

Faith, Academics, Community

**St. Peter School
Kirkwood, MO**

**Parent-Student
Handbook
2018 - 2019**

As of June 1, 2018

I. PHILOSOPHY OF CATHOLIC EDUCATION IN THE ARCHDIOCESE

II. ST. PETER SCHOOL MISSION STATEMENT

III. GENERAL PROCEDURES

- A. Daily Schedule
- B. Snow Days and Snow Schedule
- C. Absences
- D. Tardies
- E. Financial Responsibility
- F. Health Procedures
- G. Excused Outdoor Play or P.E. Classes
- H. Student Phone Use and Message to Students
- I. Visiting and Dropping Off Items to Students
- J. Room Parents
- K. Lunch Program
- L. Carpool Lot Procedures
- M. Field Trips
- N. Parent Teacher Organization (PTO)

IV. COMMUNICATION

- A. “FastDirect” (On-Line Parent-School Communication)
- B. Weekly Electronic Newsletter
- C. Grades and Report Cards
- D. “School Reach” Phone Messaging System
- E. Progress Reports
- F. Parent-Teacher Communication
- G. General Guidelines for Parent-Teacher Conferences

V. TESTING PROGRAMS

- A. Iowa Assessment (formerly Iowa Test of Basic Skills)

- VI. **LITURGIES (SCHOOL MASS)**
- VII. **CURRICULUM**
- VIII. **EXTRA-CURRICULAR ACTIVITIES**
- IX. **ACADEMICS**
 - A. Classroom Behavior and Work
 - B. Make-up Work
 - C. Pass-Fail
 - D. Eighth Grade Completion
 - E. Incomplete Grades
- X. **VIRTUE BASED RESTORATIVE DISCIPLINE**
- XI. **UNIFORM/DRESS CODE**
 - A. General Code for all Students
 - B. Girls Code
 - C. Boys Code
 - D. Out of Uniform Days
- XII. **PARENT VOLUNTEER PROGRAM**
 - A. General Procedures
 - B. Duties and Responsibilities
- XIII. **DISASTER PREPAREDNESS PLAN**
- XIV. **ARCHDIOCESAN AND ST. PETER SCHOOL POLICIES**
 - A. Archdiocesan Violence Policy
 - B. St. Peter School Non-Violence Policy
 - C. Archdiocesan Policy of Harassment
 - D. St. Peter School Internet Use Policy
 - E. St. Peter School Cell Phone – Electronics Policy
 - F. Admissions Policy
 - G. Parent Custody and Parenting Plan documents

H. Tuition, fees and release of records

XV. CONCLUSION

I. PHILOSOPHY OF CATHOLIC EDUCATION IN THE ARCHDIOCESE

The educational mission of the Catholic Church finds its center in the life and teachings of Jesus, who reveals God's design for all of creation. In Jesus, the Church invites all people into communion with the Father, Son and Spirit and into the mission of transforming all of life into God's kingdom. Through education, the Church seeks to prepare her members to hear, live and proclaim the good news of the Gospel. The shared tradition of the Church supports, challenges, and enlightens persons at every stage of human life as they grow toward their full potential as individuals and as members of family, Church, and world.

Catholic education includes all the deliberate, systematic, and sustained efforts of the Church community, in both formal and informal educational settings, to develop the skills, knowledge, and values needed for life. In today's pluralistic society, the Church offers the harmonizing perspective of faith to human insight combined with divine revelation in the pursuit of truth, goodness, and beauty.

Catholic education involves the active participation of the learner in studying and interpreting human experience in the light of faith, so as to advance God's glory and the dignity of all peoples. Through methods appropriate to differing age-levels and ways that people learn, the Church provides opportunities for learners to explore, reflect, and integrate a Christian understanding of nature, self, society, and God, and to manifest this in lives of love and service. In this endeavor, the Church recognizes the learner's dependence on grace to bring human nature to completion.

Called to a specific ministry in the Church, Catholic educators are committed to professional excellence and spiritual growth in their Christian lives, witnessing to the Tradition and vision they share. Respecting each learner as created and loved by God with special gifts and needs, they direct the learning process as guide and companion.

The Church calls parents, as the first educators of their children in knowledge and faith, to partnership in the mission of Catholic education by taking responsibility for their own lifelong learning and supporting the educational opportunities offered for their children. The entire Catholic community, especially the parish family, shares responsibility for providing the learning environment, the resources, the leadership, and the community of faith that supports the educational mission of the Church.

II. ST. PETER SCHOOL MISSION STATEMENT

St. Peter Catholic School, modeling the example of Jesus Christ, forms students to be life-long learners, servants of Jesus Christ and compassionate members of society.

Formed in the Catholic Faith | Committed to Excellence | Prepared for the Future!

III. GENERAL PROCEDURES

A. DAILY SCHEDULE

School begins at 8:00. Students arriving before 8:00 are to wait for the doors to open at 8:00. Students need to be in homerooms with materials, ready to begin school by 8:10 for attendance and morning prayers.

Dismissal is ordinarily 3:10. There are some scheduled 12:00 dismissals. Consult the school year calendar for exact dates.

B. SNOW DAYS, SNOW SCHEDULE

Schedule changes required by inclement weather are announced on KSDK channel 5. Families are also notified by an automated telephone message (School Reach) our automated messaging system. (Further description of the School Reach system is found under Communications.) Periodically we have “late starts” with school typically starting at 9:00 a.m.

C. ABSENCES

State law requires that a child miss no more than 28 days in a school year. More absences than that would require that the child repeat the school year.

1. For illness or emergency: When a student is to be absent because of illness or family emergency, a parent needs to call the school office before 10:00. If the school has not been contacted by 10:00, the school nurse will call the parent to verify the absence and make certain that the student’s whereabouts are known.
2. For medical appointments: If a student is to miss a part of the school day for an appointment, a written request needs to be sent with the student to the school office at the beginning of the day and a dismissal slip will be issued. Parents need to come to the school office to meet the student and let the office staff know that he/she is leaving. The student is to report back to the office upon return.
3. For travel and trips. Please avoid taking trips and vacations during the school year. Teachers do **not** give advance work and lessons for students leaving school for trips and vacations, unless it is a bereavement case. Upon return, it is the child’s responsibility to obtain the missed work. Students who are absent from school have as many days to make up their work as they were absent.

D. TARDIES

A student who is not in his/her homeroom at 8:10 is considered tardy. All tardy students must obtain a tardy slip from the office. Medical appointments will be considered an excused tardy. Chronic and frequent tardies will result in a parent, student, and principal conference to discuss possible solutions. Five or more tardies per quarter will result in after-school detention.

