance from a licensed physician.

### **WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL:**

Whether or not to keep a child home from school isn’t always an easy decision. It is obvious that a very ill child does not belong at school, but there are days when common sense isn’t enough to make the choice. The following may give parents some helpful guidelines:

- Children with fevers should not be in school.
- Children with contagious diseases, spread by contact, coughing or sneezing, should stay home. Examples are: influenza, chicken pox, pink eye, strep throat, and COVID19. A child with strep throat may return to school after 24 hours of antibiotics, and a child with pink eye after 24 hours of antibiotic eye drops. A child with COVID19 will have to remain out of school until a healthcare professional provides guidance or the latest mandates have been met.

- Conditions making students too uncomfortable to participate in class are also reasonable grounds for remaining at home. Examples are: urinary tract infections, painful injuries, and nagging coughs. Please note that if a child has missed 5 consecutive days of school they must provide a doctor's note.

**If a child has a temperature at school of 100.0 or higher, we will require immediate pick up from school. A child will need to be fever free for 24 hours before returning to school. If a fever persists, we will encourage them to seek medical attention should they show symptoms of COVID19. We will follow the lead of the Monroe County Health department and medical guidelines from ISBE to determine when a child will need to quarantine and when they will be able to return to school.**

When keeping a child home from school, don't forget to call the school office and inform them to whom they should send homework with at the end of the day. Homework will be available in the breezeway for pick up between 3-5 pm.

## **PEANUT ALLERGIES AND/OR OTHER FOOD ALLERGIES**

As we have more and more students with peanut and/or other food allergies, the faculty and staff at SPPCS want to take every precaution to ensure the safety of the children.

As a school community, there are a few steps that we are taking to ensure the safety of all children with food allergies:

- Cafeteria guidelines.

A "peanut" table is available for the students bringing peanut items. This child can invite a friend to eat with him/her that day. After eating, the children at the "peanut table" will wash their hands.

- Every child with a peanut allergy is to have a "Significant Medical Condition" form on file in the office. Part of the form is to be completed by the physician.
- Parents of children with allergies are to have at least one Epi-pen available at the school for your child in case of an emergency.

If you would prefer to have more, please contact the office. It is strongly suggested that one be in the classroom and one be in the office. Parents of children with allergies are to be in good communication with the teachers and administration.

- Parents of children with allergies are to send alternative snacks to have available for their child.
- Faculty and staff have been in-serviced on the signs and symptoms of allergies and the reactions of such.
- Faculty and staff have been instructed on the use of Epi-pens and what steps to take to contact emergency staff.

- All children are being instructed by their teachers to eat the food that they have either brought from home or bought in the cafeteria. **No food swapping.**

We ask for your support in using your best judgment when sending snacks to school. If you have any questions, please do not hesitate to contact the office at 618-939-7217.

## ● PHYSICAL EDUCATION

All students must participate in the Physical Education program. Students who cannot participate in physical education for a certain period must bring a note from their parents and/or physician, if applicable, stating the reason to be excused from the PE class.

## ● PREGNANCY POLICY

Catholic school Principals, in consultation with the Office of Education, shall make final judgments as to whether or not pregnant students should be enrolled or retained in school. They shall take every precaution to avert consideration of abortion as an option by the pregnant student. In the light of compassion, mercy, and justice, they shall consider each person's case individually, consult with the parents, recommend appropriate counseling resources, and insure confidentiality.

Pregnancy shall not be a reason for expulsion.

## ● POLICE QUESTIONING

When a law enforcement representative comes to the school during school hours to question a student, the following procedures shall be observed:

- A. The law enforcement representative shall be directed to the Principal's Office, state the purpose of the visit, and request permission to interview the student(s).
- B. If the representative is not known to school personnel; personnel shall request and obtain satisfactory identification.
- C. The Principal shall request that the student be interviewed/contacted at home rather than on school property during the legal school day unless there is a judicial order or subpoena, written consent of the parent or guardian of a student under 18, written consent of a student who is 18 or older, or the person is with the Department of Children and Family Services. If any of these conditions are present, the interview should be allowed to proceed. However, a call to the parent/guardian should be placed.
- D. If the conditions in Subpart (C) are not present and a law enforcement representative still wants to proceed, the Principal shall confirm that the parent/guardian has been notified that the student(s) will be questioned. The Principal shall also attempt to reach the parent/guardian desires, and the Principal should not allow the interview to commence without the parent/guardian. If the parent/guardian is reached



and does not desire to be present, the interview can commence. If the Principal is unable to reach the parent/guardian, the Principal should indicate to the law enforcement representative that absent emergency circumstances, they will need to conduct the interview elsewhere or at a different time. Note: in cases involving the Department of Children and Family Services (DCFS), DCFS has authority to interview the student without permission from either the parent or school.

