

# **St. Peter's Catholic School**

**34 Main Street, PO Box 357,  
Hokah, Minnesota**

## **PARENT-STUDENT HANDBOOK**

**2017-2018**

**Proverbs 9:10**  
*"The Knowledge of  
God is the Beginning  
of Wisdom"*

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# MISSION AND PHILOSOPHY

## MISSION STATEMENT

St. Peter's Catholic School is a family of learners trying to live like Jesus, in our school, homes, and community.

## PHILOSOPHY

We at St. Peter's are committed to delivering a quality educational environment that fosters the intellectual, emotional, spiritual and moral growth of our students. Academically, we strive to provide a quality program to meet the individual needs of each child. Emphasis is placed on the basic skills, while students are actively and responsibly involved in their own learning. We teach and model the values of love, tolerance, respect, manners, and hard work. We believe that all children should be provided with a foundation for continued spiritual and educational growth.

## STAFF CONTACT INFORMATION

St. Peter's School  
P.O. Box 357 Hokah 507-894-4375

Superintendent and Pastor:	Father Pratap	507-226-4536	frpratap@acegroup.cc
Principal:	Rachel Fishel		stpeter@acegroup.cc
7 <sup>th</sup> & 8 <sup>th</sup> grade:	Luke Wahl		lwahl628@gmail.com
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Custodian/Cook:	Tammy Miller	507-894-4375	
Cook:	Barb Miller	507-894-4375	
Cook:	Mary Horihan	507-894-4375	
Parish Secretary/bookkeeper:	Arlene Hegge	507-894-4944	
Volunteer Librarians:	Bailey McNamer	507-894-4375	
	Vicki Ott		
School Nurse:	Sarah Smith		<a href="mailto:foot12@hotmail.com">foot12@hotmail.com</a>

## SCHOOL BOARD MEMBERS

President:	Stacey Yahnke	507-894-4736
Vice President:	Jesse Graves	608-406-0852
Secretary:	Sara Walther	608-406-0947
Member:	Toni Feran	507-459-2317
Member:	Shari Carlson	507-894-2275
Member:	Karah Anderson	507-519-6036
Member:	Ken Swenson	507-896-4139
Member:	Sandy Culver	507-894-8085

## **ACCIDENTS**

It is the responsibility of the student to inform the faculty member in charge of any injury occurring on school grounds or school-related activity. The faculty member will file an accident report with the office. St. Peter's Church and School will not be financially responsible for injuries that happen at school. Individual families' or their insurance will be responsible for such costs, unless staff negligence can be proven.

## **ADMISSION**

Families who are interested in admission to the school should contact the principal. Formal registration takes place in spring for the following school year. New families can also register their children throughout the year. Parents are expected to play an active role in their child's education through reading all communications, volunteering for and participating in fundraisers, and encouraging their children to work hard and do their best.

**To begin Kindergarten**, a child must turn five by September 1st. Children entering school must offer evidence of immunizations (see page 6). This is a state law that schools must enforce for the welfare of all children.

**Financial assistance** is available to all families by contacting the school principal at the time of registration in the spring.

## **ATTENDANCE**

It is extremely crucial that students attend school. It is also imperative that students arrive on time. Please arrange appointments during vacations or late afternoon whenever possible. **Please call the school in the morning if your child is absent.** This is for your child's protection. Please send a note with your child if he/she has an appointment. Also, please inform your child's teacher ahead of time if there will be a scheduled absence. While it is very important for children to be in school consistently, it is also important to have family time and health appointments. Students at St. Peter's can miss 10 days for any reason (family vacation, appointments, hunting, illness, etc.). After ten absences, doctors' notes are required for each day missed or they are considered unexcused absences. **Minnesota law considers 7 or more unexcused absences to be truancy.**

## **BACKGROUND CHECKS AND VIRTUS TRAINING**

For the safety of our students and peace of mind of our parents, all employees and regular volunteers at St. Peter's School have criminal background checks on file. Also, all employees and regular volunteers must attend VIRTUS training, an educational program for preventing, and recognizing signs and symptoms, of physical and sexual wrongdoing. Go to [virtusonline.org](http://virtusonline.org) for more information.

## **BICYCLES**

Bicycles should be parked in the bike rack near the upper parking lot. Locks are recommended. Bikes are not allowed on the playground or other school grounds. The school will not be responsible for loss or damage to bicycles.

## **BIRTHDAYS**

Birthdays are celebrated. They are important events and the teacher is glad to have children celebrate their birthdays with their class. A birthday treat is always welcome. Summer birthdays are welcome to celebrate "half birthdays". If you are not inviting all of the class to a party, please mail the invitations so that we do not have hurt feelings.

## **BULLYING PREVENTION POLICY ADOPTED JANUARY 1, 2016**

### **Preamble.**

Created in the image and likeness of God, each child shares a fundamental human dignity. A Catholic school provides an environment dedicated to protecting and fostering the development of that dignity. The school helps children learn how to exercise their God-given freedom responsibly, with the goal that good choices become good habits, that is, *virtues*. The highest virtue is charity, which God both requires and makes possible. “Here is my commandment,” says Jesus, “that you love one another as I have loved you” (John 13:34). As bearers of the divine image, members of the school community deserve care and respect from all. Bullying and Retaliation are not to be tolerated.

This policy serves as a guide for when expectations of respect are not met, and for when reconciliation and restitution are needed.

### **Definitions.**

*For the purpose of this Policy the following definitions shall apply, whenever the term "Bullying" is used it is to denote either Bullying or Cyber-Bullying.*

“Aggressor” means a student who engages in Bullying or Retaliation.

“Bullying” is the **repeated** use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that is objectively offensive, is directed at a Targeted Student, and that:

- causes physical harm or emotional harm that results in clearly identifiable physical symptoms to the Targeted Student or places the Targeted Student in reasonable fear of such harm;
- causes damage to the Targeted Student’s property;
- places the Targeted Student in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at school for the Targeted Student;
- infringes on the rights of the Targeted Student at school, including defamation and invasion of privacy; or
- materially and substantially disrupts the education process or the orderly operation of a school.

“**Cyber-Bullying**” means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, photographs, data or intelligence of any nature, including a post on a social network, Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.