E. FINANCIAL RESPONSIBILITY

St. Peter School is a tuition supported school. Each year parents are notified by the Finance Commission of the Parish Council of the fees and tuition that apply to the following school year. Parents commit to paying the required tuition and fees upon signing the Tuition Commitment Form at the beginning of the school year. The annual registration fee, due by February 15th of each year is non-refundable. Academic records and grades are held by the school if a family owes the school any tuition, fees or other financial obligation to the school. (e.g. volunteer buyout, past due books, etc.).

F. HEALTH PROCEDURES

1. Physical Examinations: Required for students entering preschool, kindergarten, third, and sixth grades, and all students new to St. Peter. The office has an appropriate form for these exams to be completed by the physician. The school maintains a permanent health record for each student attending St. Peter.
2. Immunization Requirements: A complete list is given to all families entering St. Peter School. If you require a copy, just call the school office.

A complete record showing up to date immunization must be in the school office before the child enters school. No child will be admitted without this.

Immunization records must include vaccine/day/year given. Please submit any recent immunization updates to school office.

3. Administration of a child's prescribed medication is a serious parental responsibility. The St. Louis Archdiocese determines the medication policy to assure safe administration of medication at school, our school will be following the guidelines listed below:

Most medications that children require do not need to be given at school. Any medication that is given three times a day will be given at home (morning, after school & bedtime). The school will not administer the first dose of any medication. No daily medications will be given on noon dismissal days. If a medication (prescription or over-the-counter) must be given at school, the parents must fulfill these requirements:

- a. An emergency authorization form must be on file in the school listing the name of the child's physician and phone numbers.

- b. There must be a written physician's order for the medication with the name of the student, name of the medication, dosage, time interval to be given (if ordered "as needed" – a plan must be provided), and diagnosis or reason for the medication. A current prescription label on container may serve as a physician's order. No medication, prescription or nonprescription, will be given without a physician's written order.
 - c. Written permission must be provided by the parent/guardian requesting that the school comply with the physician's order.
 - d. Prescription medication should be brought to school in a container appropriately labeled by the pharmacy. Non-prescription medication should be in the original container. Ideally, the parent will have two containers, one for home and one for school. For medications that will be given for the entire school year, the child needs a new prescription container each year.
 - e. If there is ANY change in the dose or timing of the medication, the physician must submit the change in writing. This may be faxed or mailed to the school. A parent may not give permission to administer medication differently than the physician's order.
 - f. The school has the right to call the physician to clarify a medication order.
 - g. All medications, prescription or non-prescription, sent to school with a student of any age must be turned in to the school office in the morning. The student reports to the health room when it is time to take the medication. Please inform the homeroom teacher if the student is taking medication on a regular basis and if there is a change in the medication schedule. We are doing our best to take care of your children. Please help us keep them safe and healthy.
4. Emergency Form : The parents of each family need to complete an emergency form indicating by student any special needs, allergies, and procedures to be followed by the school in case of emergency (accident/illness). the designated emergency contact person must be available to assume the responsibility for your child when you cannot be reached. Parents are notified first if at all possible. **IT IS EXTREMELY IMPORTANT** that these forms be updated as circumstances change.
5. Accident or illness: The student should be kept home when there is vomiting, diarrhea, fever, or the child seems too ill to benefit from the school program. The school nurse will notify a parent or emergency contact person and send a child home when:
- a. the student has an elevated temperature of 100 or above
 - b. the student is suspected of having a contagious condition
 - c. the student appears too ill to benefit from the planned education program.

Students should be kept home until they are fever free (without Tylenol) or feeling well for 24 hours.

6. Exclusion from School: As a means of controlling epidemics of childhood diseases and other common communicable diseases, careful, continuous, daily observation and isolation are most effective. Students with skin rashes, inflamed eyes, or fever of 100 or more degrees will be excluded from school until they have been seen by a physician and/or symptoms disappear. The Missouri Department of Health regulations require that students be excluded from school for the following reasons:

CHICKENPOX - Seven to ten days after the appearance of the rash- all pox must be scabbed over.

GERMAN MEASLES (3 day) - Five days after appearance of the rash.

MEASLES - During “cold symptoms” and until five days after the appearance of the rash.

SCARLET FEVER and “STREP” - Twenty-four to forty-eight hours after antibiotic therapy is begun

CONJUNCTIVITIS (Pink Eye) – Until inflammation has subsided, after 24 hours antibiotic eye drop therapy or until written permission is given by the physician to return to school.

IMPETIGO - Until all the sores are healed, after 24 hours of antibiotic therapy or with written permission from the physician.

FIFTH DISEASE - See physician to confirm diagnosis: may attend school if no fever.

HEAD LICE – Children who have head lice will be readmitted to school after effective treatment is evidenced by one of the following:

- -Absence of lice and nits when examined by school nurse at 8:00
- -A statement from a physician stating that he/she has examined the child after the application of the delousing medication and has found the child no longer has lice or nits and the child is no longer contagious
- -After you have shampooed your child’s head, you must comb out the nits. Since we cannot determine if nits are dead or alive, we will send children with nits home.

7. Policy regarding AIDS and other Chronic Infectious Diseases:

The Archdiocesan School Office has provided guidelines for schools concerning education about AIDS, health practices, enrollment and admission to schools, AIDS-infected school personnel, and handling public awareness. In accordance with these guidelines:

- a. Students learn about AIDS in the context of human sexuality lessons.
 - b. Staff and health volunteers have been instructed to take simple precautions in health practices.
 - c. Should a student be found to be infected with HIV, an advisory committee composed of representatives from the Catholic Education Office, the pastor, the principal and/or DRE, the parents, and the attending physician would determine the course of action to be taken, holding this matter in strictest confidence.
 - d. Should a staff member be found to be infected with HIV, the pastor or principle will inform the Superintendent and allow the staff member to continue working with the understanding the staff member will inform his/her administrators when his/her condition would be harmful to the educational institution, students and staff.
- 8. Hearing & Vision Tests: The school offers screening tests for Hearing and Vision, every other year. Parents can choose to have their children participate in these tests.
 - 9. Excused absence from P.E. and outdoor play need to be approved by the school nurse.

H. STUDENT PHONE USE AND MESSAGES TO STUDENTS

Students may use the school phone only with their teacher's and/or the Administrative Assistant's permission. Arrangements for after school social activities cannot be made by phone during school or immediately after school. Students will be called to the office at 3:00 with messages that have been left for them throughout the day. Students may possess, but not use cell phones during school hours. Students may not keep their cell phones on their person or in their desks.