E. The Principal shall provide an adequate space where it will be possible for the representative to interview the students(s). The Principal shall be present during the interview along with any interested parent/guardian of the student(s). The interview shall be conducted without interruption and without observance of other school personnel or student(s).

F. The Principal shall request that legal rights of the student(s) shall be explained to them by the law enforcement representative prior to any such interrogation.

G. On certain occasions it may be necessary for the representative to request permission to take the student to headquarters for questioning. If the Principal grants such permission and the student is being taken from school, this must be done before the authorities take the student from the building.

H. If the principal is absent from the building when a law enforcement representative seeks to conduct an investigation, every attempt should be made to contact the Principal. No investigation may be conducted unless permission has been received from the Principal. In the event no Principal is present, authority may be granted by the Pastor when emergency circumstances exist.

## ● **POLICY OF LAW ENFORCEMENT ARRESTS OF STUDENTS**

In the event that a law enforcement representative comes to school during school hours to arrest a student, the following procedure shall be observed:

A. When a representative is arresting the student, the Principal may ask to see a warrant. The representative has complete jurisdiction in the matter, and the Principal shall not interfere with the student's removal from the building. It is expected that the student arrest will be arranged in a manner to make it as unobtrusive as possible.

B. The Principal shall obtain a contact name and phone number from the representative and notify the minor's parent/guardian of the student's whereabouts as soon as the representative takes the student from the building.

## ● **RECORDS**

Student records contain any written or recorded information on a student by a school. Student records include permanent and temporary records.

Student's school records will be released to appropriate agencies, schools, or other parties when requested by a parent through use of a signed release of information form provided all fees have been paid.

Records will be released upon request to either a natural parent or to a legally appointed guardian. This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Parents or representatives designated by parents and students have the right to inspect and copy all permanent records.

## ● SCHOOL CANCELLATIONS

Whenever the Waterloo School District #5 cancels school (due to inclement weather, etc.) Ss. Peter & Paul Catholic School will also cancel. The radio stations that will announce cancellations are: KMOX -1120 and WIBV -1260. If school is canceled a day in advance, it will also be announced on TV Channels 4 and 5. In addition, we will send out a notice through our Parent Alert System in FACTS—keep in mind that you are able to utilize text notification as well in FACTS.

## ● SEARCH AND SEIZURE

The administration of SPPCS is free to enter a student's locker, desk and school bag anytime to search for questionable items. Students shall not have any expectation of privacy as it relates to school lockers, school bags or desks. The school is the owner of all lockers and desks and shall retain full control of their use and content. Therefore, the school reserves the right to search them at any time without notice. If illegal or improper items are found in a student's locker, desk or school bag, they will be turned over to law enforcement authorities. Any items (personal possessions) that violate school rules will be kept by school administration and returned to the parents.

When a situation arises that requires search of a student, a student will be asked to empty his/her pockets or purse. If a student voluntarily empties his/her pockets and or purse, this will not be considered an invasion of the person. Body searches will not take place. If a student does not voluntarily comply with the administrator's request, the student's parent will be called and expected to come to the school and conduct the search in the presence of a school administrator. A parents' refusal to comply with the request is grounds for immediate expulsion.

- **SPECIAL EDUCATION**

SPPCS works in conjunction with the Waterloo District #5 for Speech, and Special Educational Services. In addition, there is a Resource Teacher available to assist those students requiring additional assistance outside the regular classroom.

The child who is working as hard as possible in a class and is unable to keep up with the rest of the students will often be referred for assistance from the Resource Teacher, testing and/or possible inclusion in special education classes. In these circumstances, should the parent refuse to allow testing and/or subsequent placement in special education programs, the student will, of necessity, be graded as any other student and be retained if unable to produce enough acceptable work to pass.

- **VACATIONS**

We in no way promote vacations that interfere with students' attendance at school and thus prohibit their academic success. Permission for only family sponsored vacations will be granted. Parents are to notify the office as well as individual teachers and coaches at least one week in advance. All work that is missed will be given to the student upon return to school. All missed work will be due within one week of returning to school. All tests and quizzes missed are to be made up within one week and outside of regular class time (recess, before or after school, etc).

- **VIDEO/PHOTOGRAPH/TAPING OF STUDENTS**

The Diocese of Belleville requires that a written parental/guardian consent form be obtained by the school in order to use any videos, photographs, slides, audio tapes or any other visual or audio reproductions in which their child/children may appear. The parental/guardian consent form should state that the materials may be used for student videos, web pages, class and school projects and for promotion of the school, parish and the Diocese including recruitment and fundraising efforts. The form would also state that the parents/guardian would release the school, parish and the Diocese of Belleville from any liability connected with the use of any visual or audio formats as part of any promotion, recruitment or fund-raising program.