“**Hostile Environment**” means a situation in which Bullying causes the school environment to be permeated with intimidation, isolation/exclusion, ridicule, or insult that is sufficiently severe or pervasive to materially and substantially alter the conditions of the student's education.

“Retaliation” means any form of intimidation, reprisal, or harassment directed against any person

who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.

“School Grounds” mean property on which a school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training.

“Staff” includes, but is not limited to, educators, faculty, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletics coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

“Targeted Student” is a student against whom Bullying or Retaliation has been perpetrated.

### **Prohibition Against Bullying and Retaliation.**

The school expressly prohibits bullying in all forms, either by an individual or group of aggressors.

Bullying, including cyber-bullying is prohibited:

- on School Grounds owned, leased or used by a school;
- at any school-sponsored or school-related activity, function or program;
- at a school bus stop;
- on a school bus or any other vehicle owned, leased or used by the school; or,
- through the use of technology or an electronic device owned, leased or used by a school;

Bullying is also prohibited at a location, activity, function or program that is not school-related. Similarly, the use of technology or an electronic device that is not owned, leased or used by a school to commit an act or acts of bullying that materially and substantially disrupt the education process or the orderly operation of a school is also prohibited.

### **Reporting.**

Any Staff or volunteer who has witnessed or become aware of any instance of Bullying or Retaliation must report that act to the Principal.

Any student or parent/guardian of a student is strongly encouraged to report all acts of bullying. Reports can be made to the student’s teacher, who must then report it to the Principal.

Anyone with general questions or concerns about bullying or the school’s policy should address those questions or concerns to the Principal.

Reports may be made confidentially when requested.

Reports may be made anonymously. The anonymous nature of the report may make it difficult to investigate or corroborate the alleged bullying. No disciplinary action may be taken against a student

solely on the basis of an anonymous report.

False accusations of bullying are absolutely prohibited and may result in discipline in accordance with the school's discipline policy.

**Retaliation.**

Retaliation against a Targeted Student, witness of Bullying, a person who makes a good faith reporting of Bullying, or who provides information during an investigation of Bullying, is prohibited. Every effort will be made to keep the identity of the reporter confidential.

**Response and Investigation.**

The school takes seriously all reports of bullying.

Upon receipt of a report of bullying the Principal or designee will conduct an investigation. When possible, the investigation will begin within three school days of the report of bullying. Due to unforeseen circumstances, if three school days is not feasible to investigate, the targeted student must be provided a time-line when the investigation will take place.

The School reserves the sole discretion to determine the scope and adequacy of the investigation. The investigation may be reported to local law enforcement.

Anyone with questions about the investigation should direct those questions to the Principal.

**Violations.**

A student who violates this policy shall be subject to discipline in accordance with the School's disciplinary policy.

The School retains the sole discretion to determine whether Bullying has occurred and what the response should be.

Depending on the circumstances, the School's response could include:

- taking appropriate disciplinary and remedial action;
- notifying the parents or guardians of the Aggressor of the determination;
- notifying the parents or guardians of the Targeted Student, the Aggressor, and any other affected persons about available community resources: Social Services, family service worker, social worker, counselor, Catholic Charities.
- notify law enforcement if circumstances warrant notification

**Training.**

All staff will receive initial training of this policy, followed by an annual review here after, and, at the discretion of the Principal, for volunteers who have significant contact with students.

**Publication and Notice.**

The Principal shall provide written or electronic notice of this Policy to the Staff, and include this policy in the school handbook.

Written or electronic notice of the Plan shall be provided to students and their parents or guardians, in age-appropriate terms and in languages which are most prevalent among the students, parents or

guardians.

This Policy shall be available in the administrative offices of the school.

## **BUSING**

Free transportation is available to and from anywhere in the LaCrescent-Hokah school district to and from St. Peter's School. Parents are to make direct arrangements with Ready Bus Lines (895-2349) for bus transportation for their children. Misbehavior on the bus justifies the refusal on the part of the driver to transport a child. If you have busing concerns, please contact Ready Bus Line first; then please contact the district superintendent at 895-4484.

## **CHILD ABUSE**

By law, school personnel are mandatory reporters of suspected child abuse or neglect situations. Any suspected instances of child abuse or neglect will be reported to the proper authorities.

## **CLASSROOM MANAGEMENT PLANS**

Each staff member is required to develop a classroom management plan and discuss it with the principal to reach mutual agreement and approval of the plan. Each student will be aware of the expectations and consequences. This allows for consistency within the discipline policy, but allows for personal, effective management styles of the teachers. The following are behaviors that constitute removal from the classroom:

1. Willful conduct, which materially and substantially disrupts the rights of others to an education.
2. Willful conduct, which endangers school employees, students, or the property of the school.
3. Willful violation of any rule of conduct specified in the discipline plan.

Removal will be in the form of **in-school** suspension.

## **ST. PETER'S SCHOOL CODE OF CONDUCT**

### **1) Act in a Safe and Healthy Way**

- \* Walk in the building
- \* Keep hands, feet, and materials to yourself
- \* Cover your mouth and nose when you cough or sneeze
- \* Wash your hands with soap before eating
- \* Wear appropriate clothes for the weather
- \* Wear tennis shoes for Phy Ed

### **2) Treat All Property with Respect**

- \* Take care of textbooks, library books, school furniture, and equipment
- \* Ask permission before borrowing from others
- \* Put things back where you found them
- \* Return items in the same or better condition as when you borrowed them
- \* Keep gum off of school property
- \* Wear shoes that will not damage or mark the floors
- \* Help take care of our school and keep it clean
- \* Keep food and drinks in the cafeteria

### **3) Respect the Rights and Needs of Others**

- \* Work without disrupting others (quietly, staying in seat)
- \* Raise your hand to speak
- \* Show courtesy towards others
- \* Cooperate to help others learn
- \* Use appropriate language
- \* Feel good about yourself
- \* Share and take turns
- \* Listen while others are speaking

- \* Move quietly in the halls
- \* Close doors and lockers quietly
- \* Use inside voices
- \* Never tease or bully others

#### 4) **Take Responsibility for Learning**

- \* Strive for excellence
- \* Work hard and do your best
- \* Come to school prepared to learn
- \* Be a good listener
- \* Turn in your assignments on time
- \* Do your homework
- \* Keep track of your materials
- \* Set a good example for others