I. VISITING AND DROPPING OFF ITEMS TO STUDENTS

Parents and visitors are welcome at St. Peter. However, **as a safety precaution, all parents and visitors must enter through the front entrance and stop by the school office to sign in and receive a visitor or parent badge before going anywhere in the building.** To protect our students all doors to the school are locked. Parents and visitors must ring the doorbell at the Clay entrance and be admitted to the building. All parents and visitors must sign in at the office before going anywhere in the building. Upon leaving they must sign out at the office. To avoid unnecessary classroom interruptions, parents bringing lunch, forgotten assignments, rain gear etc. are asked to take the missing items to the school office.

Parents needing to distribute communications to teachers or school families should drop items off at the office.

J. ROOM PARENTS

Parents interested in being Room Parents should sign up at Back to School Night or call one of the Room Parent Coordinators.

Room Parent duties include organizing the one hour parties (K-3rd) that are held during the school year for Halloween, Christmas. Room Parents are asked to please review the plans for the parties with the teacher in advance.

Treats at classroom parties are limited to one sweet treat and bottled water. Party games may include candy as prizes to go home. Candy markers can be used in games and eaten during the party. Treat bags to be sent home are acceptable and may contain candy or other sweet treats. Parent volunteers consult with the teacher before the party for teacher approval. Room Parents may also be asked to help contact parents for participation in school events and field trips.

Because of the numerous special activities in 8th grade, the two Room Parents act as coordinator, gathering parent helpers for each activity. A meeting of the 8th grade parents is held in September to discuss the details and timetable for the special programs of this grade.

J. LUNCH PROGRAM

St. Peter has contracted with Food Service Consultants to provide hot lunch every day. Students may purchase lunch and/or milk or they may bring their own lunch. Canned or bottled soda should not be brought to the cafeteria. Details on prices and food choices will be announced at the beginning of the school year. Two volunteer parents help the school staff with lunch duty each day.

Parents pay for hot lunch with a pre-paid/declining balance card. Parents may view the card balance and their child's purchases online.

L. CARPOOL LOT PROCEDURES:

Cell phone use is not permitted during carpool drop off and pick up.

Morning:

Adams Lot –

Option #1: Cars drive in the west gate; proceed in a single line to the exit on Clay Avenue. Student exit on the passenger side only and enter the school. Once students exit their cars the entire line moves ahead and the drivers move in a counter-clockwise to exit onto Adams Street where they entered.

Option #2 Parents who choose to walk their children into school may enter the Adams lot, park facing the school and walk their children into school at the crosswalk.

For Safety - Parents who choose this option may only leave the Adams lot after 8:10 once all the students have entered the school. Parents may use their cells phones while they are parked waiting.

Jefferson Lot – Cars drive in the Jefferson side entrance, proceed in a single line to the crosswalk area, stop momentarily to let out students on the **passenger side only**, and then exit onto Clay Ave.

Note – Do not drop off students on Jefferson Avenue in the “No Parking” Zone.

Afternoon:

Adams and Jefferson Lots – Cars park two deep in the center of the lot facing the building. Teachers on duty help control the flow of students at dismissal time. Cars should pull forward from the front line only when the teacher is holding students from walking onto the lot. Cars on the Adams lot enter through the west gate and exit in a clock-wise rotation through the west gate. For those who park on the Jefferson lot, all cars should enter the lot using Clay or Jefferson, and exit the lot by way of Clay. **NO ONE SHOULD EVER BACK UP ON EITHER LOT.** If you intend to leave your car for any reason, please do not block others from leaving the lot.

Once all students have entered their cars the signal will be given for cars to leave the lots. Do not leave until the signal is given. Any remaining pedestrians will only go to cars after all cars have left the lot.

M. FIELD TRIPS

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. Each grade usually takes at least one field trip per year. Some classes may take walking trips as well.

A signed parent permission slip for the specific event **MUST** be on file with the homeroom teacher if a student is to be allowed to participate.

Whenever possible, bus transportation by an insured carrier will be provided. If there is not a sufficient number of students attending an off-campus school sanctioned event to warrant a bus, a private passenger vehicle may be used. If a private passenger vehicle must be used, the following criteria are required:

1. Drivers must have a valid, non-probationary driver’s license and no physical disability that may impair the ability to drive safely.
2. The vehicle should have valid registration and meet state safety requirements.
3. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 for occurrence.
4. Each child must wear a seat belt (one child to a belt).

5. Children under the age of 8 or 80 pounds need to be in car seats.
6. Drivers are not permitted to smoke in vehicles.

N. PARENT-TEACHER ORGANIZATION (P.T.O)

All St. Peter parents and teachers are members of the P.T.O. This organization presents family and educational activities throughout the year. They sponsor a book fair, sell sweatshirts and other school logo items, and organize other fundraisers. The money raised by P.T.O. is used for special school needs, teacher workshops, and books for classroom libraries.

IV. COMMUNICATION

A. FASTDIRECT – ON-LINE FAMILY AND SCHOOL COMMUNICATION

St. Peter School uses an on-line communication system called “FastDirect”. Through FastDirect you can send and receive email, contact the staff, view your child’s grades, teacher announcements, the school calendar and other school information.

Make sure to sign up with FastDirect and check it regularly.

B. WEEKLY ELECTRONIC NEWSLETTER – THE WEEKLY “PRIDE” - FYI

Each Wednesday the school community will receive our weekly St. Peter “Pride” Newsletter through their Fastdirect account. The Pride Newsletter contains important dates and information. Additionally, there are other “flyers” and information in the PDF document. Please read the Pride each week and print the information that pertains to you and your family.

All information for the Pride Newsletter must be submitted electronically to Mrs. Ann Murphy in the school office by Monday at noon. Her email is:
amurphy@stpteach.com

C. GRADEBOOK/REPORT CARDS

St. Peter has an “open grade book” policy. Grades are available for viewing anytime by logging in to the St. Peter Fast Direct and your family account. Parents are encouraged to log in one to two times a week. Teachers post grades and update their class bulletin boards weekly. If parents have a question regarding a child’s grades, we encourage them to contact the teacher.