- **UNAUTHORIZED PHOTOGRAPH/VIDEO/LIVE TRANSMISSION**

It is unlawful and against Diocesan Policy for any student or person to knowingly make a photograph, video record or transmit live video of another student or person without that student's or

person's consent, such as but not limited to, in a restroom, locker room, or changing room. It is against Diocesan Policy for a student or person to knowingly make a photograph, video record or transmit live video of another student or person with or without that person's consent in a room that is being utilized by a student or person to change clothes resulting in the exposure of such as but not limited to a student's or person's underwear, bra or private naked body parts. It is also unlawful and against Diocesan Policy for anyone to knowingly disseminate, or permit someone to disseminate a photograph, video record or live video that violates the intent of this policy or is in any way unlawful. It is also against Diocesan Policy for the transmission of any inappropriate photograph, video record, live video or text (sexting) that may be viewed as offensive, bullying, or harassing by the Administration. When it is suspected or known that unlawful video related occurrences have taken place, police are to be notified and in all occurrences the person involved and parents of any students involved shall also be notified. "Video record" means and includes any videotape, photograph, film, or other electronic or digital recording of a still or moving visual image; and "live video" means and includes any real-time or contemporaneous electronic or digital transmission of a still or moving visual image. Diocesan Policy 5131 also indicates expectations regarding appropriate student behavior on or off campus.

Any student or staff believed to have violated this policy is subject to suspension or expulsion as determined by the principal at his/her sole discretion.

● **VOLUNTEER**

Volunteers are vital to the success of SPPCS. In order to volunteer, you must comply with all Diocesan Child Protection policies as listed below.

● **CHILD PROTECTION POLICY**

The Diocese of Belleville in an effort to protect children from abuse has established a Child Protection Policy. All individuals and entities under the auspices of the Diocese are expected to comply with the provisions of this policy. The Child Protection Policy requires completion of an application, background check(s) and training program for all those that are in regular and/or supervisory contact with the children of our parish and school. This includes both those in paid employment as well as those that volunteer their services. The training programs are designed to enable individuals to identify signs of abuse; understand and establish appropriate boundaries related to their work with children; as well as, laws, policies and procedures to report allegations of abuse. Any suspicion of abuse is to be reported to the school principal and/or the parish priest.

Anyone interested in serving in any capacity that involves contact or supervision of children

needs to follow the following guidelines:

1. Complete an application (Employment or Volunteer). Applications are available at the School Office and Parish Office (PPC).
2. Completion of a CANTS (Child Abuse and Neglect Tracking System) form. This form is required to be completed every 2 years.
3. Some positions require completion of a criminal investigation. This form is required to be completed every 5 years.
4. Attend Initial Child Protection Training. 5. Complete Annual Refresher Training.

Only those individuals in compliance will be permitted to work/volunteer in activities that involve the presence of children.

## ● WEAPONS POLICY

Weapons include but are not limited to firearms, ammunition, sling shots, stun guns, any type of knife (including pocket knives), mace, pepper mace, explosive devices, or any other item that could be harmful or a threat to any person, including toy, or look-a-like guns, knives, etc. Halloween is not an exception to this rule.

All such weapons if found in a student's possession, in a locker, school bag, desk, etc. will be handled in this manner:

1. At the discretion of the Principal authorities will be notified. 2. Parents will be called. 3. Weapons may be turned over to juvenile authorities. 4. Counseling suggestions will be completed and documented, when deemed necessary by authorized personnel.

Students found to be in willful violation of the policy will be suspended with a possible expulsion. Inspections by the Principal or a designated person of desks, lockers, bags, pockets, etc. can be done at any time. If a student voluntarily empties his/her pockets and or purse, this will not be considered an invasion of the person. Body searches will not take place. If a student does not voluntarily comply with the administrator's request, the student's parents will be called and expected to come to the school and conduct the search in the presence of a school administrator. A parents' refusal to comply with the request is

grounds for immediate expulsion.

● **WELLNESS**

In an effort to care for the overall needs of our students, we have a school counselor/social worker who will be available to meet with students as needed. Parents may request these services or staff members may make recommendations on students' needs for support services. The Diocese of Belleville and our school is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle.

## Tuition and Fees

● **2023-24 TUITION**

Tuition rates and fees for the 2023-24 school year are as follows: The base tuition rate is \$3,750. Tuition fees for the second child are \$2950. Tuition fees for the third child are \$2,350. Tuition for the fourth or more children is \$0. The instructional materials/general service fees are \$400/per child. All fees are non-refundable. Tuition may be paid in 10 month installments, quarterly, or all in one payment due on the 10th or 20th of every month in FACTS.

To be eligible for Parishioner Rates approval must be received from the parish pastor.