### **EXAMPLES OF REWARDS FOR FOLLOWING THE CODE OF CONDUCT:**

- \* The joy of learning in a respectful environment
- \* I.C.U.'s - These are behavior slips that are given to students when they are being good, extra nice, or helpful to others. There is a drawing once a week for ICU prizes.
- \* Movies of the Month - These will be attended by students who are committed to the Code of Conduct (no more than one detention for the month)
- \* Verbal praise from the teachers
- \* Positive phone calls or notes home
- \* Self-respect and the respect of others
- \* Opportunities to participate in special activities
- \* Stickers or other small rewards
- \* Extra privileges, such as going to lunch early with a friend, or extra computer
- \* Homework coupons
- \* Class dollars (to be cashed in for various prizes or privileges)

### **CONSEQUENCES FOR CHOOSING TO BREAK A RULE:**

#### **5<sup>th</sup>-8<sup>th</sup> grade Consequences**

If you choose to break a rule after being verbally reminded:

**1<sup>st</sup> time** – Name on board; warning.

**2<sup>nd</sup> time** – One check. Apologize and make amends. Then write 20 sentences about the rule or receive another consequence proportionate to the error in behavior (clean something, write a letter or an essay, etc.). 10 minutes late to lunch or 10 minutes of wall time at recess.

**3<sup>rd</sup> time** – Two checks. Apologize and make amends. Then write 40 sentences about the rule or receive another consequence proportionate to the error in behavior. No lunch recess. (Detention)

**4<sup>th</sup> time** – Three checks. Apologize and make amends. Then write 60 sentences about the rule or receive another consequence proportionate to the error in behavior. Complete a behavior action plan. No lunch recess for two days.

**5<sup>th</sup> time** or Serious Disruption – Sent immediately to office. Parents called. 30 minutes of after-school detention on Thursday. Write 75 sentences about the rule or receive another consequence proportionate to the error in behavior. Fill out a behavior action plan, which is put in cumulative file. Student/Parent/Teacher/Principal conference. Apologize and make amends.

- Names and checks are erased at the end of each day.
- Three detentions in one quarter = one day of in-school suspension

### 3<sup>rd</sup>/4<sup>th</sup> grade Consequences

**If you choose to break a rule after a verbal reminder:**

**1<sup>st</sup> time-** Name on board; warning.

**2<sup>nd</sup> time-** One check. Apologize and make amends. Then write 10 sentences about the rule or receive another consequence proportionate to the error in behavior (clean something, write an essay, etc.). 10 minutes late to lunch or 10 minutes of wall time at a recess.

**3<sup>rd</sup> time-** Two checks. Apologize and make amends. Then write 20 sentences about the rule or receive another consequence proportionate to the error in behavior. 20 minutes of a combination of late to lunch and wall time at recess.

**4<sup>th</sup> time-** Three checks or a need to be sent to the office. Apologize and make amends. Then write 35 sentences about the rule or receive another consequence proportionate to the error in behavior. No lunch recess and lunch in the office. (Detention) Complete a behavior action plan.

**5<sup>th</sup> time-** or serious disruption- sent to office. Parents called. 30 minutes after school detention of Thursday. Write 50 sentences about the rule or receive another consequence proportionate to the error in behavior. Fill out an action plan which is put in cumulative file.

Student/Parent/Teacher/Principal conference. Apologize and make amends.

- Names and checks are erased at the end of each day.
- Three detentions in one quarter = one day of in-school suspension

*\*Parents MUST sign all writing and return to school the following day.*

### 2<sup>nd</sup> Grade Consequences

**If you choose to break a rule after a verbal reminder:**

**1<sup>st</sup> time-** Name on board; warning.

**2<sup>nd</sup> time-** One check. Apologize and make amends. Then write 5 sentences about the rule or receive another consequence proportionate to the error in behavior (clean something, write an essay, etc.). 10 minutes late to lunch or 10 minutes of wall time at a recess.

**3<sup>rd</sup> time-** Two checks. Apologize and make amends. Then they complete the behavior choice sheet about the rule or receive another consequence proportionate to the error in behavior. 15 minutes of a combination of late to lunch and wall time at recess.

**4<sup>th</sup> time-** Three checks or a need to be sent to the office. Apologize and make amends. Then they complete behavior choice sheet about the rule or receive another consequence proportionate to the error in behavior. 20 minutes of a combination of late to lunch and/or walltime at recess.

**5<sup>th</sup> time-** or serious disruption- sent to office. Parents called. Entire lunch spent in office (detention). Fill out an action plan which is put in cumulative file.

Student/Parent/Teacher/Principal conference. Apologize and make amends.

- Names and checks are erased at the end of each day.
- Three detentions in one quarter = one day of in-school suspension

*\*Parents MUST sign all writing and return to school the following day.*

## **K –1<sup>st</sup> grade Consequences**

If you choose to break a rule after a verbal reminder:

**1<sup>st</sup> time** – Name on board; warning.

**2<sup>nd</sup> time** – one check; Apologize and make amends. Then 5 minutes late to lunch or 5 minutes of wall time at a recess.

**3<sup>rd</sup> time** – two checks; Apologize and make amends. Then 10 minutes of a combination of late to lunch and wall time at recess.

**4<sup>th</sup> time** – three checks; Apologize and make amends. Then 15 minutes of a combination of late to lunch and wall time at recess.

**5<sup>th</sup> time** or serious disruption - sent to office and/or no lunch recess and lunch in office (Detention); Parents contacted. Fill out action plan which is placed in cumulative file. Student/Parent/Teacher/Principal conference. Apologize and make amends.

- Names and checks are erased at the end of each day.

## **COMPUTERS AND TECHNOLOGY**

### **INTERNET ACCESS**

Many of St. Peter's computers are connected to the Internet. This provides our students with a unique opportunity to explore an incredible wealth of information that will enhance their learning. St. Peter's School has a firewall and network filter in place to help restrict access to inappropriate sites. However, no filters are 100% effective and some resources may be accessed that are not appropriate for young people. We believe that the benefits outweigh the risks, and we are committed to helping students avoid such areas and use the internet responsibly. To ensure responsible use of the internet, a teacher will monitor all students, and the computer lab will be off limits when not in use for class.