D. SCHOOL REACH PHONE MESSAGING SYSTEM

In the event that the school needs to contact parents about an emergency situation or school cancellation due to snow etc. all parents will receive an automated message via School Reach, a telephone broadcast system that will enable us to notify all households and parents by phone within minutes. The service will also be used from time-to-time to communicate general announcements or reminders. St. Peter School will continue to report closings due to snow or other weather conditions on the television stations. It

will also be used as an overlay to the public announcements. When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message from a school administrator. The service will deliver to both live answer and answering machines. No answers and busies will be automatically retried twice in 15 minute intervals after the initial call. Here is some specific information to know:

*Caller ID will display 314-821-0460 (the main number for School).

*Answer the phone with a normal “Hello” and after a short pause, the message will begin.

*The system will detect that your answering machine has answered and will play the recording to your machine. The maximum # of rings before hang up is 5. Make sure your machine answers after 4 rings or you may miss the message.

*At the end of the message you will be prompted to “press one” to hear the message again. This is very effective when a child answers the phone and hands it to a parent.

E. PROGRESS REPORTS

Please use FastDirect to view your child’s grade status at any time.

F. PARENT-TEACHER COMMUNICATION

Staff members are completely open to meeting with parents at any time during the school year or conferring with them by email or telephone. Rather than call teachers at home, parents are asked to call the school office and leave a message that they would like to talk with a particular teacher, giving times when they could most easily receive a phone call or come for an appointment. The teacher will then return the call within a day or two.

At Back-to-School night teachers will explain how they will inform parents of the curriculum studied, and the child’s assignments and progress. In addition, Grades 3-8 are required to use an assignment notebook, which parents can check, and students often bring home tests and graded papers for a parent’s signature.

V. TESTING PROGRAMS

IOWA ASSESSMENT TEST AND COGNITIVE ABILITIES TEST

Second through eighth grade students are given the Iowa Assessment Test (formally known as the Iowa Test of Basic Skills) in September of each year. Test results will be shared with parents.

VI. CHILDREN’S LITURGIES

School children attend Mass once a week, usually on Wednesday at 8:15 a.m. Homeroom classes take turns planning and playing important roles in leading the celebration of the Eucharist. The children’s Mass schedule is noted on the calendar of your monthly

newsletter and on the school calendar in Fastdirect. Parents are welcome and encouraged to celebrate with us.

VII. CURRICULUM

Students in Grades K-8 are offered a full elementary school curriculum that includes religion, reading, math, language arts, social studies, science, physical education, music, art, technology and Spanish (6th-8th). Specific information on topics, skills and methods for each department is given to parents in the fall. Students in grades 6-8 take Spanish, and have adopted a Block Schedule. Core classes are held every other day for 90 minutes. The special classes such as PE, Art, Music, Technology and Spanish are not blocked and are 45 minute classes. A copy of our curriculum is available on our school website at: www.stpeterkirkwood.org

VIII. EXTRA-CURRICULAR ACTIVITIES

There are a variety of ways that students may use their special talents, provide service to others, or explore interests outside the classroom setting. Individual departments will provide a list of offerings each year. Among those are Yearbook Staff, Bellarmine Speech League, Student Ambassadors, Choir, Band, Chess Team, Computer Coding, Drama Club and Spanish Club

IX. ACADEMIC EXPECTATIONS

A. CLASSROOM BEHAVIOR/WORK

Each student is expected to do his/her best to reach his/her potential and allow other Students to reach theirs. Specifically, each student is expected to:

1. Come to class with properly completed assignments when they are due.
2. Be attentive in class.
3. Raise hand to speak.
4. Have necessary supplies.
5. Do his or her own work.
6. Make up work after an absence within a reasonable Amount of time. To create consistency and avoid surprises from one grade level to the next, these expectations are identical for every grade from first to eighth. Consequences, however, will vary from Primary to Intermediate to Upper due to the difference in age and maturity.

B. MAKE-UP WORK

Parents should call the Office to request homework for absent students. It is the student's responsibility to contact the teacher about the work. **Students who are absent from school have as many days to make up their work as they were absent.**

Teachers do not prepare work/assignments ahead of time for students who leave school for personal trips and vacations. Students are expected to complete the work upon their return to school.

C. PASS-FAILURE

Students must have at least a D average for the year's work to pass a given course. A student receiving an F on the final grade may be required to attend a summer program in that subject area before the student can advance to the next grade.

D. EIGHTH GRADE COMPLETION

Should an eighth grader fail two quarters of a major subject, he/she must complete the additional work before a certificate of completion can be given. The student may participate in the completion exercises with the class at the close of the year, and receive his/her certificate upon presentation of a passing report from summer school or special course arrangement.

X. VIRTUE BASED RESTORATIVE DISCIPLINE (VBRD)

Cultivating Virtue, Forming Moral Intelligence and Shaping an Inner Guide for Who We Are

Welcome to a spiritual approach to disciplining that cultivates virtue and provides a rich foundation for fostering faith both at home and at school. This approach will shape attitudes and behaviors that can reduce and prevent disruptive behaviors. Some changes will be immediate, while others may require more time. St. Francis de Sales offers good advice in such circumstances: "When you encounter difficulties and contradictions, do not try to break them, but bend them with gentleness and time."

Introduction for Virtue-Based Restorative Discipline (VBRD)

The Principles of Virtue Based Restorative Discipline (VBRD) are the following:

1. We dedicate ourselves to living virtue.
2. We support each other in living virtue.
3. We commit to constructive thoughts, words, and deeds.
4. When faced with challenges or conflict, we will find solutions that cultivate virtue for



ourselves and each other.

St. Peter Catholic School clearly promotes the philosophy that the education of our children is a shared responsibility between parent and school. In all our dealings with students, faculty members and parents, the overriding virtue binding us together is genuine love, concern and respect for one another. We are, in the truest sense, members of the Catholic Christian community. As our children grow through Catholic education, we seek to develop the virtues that build in each child a responsibility for their actions, self-discipline and respect toward others.

The VBRD Program Is Implemented in the Following Manner at St. Peter School:

1. Instruction for students on virtues
2. Class meetings and discussions to cultivate a supportive classroom environment and to address classroom issues
3. Conflict resolution that encourages a call to virtue
4. Disciplinary actions that combine traditional consequences with restorative practices
5. Continued educational opportunities for parents and the school community to learn about and practice virtues and restorative discipline

A. Restorative Process when harm and/or misbehavior occurs:

1. Misbehavior occurs
2. Prayerful discernment of virtue using a blue Think-About-It Form
3. Determine relevant consequence
4. Determine restorative action
5. Follow up for closure

Each classroom teacher has established guidelines and procedures for all students to follow. Parents and students are expected to know and support these directions which incorporate the school-wide discipline plan.