Here is a tuition breakdown for the 2023-24 school year for a single child, additional children, and a single child non-parishioner family rate.

Parishioner	Non-Parishioner
1 child	
Tuition: \$3,750	\$6,250
Fees: \$400	\$400
Total: \$4,150	\$6,650
2 children	
Tuition: \$3,750	\$6250
2 <sup>nd</sup> Child: \$2,950	\$4,350
Fees: \$800	\$800
Total: \$7,500	\$11,400
3 children	
Tuition: \$3,750	\$6250
2 <sup>nd</sup> Child: \$2,950	\$4,350
3 <sup>rd</sup> Child: \$2,350	\$2,900
Fees: \$1200	\$1200
Total: \$8,135	\$14,700

4 children	
Tuition: \$3,750	\$6,250
2 <sup>nd</sup> child: \$2,950	\$4,350
3 <sup>rd</sup> child: \$2,350	\$2,900
Additional: \$0	\$2,825
Fees: \$1600	\$1600
Total: \$10,650	\$17,925

*\*Graduation is a privilege not a right. No student will be allowed to participate in graduation ceremonies until ALL fees and tuition have been paid. All accounts must be cleared before graduation for students to participate in the ceremony.*

**TUITION POLICY FOR PARTIAL YEAR:**

The tuition policy for families moving in during the school year is: All families will pay the full registration fee regardless of when they register.

Families registering after the start of the school year will pay tuition on a prorated basis, e.g. those coming at mid-year will pay one-half the tuition rate. A full month’s tuition will be charged regardless of what day of the month they register. Families withdrawing early will be given a refund of tuition if overpayment has occurred. Fees are non-refundable.

**● GENERAL SERVICE FEE**

The Board of Education annually establishes student fees for grades K-8 to pay for rented textbooks, consumable books, supplies, and direct student fees. These fees also include lab fees and technology fees as well as services such as FACTS. For the 2023-24 school year, the general service fee is \$400 per child and is non-refundable.

Textbooks should never be marked on with pen or pencil (with the exception of consumable workbooks). If a book is lost or damaged in any way, the student will be required to pay damage fees. Students will be responsible for carrying books to and from school in a school bag or tote bag.

**● CAFETERIA PROGRAM AND METHOD OF PAYMENT**

A hot lunch including milk is served daily in the cafeteria. Children who bring their lunch may purchase milk. We encourage you to prepay your child(rens) Lunch account through FACTS. We ask that all parents start the school year with a minimum of \$30 per student in their lunch accounts. As students purchase hot lunches and milk, the price will automatically be deducted from your account. You will receive a notice when your balance becomes low and will be asked to replenish your account. The cost for lunch is \$3.00/per day. Students whose lunch balance falls to a negative amount will NOT be served lunch and will

be asked to bring their own lunch until their account balance is positive.

- **FREE & REDUCED LUNCHES**

Please keep in mind that the lunch program is government funded, and we ask you to please take advantage of our free and reduced lunches. **All information is kept strictly confidential.** To apply at any time during the school year for free or reduced lunches, please contact the school secretary for an application. An application is attached in your Welcome Packets for your convenience. If your status changes, you will need to reapply.

## Curriculum & Academic Expectations

The SPPCS school day is from 7:45 a.m. to 2:50 p.m. for grades K-8. Mathematics, Reading, English, Social Studies, Religion, Science, Word Work, Computer, STEM, Spanish, P.E. and Music are taught in Grades K-5. Students in Grades 6-8 have electives to choose from in both fine arts and practical arts. A course of studies on Human Sexuality is part of the curriculum for grades five through eight as directed by the Belleville Diocesan Office. The religion teachers teach this course. A copy of the school curriculum is available in the office.

- **SACRAMENTAL PREPARATION**

Students are prepared in both academic and faith formation through their years at SPPCS. In particular, 2nd grade students prepare for the sacraments of Reconciliation and First Communion. Our 8th grade students receive the sacrament of Confirmation. **Confirmation-** sacramental prep and formation begins in 7<sup>th</sup> grade, entering in 8<sup>th</sup> grade with the reception of the sacrament. Preparation includes service modeled after the Works of Mercy, use of a weekly Mass journal, and instruction in the catechism. All areas require parental involvement and parishioner support.

- **TESTING**

Students entering Kindergarten will be given a readiness test. All transfer students may be tested, if needed, to assure proper placement.

All students in grades 2-8 will participate in the Diocesan standardized testing program in the fall. In addition, students in grades 5 and 8 shall alternately participate in the ACRE test in order to assess our religious education program.