### **GOOGLE ACCOUNTS**

Students in seventh and eighth grade are required to have Google accounts in order to access Gmail and Google Drive. Students in 5<sup>th</sup> and 6<sup>th</sup> grade are encouraged to have them. In this rapidly changing world, we want to ensure that each student is fully equipped and prepared for high school and beyond. However, if you are uncomfortable with your student having a personal Google account, the school will provide your student a year-long access to a generic school account. In order to maintain the safe environment expected of this school, students will be required to provide their teacher(s) the login information to their accounts. Any private or

personal information should be kept on a home computer, on a flash drive, or on a separate account.

### ELECTRONIC GRADING

Students and parents of 5<sup>th</sup>-8<sup>th</sup> graders are now able to have access to their child's grades online via Google Sheets. Every student will have his/her own document which can be accessed by those and only those who have been granted permission to view the document. Those with permission will be able to view the student's grades at any time, anywhere he or she has access to the internet. This should help students to monitor their own progress and help parents to maintain an open line of communication with their child and his or her teacher(s).

### INAPPROPRIATE USE

Inappropriate use will result in loss of a student's privilege to use the internet, as well as other consequences in the Code of Conduct. If you object to your child using the school's computers to access the internet, or if you have specific sites or areas of concern, please send a letter of objection to the school office with your signature and the child's name and grade on it.

## **DIOCESAN CODE OF CONDUCT: ALL STAFF FOLLOW THIS CODE**

In the spirit of the Gospels, personnel who minister and work in the Diocese of Winona must always seek to uphold Christian values and conduct. Christ calls us as his disciples to a high standard, the same standard he lived and taught. The *Charter for the Protection of Children and Young People*, promulgated by the bishops of the United States, calls for "clear and well-publicized Diocesan/eparchial standards of ministerial behavior and appropriate boundaries for clergy and for any other church personnel in positions of trust who have regular contact with children and young people." (Art. 6) The following Code of Conduct instructs all who minister and work in our faith communities on appropriate ethical standards.

This Code does not supersede canon or civil law. It is established to set a standard of conduct for all Church personnel who minister and work in the Diocese of Winona. This includes all secular priests, religious priests, senior priests, deacons and retired deacons who are performing ministry in this Diocese, who have been granted faculties to do so. It includes all Diocesan seminarians. It includes all paid employees of the Diocese and all volunteers who have regular contact with minors or are performing ministry in the Diocese with the express permission of the Bishop. Adherence to this Code is the responsibility of the Church personnel themselves. Those who fail to live within the ethical standards of the Code will be held accountable for their actions. Those who fail to uphold the Code will be subject to appropriate remedial action.

**I. General Principles:** The following principles guide the development of this Code.

#### **Integrity**

Church personnel are to be persons of integrity who conduct themselves in an honest and open manner. They are to be sensitive and open to all people, respecting cultural differences. They are to be conscientious in their work and are to set a good moral example.

#### **Respect for Others**

Church personnel shall respect the rights, dignity and worth of each person. Each person is to be viewed as a Child of God without regard to personal attributes, talents, material possessions or degree of participation in Church or parish life.

#### **Well-being**

Church personnel are expected to attend to their own human, spiritual, intellectual, and pastoral well-being. They are to foster healthy habits and avoid what is detrimental to their health and well-being.

## **Competence**

Church personnel are to maintain a high level of professional competence in their work. They are to use training, education and experience to improve their competency and credibility in their areas of expertise. They are not to provide services in areas in which they are not competent; competency also means knowing one's limitations.

## **References**

This Code uses the *Policies & Procedures Regarding Sexual Abuse of Minors by Priests, Deacons and Other Church Personnel* when referencing "the Diocesan misconduct policy."

## **II. Standards for Conduct in Professional Relationships**

### **1. Administration**

***Church personnel shall practice just treatment of others.***

1.1 Church personnel are to relate to all people with respect, sensitivity and reverence. Meetings and conversations are to be conducted with courtesy, patience, and in an environment safe for others to offer their constructive criticism.

1.2 Church personnel should seek to empower others to live the life to which God has called them.

1.3 Church personnel should attend to the responsible stewardship of all Church/parish/school resources. There must be a clear accounting of the use of Church/parish/school funds in all situations.

1.4 Church personnel should meet all civil and canon law obligations while reflecting Catholic social teachings.

### **2. Conduct in Counseling, Spiritual Direction and Pastoral Care-giving.**

2.1 Church personnel shall not exceed their competence in counseling, spiritual direction, and pastoral care-giving situations. Parameters of competence will be dictated by their training and experience, certification, or licensure.

2.2 In group sessions, Church personnel are to see that no individual is subject to trauma or abuse resulting from group interactions. Participants in group sessions must be made aware of the nature of the group and the parameters of confidentiality of all individual disclosures.

2.3 Information learned in counseling and spiritual direction and pastoral care-giving is confidential and is not to be disclosed. The person receiving the counseling, spiritual direction or pastoral care should be informed that confidentiality is limited when there is a clear and imminent danger presented to the client or others. Church personnel must contact the proper authorities or professionals when their work requires this contact.

2.4 If a person comes for counseling or spiritual direction who is already receiving professional counseling or spiritual direction, the extent of services that can be offered should be made clear.

2.5 If Church personnel move out of the parish, appropriate referrals for continued care should be made.

2.6 A counseling relationship should not be made with someone with whom the counselor has a preexisting relationship.

2.7 Church personnel are forbidden to engage in sexual conduct with those whom they counsel or professionally serve.

2.8 Physical contact with the person receiving counseling, spiritual direction or pastoral care can be misunderstood or misinterpreted and should be avoided.

2.9 It should always be made clear when a counseling or spiritual direction session is in progress. Such sessions should be conducted in an appropriate setting and at appropriate times.

2.10 Appropriate boundaries should be maintained always. Church personnel ordinarily do not socialize with those receiving counseling.

2.11 When the independent judgment of the Church personnel becomes impaired, they should advise the person receiving counseling or direction or care that they are no longer the person to work with them and refer them to some other counselor, spiritual director or care-giver.