Blue “Think-About-It” forms are used to guide a student in reflecting on his/her behavior, identifying the harm, seeking ways to restore the harm caused and identifying the virtue they need to practice in the future to grow.

Restorative Process when harm and/or misbehavior occurs.

1. Misbehavior occurs
2. Prayerful discernment of virtue using a blue Think About It Form
3. Determine relevant consequence
4. Determine restorative action
5. Follow up for closure

A. Blue Slips – blue discipline slips are issued by staff when they determine a student’s behavior warrants disciplinary action and attention by the parents and administration.

B. Restorative Detention--(Grades 3-8)

C. A restorative detention is designed for students to seriously reflect on their behavior and establish concrete virtues that they can practice. A restorative detention may be invoked by the Principal and/or staff member. Detentions may also be assigned for an accumulation of Blue Slips/Think-About-It forms. Students will receive an automatic restorative detention for two or more accumulated Think-About-It forms and/or blue discipline slips in a quarter.

D. Suspension

Students will be assigned to **in-school** or **out-of-school** suspension on an individual basis. The students will spend the day in a supervised, designated area, completing assigned work. At the end of the suspension period, the student will report to the principal with a parent.

E. Withdrawal for Cause

The Principal may inform a family to withdraw their child from the school for disciplinary or academic reasons in addition to violation of conduct expectations in accordance with Archdiocesan regulations. (see appendix) Each case will be reviewed individually by the Pastor and the Principal.

XI. UNIFORM CODE

A. GENERAL CODE FOR ALL STUDENTS

1. Navy blue (K-5th) and Tan Khaki (6th, 7th and 8th) slacks, pleated or non-pleated, may be worn at any time in grades K – 8.
2. Navy blue/Tan khaki dress shorts may be worn from the start of school until November 15th and from March 15th to the end of the school year. The 8th grade may wear shorts all year.

3. If pants have belt loops, belts are to be worn. Belts are to be solid navy, black, brown or embroidered. Belts with print logos or stamps are not acceptable. Scarves or tied belts are not acceptable.
4. Socks: K – 8th grade students: Socks may be white, black or navy blue. Socks are either ankle or mid-calf in length. Students are also allowed to wear St. Peter, mid-calf logo socks. .
4. Red or navy quarter-zip, uniform St. Peter sweatshirts may be worn with the uniform. They must be purchased from P.T.O. Only St. Peter sweatshirts may be worn during school hours. Blue or red St. Peter fleece may also be worn in place of the sweatshirts.
5. Tennis shoes must be worn on P.E. days. Tennis shoes should be one or two colors. Avoid bright colors. No multi-colored laces. Low-top shoes only. All tied shoes must be properly tied at all times. Buy and wear shoes with non-marking soles. Loafers are to have 1” soles, no platforms, no clogs, no sandals, Uggs, or boots. If students choose to wear loafers, they must have tennis shoes for P.E. class.
6. Uniform clothing is to be in reasonable condition. No baggy sizes, cargo-type pants, flares or extra-large clothing are acceptable.
7. No hats or head coverings including bandannas may be worn in buildings.
8. No writing on skin or tattoos is allowed.

B. GIRLS CODE

1. Uniform jumper (Grades K – 3), uniform skirt (Grades 4 – 8) to be purchased from ‘Just Me Apparel’. Jumpers and skirts are to be knee length or no more than 3” above the knee, measured from top of kneecap. Rolled waistbands are not acceptable. Please make sure that uniform skirts fit properly. Skirts may need to be replaced or hems let out as the girls grow.
2. White uniform blouses (round or pointed collar), white oxford cloth blouse, white polo style shirt, or white turtleneck. (for grades K-3rd). Sleeves may be long or short. No trim, piping, monograms, or logos. Shirts must be tucked in at all times. Navy blue polo shirts are required for 4th – 8th grade.
3. Navy or white socks, leggings or tights are to be worn at all times. Leggings and tights must be full length. “Yoga pants” are not acceptable. No lace on leggings, tights or socks. Ankle or crew (mid-calf) socks must be visible above the shoes.

4. Acceptable jewelry items are rings, watches, dime-size earrings (or smaller). Only one pair of earrings may be worn (one in each ear). No hoops or dangling earrings. One bracelet and one necklace is allowed. Boys may also wear one bracelet. Necklaces need to be religious and kept inside the uniform. The school reserves the right to not allow certain jewelry items.
5. Make-up or artificial nails are not permitted in any grade.
6. Nail polish may be worn by girls in 6, 7, & 8 grades. One color only
7. Headbands are solid white, navy blue, red, grey or school plaid. White, navy blue, red, grey or school plaid headbands with “St. Peter” or the girl’s name as a logo are acceptable. Silver or gold metal headbands are acceptable. Other logo or multicolored headbands are not acceptable. No feathers or beads in hair.

C. BOYS CODE

1. White (K-5th) and Blue (6th, 7th and 8th) knit polo, oxford cloth, turtlenecks, long or short sleeve shirts. Knit shirts must have a collar. No trim, monogram, or logos are acceptable. White/Blue polo shirts with approved St. Peter logo, purchased from Lands’ End, are allowed. Shirts must be tucked in at all times.
2. White t-shirts worn under uniform shirts must have no writing or decorations.
3. Navy, white or black socks must be worn at all times. Ankle or crew (mid-calf) socks only. Socks must be visible above the shoe.
4. Boys may not wear earrings. Bracelets have to be approved
5. Hair must be off the collar in length. Hair should not cover the eyes.

D. OUT OF UNIFORM DAYS

1. One the first Friday of the month students wear their St. Peter “Pride” t-shirts with their uniform pants, skirts and jumpers. Girls may wear a headband of their choice on “Pride” t-shirt days and boys may wear socks of their choice.
2. On “free dress days” students may wear jeans, slacks, Capri pants, athletic pants, shorts and collared shirts or t-shirts. All shirts must have sleeves. Shirts displaying alcohol, tobacco, or rock group advertisements and any type of sleeveless shirt are not permitted.

Shorts must be at an appropriate and modest length. If girls wear leggings they must wear shorts or a long top over them. Tennis skirts are not allowed. Rules regarding jewelry, make-up, socks, and shoes still apply.

XII. PARENT HELPER PROGRAM (VOLUNTEERISM)

Each family is asked to give a minimum of eight hours a year to our Parent Helper Program. Sign up for Playground, Cafeteria or extra duties is at Back to School Night just before school begins in the fall. Families who are not able to volunteer in these ways pay a fee of \$100.00.