## ● CHURCH

Children will participate in Mass on a regular basis. Students in grades 2-8 will attend Mass twice a week on Tuesdays and Thursdays, students in K-1 will attend Mass once a week on Thursdays. Parents are asked to teach the children proper church behavior. As the first teachers of their children, parents are strongly encouraged to attend Mass on Weekends and Holy Days. The children are encouraged to use the stewardship envelopes supplied to them to submit prayers and other offerings of time and talent. There will be several Preschool through Eighth grade school masses throughout the year.

## ● CLASS TRIPS

Field trips are privileges given to enhance student learning. Students who fail to meet academic or behavioral requirements may be denied participation in these trips.

Many educational class trips are taken during the school year. Permission slips are taken home and signed by a parent. If these permission slips are not signed by a parent or a child forgets to return them to school, he/she will be required to remain at school during the field trip. No child may attend a field trip without parental permission. **Phone calls and other forms of communication will not be accepted.**

Approved chaperones will attend field trips in a supervisory role. These chaperones will travel with the students and may not bring other siblings/children along.

\* Please see information on page 6 regarding Child Protection requirements.

## ● Preschool

The Preschool of SPPCS provides for the child a loving, caring place where he/she may grow and become more aware of him/her and the world. We hope to stimulate each child and develop a positive self-image and to expand the child's horizons mentally, physically, and emotionally. Children must be 3 years old and potty trained to attend.

The center is under the administration of the SPPCS Principal.

### **PRESCHOOL FEES**

\$75 non-refundable registration fee

Tuition Weekly Full-Time rate - \$155

Part-Time rates vary, depending upon attendance

## ● ACADEMIC EXPECTATIONS

Report cards are sent home quarterly for grades 1 – 8 and at the end of each semester for Kindergarten and Preschool students. Parent-teacher conferences will be scheduled for all students, preschool through eighth grade, during the second quarter. If requested, teachers can provide progress reports midway through each of the 4 quarters. You can always access FACTS to keep track of academic progress.

Conferences are intended to help the student through the cooperative efforts of parents and teachers. At the conference, teachers will discuss the student's strengths and weaknesses as they have noted during the first quarter. Hopefully this will alert parents to potential difficulties early enough to provide additional assistance to the child when needed.

If parents feel the need for a conference outside the scheduled times, these may be arranged with the teacher/Principal. Special conferences will **not** be scheduled during class time and parents are asked not to interrupt teachers with the intention of discussing the student's progress.

The school shall have both kindergarten promotion and 8th grade graduation ceremonies near the end of the school year. The dates for these events shall be set in the spring of the year. We participate in 8<sup>th</sup> grade graduation mass/ceremony in which all eligible 8<sup>th</sup> grade students meet all of SS. Peter and Paul School, Diocesan, and Illinois State Board of Education requirements will receive diplomas.

## ● GRADE CARDS

Grades are sent home four times a year approximately every nine weeks. Progress reports/midterms are sent home each quarter. Grades are available at [optionc.com](http://optionc.com). **Grading Scale:**

100 = A+	85=C+
94 – 99 = A	79-84= C
93 = A	78= C-
92= B+	77= D+
87 – 91 = B	76-71= D
86 = B-	70=D-
	Below 70 = F

**Failing Grades:**

A grade of "F" is given in any subject in which the student fails to get above 69% as the cumulative average of class assignments and tests.

**Homework:**

Assignments are purposeful and constructive to the learning process. The purpose of homework shall be to reinforce what has already been taught in the class and build student confidence in abilities and understanding. Homework return can be tracked and will be reviewed the next day after assigning when it is due. The amount of time normally required for homework in kindergarten through third grade is 20-30 minutes, for fourth through fifth grades it is 30-60 minutes, and 60-90 minutes for the sixth through eighth grade. Homework is not assigned as a punishment. Homework is not assigned when any test is scheduled for the subject the following day. Homework will not be used to introduce new material to the students or used to merely keep the students busy.

It is not the teacher's responsibility to ensure that each student brings home the necessary books and assignments each night. The student is expected to be responsible for this.

\*Students are to be given one day for each day missed, in order to make up work assigned during excused absences.

- **RETENTION/ACCELERATION OF STUDENTS**

If a teacher has concerns about a student and possible retention or acceleration of said student, the parent will be notified and regular meetings between the teacher and parent shall take place. The decision to retain or accelerate will be a cooperative one of parent, student, teacher, and principal, with the final responsibility for a student's retention/acceleration resting with the principal.

Eighth grade students will not be considered as exceptions to the policy on retention. Parents will be notified at least 9 weeks prior to a final decision being reached.

- **HONOR ROLL**

SPPCS students, grades 5 through 8, will participate in an Honor Roll Program at the end of each quarter of the school year. Requirements for the Honor Roll include grades for Religion, Reading, Word Work, Math, English, Science and Social Studies. For the First Honors, students must have an

overall average of 93%, with no grade below a C in any course taken. For the Second Honors, students must have an 86% average, with no grade below a C in any course taken.