### **3. Conduct with Minors**

***Church personnel who work with minors should exercise appropriate judgment to insure trusting relationships marked by personal and professional integrity. In the State of Minnesota, minors are those persons who are not yet eighteen years old.***

3.1 Church personnel must always be aware of their own vulnerability, as well as the vulnerability of any minor with whom they may be working. In every possible instance, a team approach to youth activities should be used. Exclusive relationships with a minor should be avoided. Church personnel must exercise due caution if they become aware of a minor desiring such a relationship.

3.2 Physical contact with minors can be misunderstood and misinterpreted by both minors and adults, and should occur only under appropriate public circumstances. Touching must be age-appropriate and based on the need of the young person, not the need of the adult. Hugging must always be an expression of love and respect. Hugging in appropriate circumstances should always be done in the presence of others and never while alone in a room behind closed doors.

3.3 More than one responsible adult should be present at events involving minors, such as games and athletic activities.

3.4 Church personnel do not supply alcohol, illegal drugs, and sexually explicit, inappropriate, or offensive materials to minors. Dress must always be in keeping with modesty and Christian values.

3.5 Other than a close familial relationship, Church personnel should not provide shared or private overnight accommodations for individual young people including, but not limited to, accommodations in any church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.

3.6 Church personnel should know and understand the Diocesan misconduct policy and continue to receive updated training as it applies to minors.

3.7 Priests celebrating the Sacrament of Reconciliation with minors must always take care that their actions and behavior are appropriate.

#### **4. Sexual Conduct**

*Church personnel do not exploit the trust of the community for sexual gain or intimacy.*

4.1 Church personnel must never exploit a person for sexual purpose.

4.2 Church personnel have both a personal and professional obligation to be aware of what constitutes sexual exploitation of another and to be familiar with the laws of the State of Minnesota and the Diocesan sexual misconduct policy regarding sexual exploitation, sexual abuse, and sexual assault.

4.3 Church personnel who are committed to celibacy are called to witness this in all relationships. Likewise, church personnel committed to a single or married life are called to witness to this fidelity in all their relationships.

4.4 Any sexual misconduct allegation must be taken seriously and reported according to the Diocesan misconduct policy.

4.5 Church personnel should be knowledgeable of the State of Minnesota laws regarding abuse, neglect or exploitation of children and vulnerable adults. They are to know and follow the proper reporting requirements.

#### **5. Professional Behavior**

*Church personnel do not engage in physical, psychological or verbal harassment of employees, volunteers or others and will not tolerate such harassment by other employees or volunteers.*

5.1 Church personnel are required to provide a professional work environment free of intimidation and harassment of any kind. Harassment incorporates a wide range of physical or verbal behavior, which may include, but is not limited to, the following:

- physical or mental abuse;
- racial insults;
- derogatory ethnic slurs;
- unwelcome sexual advances or touching;
- sexual comments or sexual jokes;
- requests for sexual favors used as a condition of employment or affecting any
- personnel decision such as hiring, promotion, or compensation;
- treating someone less favorably based upon their gender;
- display of offensive material.

5.2 Harassment can be a result of a single incident or a pattern of conduct creating a hostile, offensive, or intimidating work environment.

5.3 Church personnel are to insure that the policy on reporting harassment of employees and volunteers is available and clear.

5.4 Church personnel are to follow the established procedures for reporting harassment and are to ensure that there is no retaliation for bringing forward a claim of harassment.

#### **6. Confidentiality**

*Information divulged to Church personnel during the course of counseling, advising, spiritual direction and or any other professional contact shall be held in strictest confidence.*

6.1 Anyone who comes to Church personnel should feel that they are received with respect, trust and confidentiality.

6.2 Church personnel are obliged to safeguard the confidentiality of any notes, files, or computer records pertaining to professional contact with anyone.

6.3 If consultation with another professional becomes necessary, utmost care should be taken to do so only by using non-identifying information; when this is not possible, the other professional must be bound to the same degree of confidentiality as the Church personnel.

6.4 Caution must be used to limit the content of the information to be shared when consultation is necessary. An effort must be made to determine what information needs to be shared; with whom is the information to be shared; and why it needs to be shared.

6.5 Information obtained from professional contact may be used in teaching, writing and preaching or other public presentations only when effective measures have been taken to absolutely safeguard individual identity and confidentiality.

6.6 Except as provided in 6.5, confidential information may be disclosed only with the written, informed consent of the individual. In legal proceedings in which the Church personnel is a defendant and the allegations stem from a professional contact, the disclosure of confidential information gained in that contact is permitted only to the minimum necessary to achieve the purpose of the defense.

6.7 When beginning counseling or pastoral relationship, the individual should be instructed regarding the many exceptions to the ordinary rights to confidentiality: threats of self-inflicted harm to the individual and threats against others because of the individual's emotional status or behavior. Threats of self-harm may also include suicidal

intentions and/or plans to commit violence against another. In these situations which pose a grave risk for the individual's welfare and the welfare of others, communication of information to a parent or legal guardian and/or to the civil authorities should occur expeditiously with or without the consent of the individual.

6.8 These obligations are independent of and supplementary to the confidentiality of the Sacrament of Reconciliation. Under no circumstances whatsoever, can there be any disclosure, even indirect, of information received only through the Sacrament of Reconciliation.

## **7. Reporting Misconduct**

*Church personnel have a responsibility to report ethical misconduct on the part of other Church personnel.*

7.1 If there are indications of illegal actions by Church personnel, the proper Church and civil authorities should be notified in accord with Church and civil law.

7.2 If there are indications of unethical, but not illegal, actions by Church personnel, the action should be brought to the attention of the individual. If this does not resolve the issue, then the proper Church authorities should be notified.

7.3 All accusations and concerns involving the sexual abuse of a minor and/or adult sexual exploitation are to be dealt with in accord with the Diocesan misconduct policy.

7.4 If the abuse of a young person is witnessed, Church personnel are to immediately report the misconduct to the proper authorities in order that appropriate steps to intervene and provide a safe environment for the young person are accomplished.

7.5 If Church personnel are uncertain if a course of conduct or particular situation is violating this Code of Conduct, they should consult the Chancellor at the Diocesan Pastoral Center.