Note: All adults who volunteer with children more than two times a year must attend “Protecting God’s Children”, submit a MO State Patrol background check and sign an ethical conduct form– per Archdiocesan policy.

A. GENERAL PROCEDURES FOR PARENT VOLUNTEERS

1. Volunteers sign up online. (www.signupgenius.com) All families are expected to commit to at least three volunteer duties during the school year.
2. If you are unable to make your duty, you are asked to please call a substitute yourself. You may trade time with another volunteer. If you cannot secure a substitute please call the area coordinator rather than the school office.
3. Failure to show up without making substitute arrangements results in a fine of \$25.00 which will go to the substitute fund.

XIII. DISASTER PREPAREDNESS PLAN

The disaster preparedness plan, published and distributed by the school, outlines the responsibilities of the staff, students, and the parents should we be faced with any disaster. Families are urged to keep their copy, along with this handbook, available in a handy location and refresh themselves on the details of the plan. Copies are available in the school office. The following is from that plan.

Parents are expected to:

A. Be certain that the Emergency Contact Form and Release is accurate and complete, and returned to school. Any changes made during the school year - - home or work phone, address, doctor - - should be sent to the school immediately.

B. Talk with children about the importance of disaster preparedness.

C. Make certain that students who walk or ride bikes know the safest and most direct route to school.

D. Explain to children if an emergency should occur on route to school, they are to continue to school. Explain that you will come for them or send someone for them as soon as possible.

E. Be aware of, support and reinforce the emergency procedures and information outlined in this Disaster Guide.

F. Avoid tying up phone lines by trying to call school. If our lines are operable, we will need to use them to communicate with community emergency agencies. (Most likely we will not be in the building to answer the phone.)

G. Understand that we will always evacuate the building and take your children to the safest place possible.

H. Follow these emergency procedures:

In case of fire we will go to the Church. Parents or guardians may pick up their children by stopping in the vestibule to sign a release form.

In case of a tornado or a severe storm, we will remain on the lower levels of the building until it is safe to return to classes. If there should be any damage, we will remain on the bottom floors until it is safe to move outdoors. Parents or guardians will sign the release form in the office or on the Adams lot.

In case of an earthquake we will evacuate the building until it could be checked for structural damage. Parents or guardians will pick up their children after signing the release form. Grades PK – 8 will be located at the Adam's lot.

Finally, know that the faculty and staff are prepared to supervise students until you can get here to pick them up.

XIV. SPECIFIC ARCHDIOCESAN AND SCHOOL POLICIES

A. ADMISSIONS

Policy of Non-Discrimination

All Catholic schools of the St. Louis Archdiocese shall admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The schools shall not discriminate on the basis of race, color, national origin, or ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs.

AMCE: Policy of Non-Discrimination, 4101

Age Requirements: A student entering kindergarten in a given year must have reached the age of five on or before July 31 of that year. A student entering first grade in a given year must have reached the age of six on or before July 31 of that year. The date of birth must be certified by a birth certificate.

Admission Priorities: Students are accepted for admission according to the following sequence of priorities, however final admission of the student is at the discretion of the pastor and the principal.

Preschool Enrollment: Note – Preschool enrollment is separate from Kindergarten through 8th grade enrollment. It does however follow the same policy for the K-8th enrollment.

Kindergarten – 8th grade – Separate policy from Preschool enrollment. Students in preschool do not have kindergarten enrollment priority over students not in the preschool. All families enrolling for Kindergarten begin enrollment priority at #2 stated below.

1. Currently registered students in good standing (K – 7th grade)
2. Siblings of currently registered students
3. New students of families registered in and supporting St. Peter Parish These students will be accepted based upon the following:
 - Date of registration in parish
 - Participation in parish stewardship, as determined by the pastor
4. New students of families registered in St. Peter Parish and participating in parish stewardship as determined by the pastor that do not live in the established parish boundaries.
5. New students of families who are registered in other Catholic parishes and do not have children currently attending St. Peter Parish School. These families will obtain written permission from their proper pastor and become members of St. Peter Parish.
6. New students of families who are not registered in a Catholic parish will be accepted at the principal's and pastor's discretion. The family will be required to pay the full out-of-parish tuition amount per child.

Readiness Assessment – A school readiness assessment is conducted by the Kindergarten teachers prior to enrollment in Kindergarten. This is an assessment – and not scored as an admissions requirement. If students demonstrate that they are not socially, emotionally, physically or academically ready for Kindergarten they may be required to wait another year before considered for enrollment.

All students not accepted due to unavailable space will be placed on a waiting list. If space becomes available, new students on the waiting list will be accepted for admission based on the aforementioned priorities.

B. ARCHDIOCESEN VIOLENCE POLICY (4604.2)

Catholic schools and parish schools of religion shall provide a safe learning environment for all members of the school/PSR community. The climate of Catholic schools/PSR's shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons which is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living in a Catholic faith community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools/PSR's.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury; harassment; assault, possession and/or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

School/PSR's shall develop and implement strategies to prevent violence and to address situations resulting from violence. Schools/PSR's shall implement effective supervision and security procedures.

All reported or observed instances of violence and threats of violence, whether they occurred on or off school/PSR premises, shall be addressed in a timely, serious and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of students, faculty, and staff is to be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy.

Students and parents/guardians should be encouraged to report concerns regarding potential acts of violence to an administrator or a teacher. Teachers must report pertinent concerns and/or pertinent information regarding specific students to the school/PSR administration promptly.

Schools/PSR's should have a plan in place for dealing with emergencies, including acts of violence. Schools/PSR's should publish policies regarding violence in their handbooks.

Guidelines:

1. A safe learning environment requires more than the absence of physical conflict or the toleration of others who are perceived to be enemies. Violence prevention includes both reducing the risk factors that lead to violence and strengthening the protective factors that resist violence. Schools/PSR's should include the following among their prevention strategies: identifying the Christian response to situations, reflecting on what Jesus would do in problematic circumstances, emphasizing respect for every person, building students' self-esteem and sense of belonging; teaching students conflict management and stress management skills, fostering positive relationships among students and between students and adults, maximizing students' academic achievement, promoting appreciation of differences, media literacy, and providing parent education related to violence prevention.
2. The faculty and school/parish community should be made aware of the causes and signs of possible violent behavior.
3. Schools are encouraged to use Care Teams to assist with addressing possible problems before violent behavior.
4. All reported or observed instances of threatened or actual violence must be addressed by the school/PSR administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, expulsion, and legal action depending on the severity of the incident.
5. If a student engages in serious threatening or violent behavior, before the student can continue to attend school/PSR or be readmitted to school/PSR, the administration must receive reasonable assurance from a competent licensed mental health professional that the student does not pose future danger to others. In addition, the student and his/her parents/guardians must comply with the recommendation of the professional evaluation. Appropriate releases of information must be signed to allow communication between school/PSR officials and the mental health professional.
6. Police should be notified of and/or involved in the handling of any possession, threatened use, or use of a firearm or other weapon by a student. Confiscated weapons should be turned over to the police.