- **Transfer of Records-** School records or information contained in therein may not be released or disclosed to unauthorized persons. They will be released to the following:
  1. Parents, students or representatives designated by a written consent of the parents
  2. Office of Education
  3. Any person as specifically required by law, provided the person represents appropriate identification and a copy of the statute authorizing such access.
  4. Appropriate persons, in case of emergency, if the information is necessary to protect the health and/or safety of the student or other persons provided that the parents are notified as soon as possible of such release.
  5. The courts, in response to a court order.
  6. Official representatives of a school to which the student is transferring, on request of either the student or the parent. Parents may examine and challenge content prior to release.
  
- **Flagging of Records-** If a current or former student has been reported as a missing person by the Illinois State Police, a notation will be made on the outside of the student's permanent file, and will also be recorded in the student's electronic FACTS file.

## ● **EXTRA-CURRICULAR ACTIVITIES**

Any activities sponsored by the school which are not part of or related to core curriculum required for every child are considered to be extra-curricular. Examples of these would be speech, band, chess, scholar bowl and athletic activities including cheerleading.

Student participation will not interfere with classroom behavior and academic progress. Coaches will give a roster of players to each departmental teacher. Teachers will report any failing grade to the coach. A meeting with the parent may be scheduled in order to determine the best decisions for the student.

The following Extra-Curricular Activities are available:

- Chess—Grades 5-8
- Scholar Bowl—Grades 7/8
- Speech—Grades 5-8
- Art Contest—Grades 5-8
- Young Authors—Grades K-8

- Drama--Grades 5-8
- Student Council—Grades 5-8
- Math Contest—Grades 6-8
- Spelling Bee—Grades 5-8
- Softball/Baseball—Grades 6-8
- Basketball—Grades 5-8
- Volleyball—Grades 6-8
- Soccer—Grades K-8
- Track—Grades 5-8
- Cross Country— Grades 5-8

- **BAND**

All SPPCS 5th through 8th grade students are invited every year to join the Band. However, a student must begin with the fifth grade or Beginner's Band. Band lessons/practice will be three times a week. If class time is missed because of band lessons, all band members are responsible for contacting the classroom teacher and completing any missed work. The band fee for 5<sup>th</sup> grade is \$300 and the fee for 6<sup>th</sup> – 8<sup>th</sup> grade is \$350.

- **FUNDRAISERS**

All fundraisers are to be submitted in writing and pre-approved by the Principal and by the designated committee before the fundraisers are implemented. Each family is asked to meet a fundraising goal of \$250 of profit raised for the school. The school has an Annual Fund referred to as Education First which is used to raise money to pay for items such as the computer lab, the playground, the chromebooks, etc. We ask that all parents and any other family members please participate in our annual fund.

- **ATTENDANCE AND CONDUCT AT GAMES**

We encourage all parents, grandparents, family, and friends of the SPPCS Falcons to attend all athletic and extracurricular activities. It is especially important for parents to accompany smaller children to the games and to make sure they watch the games and do not spend their time running in the gym or

outside. If any student or player leaves the building, they will be charged another admission fee to enter again. If any student shows poor conduct at a home or away game or on the bus, they will be prohibited from sports activities for a specified time. Students are not allowed to loiter in the lobby.

● **CONDUCT AT EXTRACURRICULAR ACTIVITIES:**

Parents and students are encouraged to attend and participate when possible in activities sponsored by the school. These activities, when planned well, provide a good means for school support and spirit.

In keeping with our philosophy emphasizing the dignity of all, sportsmanship and/or appropriate conduct at games, concerts, and other activities are our highest priorities. Use of inappropriate or demeaning language or gestures will not be tolerated at these activities and students, parents, or other spectators who refuse to respect this will be asked to leave. Unsportsmanlike conduct at games particularly can damage the reputation of our school and indeed is a poor witness to the Christian faith we profess.

While on school property, spectators are asked to respect our building and equipment. Adults are asked to remind students of correct behavior when their actions are injurious to themselves, to others, or to our property. If students do not respond appropriately to these reminders, they will be asked to leave.

Win the Prize Program and Code of Conduct for parents and fans is encouraged for all school functions.

## Discipline Policies

● **DISCIPLINE**

The teachers at SPPCS believe that all students can behave appropriately when they know the rules of the class and know that the teachers, administrators, and parents consistently will enforce these rules. Students who break the rules choose to accept the consequences. Students who keep the rules will be shown appreciation by their teachers and administration. Each year the teachers will set down specific rules for their classroom. They will also spell out in detail the rewards and consequences of their system. Parents are asked to cooperate with the teacher in order to provide the best education possible for the students and will be expected to be a part of the disciplinary procedure for positive as well as negative behavior. During the first month of school, the teachers will send home specific guidelines so that the parents know what is expected of their children as well as what is expected of them.