## **8. Records and Information**

*Appropriate confidentiality shall be maintained in creating, storing, accessing, transferring and disposing of parish or institutional records.*

8.1 Sacramental registers belong to the individual parish and are maintained for the good of the faithful. Release of personal data from sacramental registers is dependent on a number of factors and shall be done only for valid reasons and only by the pastor or parish director or authorized member of the parish staff.

8.2 Church records shall be treated as confidential. Requests for all records should be handled by an authorized member of the staff trained to retrieve the requested information. When, for valid Church reporting or parish statistical purposes, information from these records is made public, care must be taken regarding the proper anonymity due to individuals.

8.3 Parish financial records are to be held as confidential. Release of data from them shall be done only for valid reasons and only by the pastor or parish administrator or by a member of the parish staff authorized by them.

8.4 The records of individual contributions to a parish are to be held as private and revealed only for valid reasons and only by the pastor or parish director or by a member of the parish staff authorized by them.

## **9. Electronic Communications, Internet and Computer Use**

*In using the internet, computers, and the various methods of electronic communication, adults who are working with minors in Diocesan institutions and programs must maintain appropriate behavior, and serve as examples of Christian conduct. They must also take care to avoid any situation or conduct that might be misinterpreted, or that might be the source of scandal for themselves or others.*

### **Proper Relationships and Electronic Communications**

9.1 Because of the easy, informal, and at times anonymous nature of many forms of electronic communication, the proper relationship between adults and minors can easily become confused. Adults must make sure that their use of electronic communication maintains a proper professional relationship with minors, and does not create or give the appearance of an inappropriate relationship, or encourage inappropriate behavior.

9.2 In using electronic communications, proper and healthy boundaries between adults and minors must always be maintained:

a. Excessive familiarity or a purely social relationship between adults and minors are not appropriate. Adults must recognize that there is a difference between being "friendly" and being "friends" with children. Minors are not peers of an adult who works with them in a church program or institution.

b. It is always inappropriate for there to be a "special" relationship between an adult and a young person, or to give the appearance that a minor is a "favorite" of an adult.

c. Adults are never to take on a role of a "surrogate parent" or "confidant" to a minor with whom they are working.

### **Electronic Communications in General**

9.3 Any adult who misuses any form of electronic communication or computer is subject to disciplinary action, including dismissal from employment or volunteer service.

9.4 Adults shall not transmit or display any indecent material to minors by any means of electronic communication.

9.5 There shall be no private direct electronic communication between an adult and a minor, except as provided below. The use of a private email account to communicate with a minor is never permitted. Text messaging a minor is never permitted, except as set forth in section 9.10, below.

9.6 Adults are permitted to have email communications with a minor through an official email account of a Diocesan institution, provided that the account is subject to monitoring and oversight by a supervisor, only matters relating to the official Diocesan activity are communicated, and a proper professional relationship is maintained at all times.

9.7 If electronic communication is necessary for the orderly operation of an activity sponsored by or connected with a Diocesan institution or program (e.g., to notify participants of changes of schedule, weather cancellations, etc.), the adult moderator of that activity should contact a parent or guardian first, and subsequent communication should be from parent to parent, or from minor to minor (e.g., a telephone tree). If that is not feasible, the policy in section 9.9, below, should be followed.

9.8 A Diocesan institution, or an adult moderator of a Diocesan program, may send group emails to minors with whom they are working in a Diocesan institution or program (e.g., an email to all members of a club to notify them about scheduling matters or to remind them of events). Only matters relating to the activity are to be communicated, and parents or guardians are to be sent a copy of such emails, if possible.

9.9 An official email account of the Diocesan institution or program must be used for these communications, and never a personal account. In all such direct communication with minors, a proper professional relationship must be maintained at all times.

9.10 If an adult is serving as a chaperone on a trip sponsored by or connected with a Diocesan institution or program, the adult may have direct electronic communication with a minor to the extent that it is necessary for safety or maintaining order (e.g., a telephone call or text message to a minor who has become separated from the group).

9.11 In all such communication with minors, a proper professional relationship must be maintained at all times.

9.12 If a minor initiates a private electronic communication with an adult, the adult shall advise the minor that, under the policies of the Diocese, private direct communications are not permitted between an adult and a minor, and then seek to establish contact with the minor's parent or guardian instead, or with the minor through an official email account of a Diocesan institution, as set forth in section 9.6, above.

#### **Internet and Computer Use**

9.13 Adults who use any computer that is owned by or used in a Diocesan institution or program must consent to and abide by the proper usage policies of the institution.

9.14 Adults may not view or download from the Internet any indecent material on any computer that is owned by or used in a Diocesan institution or program. Adults may never give, transmit or display such material to minors by any means. Adults may never display or save such material in any way in which a minor may have access to it.

9.15 No image of a minor who is involved in a Diocesan institution or program may be posted on a webpage associated with that institution or program (e.g., an official school website), without the written permission of the responsible administrator of the program and the minor's parent or guardian. Such images must be removed immediately if the minor's parent or guardian refuses or withdraws their consent.

9.16 No personal information about minors involved in a Diocesan institution or program may be posted on a webpage associated with that institution or program (e.g., listing of names and contact information of sports participants or altar servers on an official parish website).

9.17 Adults who maintain a personal webpage must be aware that any information displayed may be evaluated in light of the individual's position in the Church. The posting of any indecent material on such a site may lead to disciplinary action by the Diocesan institution or program in which the adult works.

#### **Social Networking Sites**

9.18 Diocesan institutions and programs may maintain social networking sites only under the following circumstances:

- a. Access to the site is strictly restricted to those adults and minors who are actively involved in the program;
- b. Access to the site is subject to the invitation and approval of the program's adult moderator;
- c. Private direct communications ("chat" or private messages) may not take place between adults and minors;
- d. The adult moderator of the program oversees the content of the site and ensures that no inappropriate or indecent material is posted; and
- e. The adult moderator of the program ensures that no personal information or photographs of minors involved in the institution or program are posted without the written permission of the minor's parent or guardian.

9.19 Adults may not use personal social networking sites to have private direct communication with a minor with whom they are working or have previously worked in a Diocesan institution or program.

9.20 Adults with personal social networking sites may not have on their groups, friends lists or buddy lists any minor with whom they are working or have previously worked in a Diocesan institution or program.