C. ST. PETER SCHOOL NON-VIOLENCE POLICY

St. Peter School and St. Peter Parish School of Religion both state in their mission statements/philosophies, that Jesus Christ is the model and center of our schools. Violence is not a virtue of Christ and, therefore, will not be tolerated in either school. For the sake of clarification, violence is defined as words, gestures and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury; harassment; assault; possession and/or use of a weapon; and theft or vandalism of property. Consequences will result for any individual, student or adult, found to be engaging in these situations. Said consequences will be determined by the administration after thorough investigation of allegations and prayer. While violence is not to be tolerated, all our actions must mirror Christ, our role model.

SCHOOL GUIDELINES FOR RESPONSE

CLASSIFICATION OF ACTS OF VIOLENCE

TYPE I Life/Health Threatening	TYPE II Serious but NOT Life/ Health Threatening	TYPE III Lesser Forms of Violence
CONSEQUENCE: Expulsion	CONSEQUENCE: Expulsion or Suspension (Severity & Frequency of behavior will be considered)	CONSEQUENCE: Parent/Teacher Conference Disciplinary assignment; Possible suspension
1. Weapons 2. Weapons/Use 3. Drug/Influence 4. Drug/Possession 5. Drugs/Sale 6. Assault/Battery 7. Sexual Assault 8. Arson 9. Bomb Threats	1. Sexual Misconduct 2. Sexual Harassment 3. Indecent Exposure 4. Theft 5. False Alarms 6. Gambling 7. Fighting 8. Vandalism 9. Trespassing 10. Verbal Threats 11. Insubordination/ Disrespect 12. Bullying/Harassment 13. Tobacco	1. Insubordination/Disrespect 2. Angry outbursts 3. Pushing and hitting 4. Forgery 5. Misuse of technology

PROCEDURE FOR ENFORCEMENT

All acts of violence, as defined in these guidelines, are to be examined and defined relative to the age of the child committing the act; and all punishment should be age-appropriate as defined by the principal. Punishment is to be rendered at the discretion of the principal and or pastor, or the principal's designee should he/she be away from the school and immediate action is required. The principal/pastor, or designee, shall review the circumstances and all available information before taking action depending on the seriousness of the offense and the likelihood of immediate harm.

If a student engages in serious threatening or violent behavior, before the student can continue to attend school or be readmitted to school, the principal may ask for reasonable assurances from a competent licensed mental health professional that the student does not pose future danger to others. In addition, the student and his/her parents/guardians must comply with the recommendations of the professional evaluation. Appropriate releases of information must be signed to allow communication between school officials and the mental health professional.

D. ARCHDIOCESAN POLICY OF HARASSMENT (4604.3)

Parish elementary schools and parish schools of religion shall maintain a learning environment that is free from harassment. No student in the school or PSR shall be subjected to any type of harassment

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

E. INTERNET USE POLICY

Responsibility education is a significant part of the learning environment at St. Peter School. Tied in with our commitment to achieving academic excellence and growth, technology is an important part of this equation. In order to strengthen the learning environment, your child will have access to the Internet at St. Peter. To safeguard the learning experience of this largely unregulated medium, the students must responsibly follow the guidelines agreed to in order to begin to use and maintain this privilege.

You and your student will be asked to review and discuss the following guidelines before Internet access at St. Peter is allowed. There is a section for you, the parent, to sign showing that they have discussed the policy with you and understand its content. Failure to comply with the guidelines will deny the student the privilege of using the Internet in school.

Electronic Use Guidelines:

1. Appropriate use is a necessary component of Internet privileges, and will be determined by St. Peter faculty and staff on an as needed basis.
2. Use of the Internet is based on respect of the rights of others, including their privacy.
3. The student has the obligation to respect the school property, such as the actual hardware, as well as the intangibles, software, the school's good name and the good of the community.
4. The users are not allowed to tamper with any other student's work, send, receive or download offensive or obscene materials, or use inappropriate language online.
5. Tampering with the configuration of the software or hardware of school computers is prohibited.
6. The Internet may only be used for legal purposes.

F. CELL PHONE/ELECTRONIC DEVICE POLICY

In order to safeguard our students' safety and privacy as well as maintain an environment conducive to learning, the St. Peter Board of Education implement the following policy concerning the use of cell phones and electronic devices (including, but not limited to; camera phones, cell phones, games players, tablets, personal computers) and any electronic device that has wireless Internet capabilities).

Guidelines:

1. The use of cell phones is allowed only outside of the academic day, outside of the building. Use is not allowed during instructional time, lunch time, and recess, inside the building or at passing time.
2. Cell phones must remain turned off and inside student book bags/lockers during school hours.
3. Faculty and staff may confiscate any visible cell phone/ED.
4. Students must obtain permission to use electronic readers. Readers with internet access are not allowed.
4. Confiscated cell phones/ED's will be returned to a parent or guardian only.
5. The student use of camera phones and any type of audio and/or video recording device is prohibited on St. Peter school property. The use of cell phones and ED's with the wireless ability to connect to the Internet is also prohibited.

Parents or guardians needing to reach their children during the school day should call the school office.

7. Students are responsible for the care of their own cell phones, and St. Peter School is not responsible for theft, loss, or damage to cell phones brought on St. Peter property.
8. Discipline procedures for students found in violation of this policy will follow the guidelines established by the St. Peter School Handbook, pages 18 and 19.

St. Peter School Acceptable Use Policy

St. Peter School is a Catholic elementary school and member of the St. Louis Archdiocese. The integration of technology into St. Peter School curriculum is a building block for an effective educational experience. The use of technology in education is effective when parents, students, and teachers are aware of the proper usage of technology as a tool of education. The use of technology is a privilege of and is granted with high expectations of faculty and student.