Attendance at SPPCS is at the will and discretion of the school. As such, attendance and enrollment may be terminated at any time when the school determines that continued enrollment would not

be in the best interests of the students, the school, or the educational purposes of the school. Inappropriate behavior will result in a conduct report being issued through FACTS, email and/or a phone call. Parents will receive an email and will acknowledge receipt of the conduct report online. Upon the receipt of the **third** conduct report a detention notice will be issued.

- Irreverence and misbehavior in Church
- Inappropriate talking
- Disobedience
- Disrespect
- Disruptive behavior
- Gum chewing
- Uniform violations

Automatic detention or other consequences may be invoked at the principal/ teacher's discretion for more serious infractions. Some examples of more serious infractions are:

- Profanity
- Defiance
- Cheating
- Fighting
- Stealing
- Inappropriate behavior during detention
- Inappropriate use of electronic devices, i.e., cell phones
- Drugs, alcohol, cigarettes, vaping, etc.

Some examples of behaviors warranting conduct reports:

- Weapons, firearms, explosives, harassment

Continued blatant disrespect toward staff members, teachers, administration, students, and playground monitors, etc. will result in suspension, counseling and/or dismissal.

Any student possessing drugs, alcohol, cigarettes, vape pens, weapons, firearms, and/or explosives is subject to dismissal from SPPCS. All Expulsion situations and reasons shall be documented. An expulsion shall be the result of a student seriously violating moral principles, civil laws, or seriously endangering the safety or welfare of other student(s), school personnel, and be known to the student and student's parent(s) or guardian(s).

Any 8<sup>th</sup> Grader receiving 3 or more behavioral related detentions may not be allowed to participate in the annual planned field trip.

- **DETENTION POLICY**

**After School Detention:**

The after school detention system will be used only in grades 5 through 8. Lunch detentions may be used for grades K-8.

If a child receives a detention, a date will be given for the serving of that detention. Detention will be on Tuesday and Thursday from 2:50 – 3:30 p.m. The form **MUST** be signed by a parent and returned the next day. Three behavior-related detentions in one quarter constitute suspension.

The cost will be \$5.00 for each detention served. This will be payable to the school when the detention slip is returned. Students will spend the first part of detention completing a written reflection on their action that resulted in the detention. The remaining time will be spent completing tasks at the school.

Students must be picked up at 3:30 p.m. If a parent is late picking up a student, the student will be sent to latchkey and charged the appropriate fee.

If a student misses a scheduled detention, the detention may be doubled.

**Lunch Detention:**

The lunch detention system may be used for K-8th grade students. Students will eat lunch separately and will spend the lunch recess writing and/or reflecting on the incident that occurred.

**Non-Discrimination Policy (Diocesan Policy # 5111.1)**



Ss. Peter & Paul admits students of any gender, race, color, national, and ethnic origin. All the rights, privileges, programs, and activities generally accorded are made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of the educational policies, admission policies, and athletic and other school administered programs.

## ● HARASSMENT

We at SS. Peter & Paul Catholic Grade School believe that a school environment wherein racial or sexual harassment of students is permitted fosters disrespect for fellow students and employees, interferes with a student's performance, and creates an intimidating, hostile school environment.

Racial or sexual harassment of any nature is absolutely prohibited. Violation of this policy shall subject a student to disciplinary action, up to and including expulsion.

Students who are the victims of racial or sexual harassment committed by employee(s) or student(s) are to report the incident to the appropriate supervisory individual and the following procedure will be followed:

1. A written complaint must be submitted by the person who reported the incident.
2. A thorough investigation will take place.
3. Any person who is found to have engaged in racial or sexual harassment will be subject to appropriate, corrective action, depending upon the circumstances, up to and including termination or expulsion.
4. The person who reported the incident will be advised of the findings and action taken.

### Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. 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 or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school if the bullying causes a substantial disruption to the educational process or orderly operation of the school.

- **Bullying**

As a matter of school policy and religious obligation, it is recognized that bullying behavior is not tolerated at SS. Peter & Paul Catholic School. Students who are victimized by the abusive power exerted by bullies suffer serious harm to their self-esteem and their feelings of safety as they pursue their academic and social lives. This often results in feelings of isolation and insecurity. In the extreme, a bully's victim can suffer serious physical and/or psychological injury. SS. Peter & Paul Catholic School seeks to create an environment of learning, compassion and safety by educating parents, teachers, staff, and students in different areas concerning bullying and respect. All members of SS. Peter & Paul Catholic School are expected to discourage, prevent, intervene, report and otherwise appropriately address bullying behaviors.