9.21 Adults may not post on their personal social networking site any image of a minor with whom they are working or have previously worked in a Diocesan institution or program.

9.22 Adults using social networking sites for their personal use must be aware that any information displayed may be evaluated in light of the individual's position in the Church. The posting of any indecent material on such a site may lead to disciplinary action by the Diocesan institution or program in which the adult works.

9.23 All Church owned computers must be scanned yearly to safeguard computers against use of inappropriate activity.

## **DISCIPLINE POLICY**

It is the belief of St. Peter's School staff that each student has a right to an environment that will stimulate curiosity, a desire to learn, and a willingness to contribute to the community.

In order to provide this environment, respect among students and teachers is essential. Each individual in a learning community has the right to this respect, as well as the corresponding responsibility to respect others. (See Code of Conduct)

Any discipline policy that is unique to a particular grade will be sent home to parents at the beginning of the school year. This letter must be returned to school after being signed by the student and the parent.

## **DRESS AND GROOMING**

Clothing must be modest, neat, clean, and properly fitted. Writing on shirts, etc. must be appropriate. Students are encouraged to wear nice clothes (without writing on them) on church days. Students may not wear caps/hats in the building. They may not wear sleeveless tank tops, low cut shirts, belly shirts, etc. Appropriate shorts may be worn (to end of their fingertips). Jeans must be pulled up to an appropriate place on the waist. **Shorts are only allowed if the predicted temperature for the day is over 65 degrees. Sleeveless shirts (NOT spaghetti straps) are allowed if the predicted temperature for the day is over 85 degrees. Parents and teachers are to encourage the students to dress appropriately at all times.** On special occasions, children will be expected to dress as requested for the day. The school faculty reserves the right to pass judgment on proper dress and grooming. Should a question arise in this area, it will be brought to the attention of the administration.

When snow and slush exist on the playground, **boots and snow pants are required.** Winter jackets, mittens/gloves, and hats should be worn in cold weather as students have an outdoor lunch break daily. When the temperature or wind chill is below 0, the students will remain indoors. See Winter Playground Rules for more information.

To insure the safety of our students, tennis shoes are required for physical education classes. 5<sup>th</sup> – 8<sup>th</sup> grade students are encouraged to bring separate shoes for use at city hall.

## **DROP OFF / PICK UP POLICY**

7:40-8:05 Please bring your child to the playground.

8:05 Your child may go directly to his/her classroom.

*Before 3:00* Please pick up your child from his/her classroom –or- if he or she knows to be upstairs, pick up your child from the office.

During school day, all doors are locked for safety. Please buzz in the glass doors by upper parking lot.

3:00-3:15 Please pick up your child from the playground. You may park in the upper lot and walk down, or you may park along the street. Do not use Falls Street or go into the playground as this interferes with our busing.

For safety reasons, **students will not be allowed to wait in the lobby for a ride.** We need to know who is picking up the children. Thank you for your understanding.

Please note: On Wednesdays, these times are adjusted for early release at 2:25.

**If there is a change in plans, or who is picking up your child, please contact teacher.**

## **DUE PROCESS:**

1. Complaints are any non-contractual problems or misunderstandings that should be settled orally between the parties when possible. These should find an equitable solution on that informal level. However, if satisfaction is not achieved informally, the following procedures apply:

- a. The two parties will make an appointment to meet with the school principal to review the issues discussed in the unresolved complaint. Each party will be given an opportunity to offer their view and a resolution will be reached by consensus between the parties through the mediation of the principal. The complaint issued and a written summary of the discussion and resolution should be kept on file at the school office.
- b. If the parties cannot come to an agreement through the mediation of the principal, a written copy of the original complaint, the meeting notes and attempted solution should be submitted to the pastor for his review. The four parties then make an appointment to meet and offer additional input if necessary. The pastor reviews the information and will respond to the parties involved through a clarification of policy or a discussion about internal guidelines and protocols.

2. Grievances: Grievances are any alleged violations of the application, meaning, or interpretation of the terms of the educational contract and/or any established personnel policy at the local or diocesan level. Before allowing differences to become formalized, every effort should be made to resolve such disputes in a free and open discussion between the parties involved on the local level, e.g. teacher and administrator. At this time the disputants might mutually agree to ask a third party to sit in on the discussion. The third party could be the pastor, a member of the board of education, or someone selected from the community at large. If no solution results, the complainant has a right to file a written grievance within ten days of the action taken which he or she considers to be a violation. Then the following formal procedures may apply:

- a. A grievance formally written and presented to an administrator or teacher is to be reviewed by that person, and a decision is to be communicated in writing to the person issuing the grievance within five days.
- b. If the above procedure fails to resolve the issue, the complainant has five days to appeal in writing to the chairperson of the Board of Education for a private hearing of the grievance. This hearing is between the parties involved and the pastor and local board of education. It may also include a delegate of the diocesan superintendent. This committee's decision is then brought to the open meeting of the board for final approval. The board's decision must be handed down in writing within five days following the meeting.
- c. If the complainant is still not satisfied, he/she appeals in writing directly to the diocesan superintendent. The superintendent will conduct a private hearing within ten days and communicate his/her written decision with supporting reasons within five days after the hearing. Witnesses may be called at this hearing.
- d. Should the decision of the diocesan superintendent fail to satisfy the complainant, this person has five days to appeal in writing for a hearing by the Diocesan Board of Education. This board will hear and discuss the grievance in executive session at its next regular meeting and will reach a decision in the open business part of the meeting. The Diocesan Board will communicate its decision in writing within five days after the meeting.
- e. If the complainant is not satisfied with the decision of the Diocesan Board of Education, he/she may appeal to the Due Process Service of the Diocese of Winona. Failing that, the appeal may be made to civil law.

3. Notes on grievances:

Any decision pursuant to the grievance procedures outlined above shall be final and binding on the parties involved if it is not appealed to the next level. Failure to respond to the grievance within specified time limits indicates a forfeit of the complainant.

- a. The term "days" shall mean days other than Saturday, Sunday, and legal holidays.
- b. Records of formal proceedings at every level are to be kept and made available to all parties involved.
- c. Parties to a dispute may be represented at hearings by counsel or other authorized agents.