The St. Peter School Technology Coordinator and administration have worked together to produce a clear Acceptable Use Policy (AUP) in order that every user is informed of the policies for computer and technology use. St. Peter School technology use policies are subject to St. Louis Archdiocesan technology employee policies found in the Archdiocesan Manual (5202.7)

Schools should develop and implement clearly written local policies and procedures regarding the access to and use of Internet resources by teachers and students. These policies should be communicated to teachers, students, parents, and any other who make use of a school's Internet access capabilities, and administrators should establish an expectation of adherence to these policies and procedures. (ADMME: Monitoring Internet Activities (5202.71))

Technology Purpose

Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication. Electronic information research skills are now fundamental in the preparation of our students to be future employees in the Age of Information.

With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value or that are inconsistent with our academic goals. St. Peter School firmly believes that the valuable information and interaction available on the worldwide network far outweigh the possibility that users may procure material inconsistent with our school goals.

St. Peter Network Users

St. Peter school users are representatives of the school at all times. With this in mind, students may not defame, degrade, insult or negatively impact the reputation or environment of the school through the internet. This includes any postings, photos, or

other digital media published on the internet and social networking sites (e.g. Facebook, twitter, insta-gram, etc.).

St. Peter students will have access to the Internet only under the supervision of the computer teacher or classroom teacher, who will provide guidance in the appropriate use of such resources. Students will be instructed on acceptable use of the network and proper network etiquette. Students and parents will sign an acceptable use policy to demonstrate they have read and understand the schools policies.

Use of the Internet will be provided to students who agree to act in a considerate, responsible, and ethical manner. Access is a privilege, not a right; access entails responsibility. This privilege may be revoked for inappropriate conduct.

Network Etiquette

St Peter students are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to the following:

Be Polite. Never send, or encourage others to send, abusive messages.

Use Appropriate Language. Remember that you are a representative of your school on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language.

Privacy. Do not reveal any personal information, your home address, or personal phone numbers or those of other students.

Electronic Mail. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal or prohibited activities must be reported to the authorities.

Disruptions. Do not use the network in any way that would disrupt use of the network by others.

Unacceptable Uses

Unacceptable conduct in using the School's computers, software, and Internet access includes, but is not limited to:

Vandalism to or destruction of School computer equipment.

Vandalism to or destruction of the data of another user, computer system, or network.

Sending or displaying offensive or sexually explicit messages or pictures.

Harassing, stalking, insulting or attacking others.

Violating copyright laws including the copying of system files. Claiming someone else's ideas as your own without giving the other person credit is plagiarism and violates copyright laws.

Willful introduction of computer viruses or any disruptive/destructive programs into the system.

Intentionally wasting limited resources including, but not limited to, spamming or engaging in chain mail. Spamming is sending many messages to a person to inconvenience him.

Using the network to gain unauthorized access to remote systems (i.e. Hacking)

The use of social networking sites during school hours. (e.g. Facebook, twitter, MySpace.)

Due Process

The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the School's computers system. In the event there is a claim that a student has violated this Policy in his/her use of the computer system, that student will be provided with notice and an opportunity to be heard in the manner set forth by the St. Peter School Disciplinary Policy. The student's access privilege will be revoked. Any act of vandalism will result in the loss of computer services, disciplinary action and legal referral.

Limitation of Liability

St. Peter School makes no guarantee that the functions or the services provided by or through the School will be error-free or without defects. The School will not be responsible for any damage a student may suffer, including but not limited to loss of data or interruptions of service. St. Peter School is not responsible for the accuracy or quality of the information obtained through or stored on the Internet or local system. St. Peter School will not be responsible for financial obligations arising through the unauthorized use of the computer system.

G. PARENT CUSTODY AND PARENTING PLAN

All parents who have parent custody legal agreements and/or a parenting plan from a divorce must have a copy of this agreement on file with the school. These documents need to indicate who has the legal right and responsibility to take care of the children on specified days. The school will refer directly to these documents if a disagreement occurs or clarity is needed.

CONCLUSION:

The St. Peter School Parent-Student Handbook is meant to offer guidelines for policies and procedures. It is not intended to be exhaustive or cover in detail every aspect of the school. The Pastor and School Administration reserve the right to administer policies and procedures as they see best fit the optimal operation, philosophy and mission of St. Peter School.

If you have questions regarding any school policies please contact the school directly.

St. Peter School Technology Agreement

Student

I have read the terms of St. Peter School's Acceptable Use Policy and will abide by them. I further understand that any violation is unethical and may constitute a criminal offense. Should I commit any violation, my access privilege will be revoked, school disciplinary action may be taken and, if necessary, appropriate legal action.

Student Name (Please Print) _____

Student Signature _____

Parent or Guardian

As the parent or guardian of this student, I have read and discussed the St. Peter Acceptable Use Policy with my child. Although St. Peter School may not always be able to prevent access to all controversial materials, I will not hold St. Peter School responsible for materials acquired on the Internet.

Parent or Guardian Name (Please Print) _____

Parent or Guardian Signature _____

***Please sign and return to your child's homeroom teacher or the school office.**

Parent/Student Handbook Agreement Form

We (Parents and students) have read the St. Peter School Parent/Student Handbook and agree to observe all the school guidelines contained in it.

Parent Name: _____

Parent Signature: _____

Parent Name: _____

Parent Signature: _____

Student Signature: _____

Grade: _____

The form must be turned in to the school office on the first day of school.

St Peter Catholic School
Parental Consent for Prescription and
Over the Counter Medication Administration in School

Child's Name: _____ **DOB:** _____

My child is to receive _____ medication at _____

according to the physician's directions for _____

This treatment will last _____

My child is allergic to _____.

Prescription medications must come to school in the original container with the label stating the pharmacy name and phone number. The label must also include the child's name, name of the medication, time the medication is to be given, dosage, route the medication is to be given, date of expiration, and the licensed healthcare provider's name and phone number.

Over the counter medication must be labeled with the child's name. Dosage must match the signed health care provider authorization, and medicine must be packaged in the original container. Herbal medications and nutritional supplements are considered in the same category as OTC medications.

By signing this document, I give permission for this medication to be administered to my child at school. The school has my permission to call the prescribing healthcare provider with any questions regarding the medication.

I understand and acknowledge that any medication administered to my child during school may be administered by a Registered Nurse, LPN, or other non-medical school staff. In consideration of the school administering medication to my child pursuant to this authorization, I hereby release and hold harmless the school, the Archdiocese of St. Louis, and their employees, agents or representatives, from liability that may arise from administering medication to my child.

Print Parent / Guardian Name: _____ Date: _____

Signature: _____

Home phone: _____

Cell Phone: _____

Work phone: _____

*Prescription medications - please ask the pharmacist for a separate medicine container to keep at school.
Thank you!*

pcg/6/2014