Bullying can be defined as repeated and unwanted teasing, threatening, hitting, spreading rumors, and excluding others on purpose. A person is being bullied or victimized when he or she is exposed repeatedly and over time to negative actions on the part of one or more people. Bullying can be defined as the assertion of power through aggression. Its forms change with age: Playground bullying, sexual harassment, gang attacks, date violence, assault, marital violence, child abuse, workplace harassment and elder abuse. Bullies acquire power over victims in many ways: by physical size and strength, by status within their peer group, by knowing the victims' weaknesses, or by recruiting support from other children through gossip or exclusion. With repeated bullying, the bully's dominance is established and the victim becomes increasingly distressed and fearful.

Recognition of good character will help to prevent bullying behaviors.

- **RESOLUTION PROCESS**

To be effective, efficient, and maintain confidentiality, the process needs to work on an individual/family level with direct contact and discussion between the involved individuals. This will ensure that the process is not hindered by rumor, hearsay or any other "filter" that interrupts the lines of communication. General parental concerns will not be discussed at open Board meetings unless determined appropriate by the Executive Committee of the Board of Education.

Parents should address their concerns through the following process:

1. Parents are to submit in writing their concerns to the teacher or staff member. The teacher or staff member will then contact the parents to meet and discuss their concerns in a direct manner. 2. *If step one does not bring satisfaction or the concerns are above the classroom level:* Parents are requested to submit in writing their concerns to the Principal. The Principal will then contact the parents to meet and discuss their concerns in a direct manner.

## ● **SUSPENSION & EXPULSION**

Suspension will be invoked for extraordinary acts of misconduct or failure of a student to respond to ordinary sanction. Examples of such extraordinary misconduct are: physical, written or oral violence, toward a teacher, student, their family, school and/or parish, property or possessions; harassment; abusive expressions of contempt to a teacher, willful damaging of property; stealing; possession and/or use of illegal drugs/paraphernalia, tobacco products, or alcohol on school premises or at school-sponsored activities. Expulsion or suspension will be levied on any student who is found to be carrying a weapon to, from, or within the school; or to, from or at any school activity. This list of examples is not to be considered as exhaustive.

Suspension will be invoked at the discretion of the Principal and is used to give school officials and parents time to decide whether or not the offending student should be permitted to return to SPPCS. Suspension of a student may not exceed ten days and the student will normally be allowed to return to school after the parents have met with the Principal to discuss specific measures to ensure appropriate behavior on the part of the student or the student will be expelled.

### **General Behavioral Expectations:**

In keeping with the philosophy of our school, students are expected to treat each other as well as the faculty with respect. As such, disrespectful gestures or words will not be tolerated. The teacher will normally deal with this type of behavior within the classroom following the guidelines he/she has set up in accordance with discipline procedures. When a student shows a consistent problem over a period of time, or is involved in a major difficulty - i.e. fighting, stealing, use of alcohol, drugs, or tobacco during school time or at school-sponsored activities, he/she will be referred to the Principal for further disciplinary action. Any

teacher suspecting possession of any type of weapons, drug/paraphernalia, tobacco products, or alcohol by any student can search the book bag/lockers or desk of the individual. The Principal should be included and

informed of any such searches. Weapons and/or other unlawful objects that could produce any bodily harm or are dangerous or potentially dangerous in school, on school property, on buses, or at school functions are prohibited at all times.

The following procedures regarding threats made by students are to be followed by all Principals as per: - Jonathan Birdsong, Office of Education-Diocese of Belleville

- **Code of Catholic/Christian conduct-**

All students who attend Ss. Peter and Paul Catholic School are expected, as a condition of continued enrollment, to conduct themselves in a manner consistent with the policies and principles of the school.

- **Line of Authority-Communication and Discipline**

1. Discuss the problem with the teacher/person involved.
2. If the problem is not rectified, parents then confer with the Principal.
3. If the problem is not corrected, the parents then confer with the Pastor.
4. If the above fails, the matter may be brought to the School Board President, and he or she may put it on the Board meeting agenda (per Diocesan Policy 2431, the School Board is strictly consultative and will only review the matter to ensure that all applicable policies and procedures were followed.
5. The final step is to take the matter to the Diocesan Office of Education.

### **Procedure for Student Safety:**

The safety and welfare of students enrolled in a Catholic school in the Diocese of Belleville is of the highest priority. For this reason, a student's written or verbal threat of violence toward other students and/or persons within the school will be taken seriously. For the purpose of this procedure, a threat of violence will be interpreted as a verbal or written threat of action that may cause physical harm to others. The Principal of the school will take immediate action upon learning of the threat or alleged threat. This action includes suspension of the student into the custody of parent or guardian until a satisfactory psychological evaluation is completed and the Principal agrees that the student may return to school.

The local police will immediately be notified of the threat.