## **EDUCATIONAL FIELD TRIPS**

Field trips are part of the school curriculum. These trips include: museums, plays, nature studies, historical sites, and recreational events. Transportation of students will be by bus or parents. **Young children will need car seats or booster seats for field trips when carpooling.**

Permission slips will be distributed at registration to cover the trips taken throughout the school year. A student may not attend a field trip unless the permission slip is on file in the office.

Money for the trips will come from Home School Association (magazine fundraiser) and student council. Occasionally parents may be asked to contribute a small amount. If this is a financial burden for anyone, please contact the office.

## **EDUCATIONAL GOALS**

1. To assist all students in becoming adept and accomplished in the areas of communication. This includes both oral and written forms.
2. To insure that all students learn the basic reading skills - phonics, comprehension, vocabulary, and other skills needed to establish them at or above the reading level appropriate for his/her age.
3. To assist students in learning basic mathematical skills at a performance level appropriate for his/her ability.
4. To establish Christian, Catholic values as they relate to our society today.
5. To provide opportunities for students to develop critical thinking skills appropriate to his/her level of development.
6. To assist students to be adept in the areas of science and social studies at a performance level appropriate for his/her ability.
7. To create well-rounded students through the studies of Art, Music, Physical Education, Health, Spanish, and Technology/Computer Sciences, as well as the core subject areas.
8. To ensure that all students learn and practice (if Catholic) the basic faith fundamentals, guaranteeing a minimal knowledge of the basic teachings of the Catholic Church as found in the religion curriculum (see complete curriculum).

## **ELECTRONICS POLICY**

Students are encouraged to leave cell phones and game/music devices at home. St. Peter's is not responsible for any items that are lost, stolen, or damaged. This protects them and us. If an electronic device is seen by a staff member, it will be confiscated. The first time, a student may retrieve the device from the school office after school. The second time, a parent will need to retrieve the device from the school office. Individual teachers may have additional policies that are specific to their grade level. Also, on occasion, mobile devices are used for educational use, like classroom review games, etc.

## **FIRE DRILLS AND TORNADO DRILLS, AND LOCKDOWN DRILLS**

Minnesota law requires that drills be conducted (5 fire drills per year, 5 lockdown drills per year, and 1 tornado drill).

## **FOOD AND BEVERAGES**

All food will be eaten in the lunchroom only. No food is allowed in other areas of the school unless it is for special classroom parties. **Gum is never allowed in school or on school grounds. It ruins our property.**

## **FUNDRAISERS**

Scrip, Marathon, Extravaganza Dinner, Magazine Drive, and Annual Petition are our major fundraisers. **Every family is expected to participate in fundraisers, as this is how we keep our tuition affordable and continue to support the programs and opportunities at St. Peter's.** We really need your support to make these fundraisers a success. An option to “buy out” of the sales is available to the parents at the time of the fundraiser by emailing the principal for an appropriate donation amount.

## **HEALTH INFORMATION**

### **ILLNESS/INJURY**

The following guidelines are to help you determine when your child needs to stay home. The main goals of these guidelines are to protect your child's health and to prevent the spread of illness to others.

Your child should stay home if he/she:

- Has a fever equal to or greater than 100 degrees.
- Has had vomiting or diarrhea within the last 24 hours. Your child may return to school 24 hours after the last episode.
- Has a rash with a fever.
- Has a rash, without a fever, that is open and draining.
- Has strep throat and has been on medication less than 24 hours. Your child may return to school after being on medication for 24 hours.
- Has pink eye and has been on medication less than 24 hours. Your child may return to school after being on medication for 24 hours.

If your child is ill, **please inform the school** and describe the nature of the illness.

If your child has a special health concern, please notify the school office and/or the school nurse. Special concerns may include asthma; diabetes; seizure disorders; allergies to bee stings, food or medications; other chronic health conditions. If a student needs to stay in for recess for 1-2 days, a note from a parent is required. If he needs to remain indoors 3 or more days, a doctor's excuse is required.

If your child becomes ill at school, you or the person designated on your emergency card, will be notified. The child will remain in the building until the parent or other adult arrives.

### **HEALTH SCREENING PROGRAMS**

*Vision Screening:* Annual screening in the fall for grades K-8th and by parent or teacher request.

*Hearing Screening:* Annual screening in the fall for grades K-8th and by parent or teacher request.

*Scoliosis:* Annual screening for grades 5-8.

Health related programs on “Good touch, Bad touch”, dental health, and puberty, growth and development education are available to be presented to the appropriate grade levels.

## **MEDICATION**

1. If a child requires PRESCRIPTION MEDICATION during the school day, it is necessary to have:
  - a. Written orders from the prescribing physician.
  - b. Written consent from the parent for the school to give the medication.
  - c. Medication must be in a properly labeled prescription bottle.
2. If a child requires NON-PRESCRIPTION MEDICATION during the school day, it is necessary to have:
  - a. Written consent from the parent for the school to give the medication.
  - b. Medication must be in the original labeled container.
  - c. Appropriate dose for your child.

### **Additional Information:**

1. All medication must be delivered to and taken from school by an adult.
2. Students may not carry medication at school.
3. If a child with asthma is to carry his/her inhaler, the prescribing physician must state this in writing.
4. Medication should be given at home whenever possible.
5. Your doctor's office and the school have the Medication Consent forms for medication to be given at school.
6. All Medication Consent forms **must be renewed annually and at any time a medication is changed.**

### **Cough Drop Policy**

Cough drops are considered an over the counter medication (OTC). They also pose a choking hazard. If there is a medical need for a cough drop, we need a signed medication form from the parent/guardian. You can pick one up in the school office. The cough drops, provided by parents, will be kept in the office with other medications, and will be signed out when utilized. **Thank you for your cooperation in this matter.**

## **IMMUNIZATIONS (Minnesota Statutes, Section 123.70)**

Your child is required to have the following immunization dates on record in the school office by the **FIRST DAY OF SCHOOL:**

### Grades

Preschool: 2 Hepatitis A, 3 Hepatitis B, 4 DPT, 3 Polio, 1 MMR, 1 Hib, 1 varicella (chicken pox)

Kindergarten: State law requires these immunizations before the first day of class: 5 DPT, 4 Polio, 2MMR, 3 Hepatitis B, 2 varicella.

7<sup>th</sup> grade: TD (tetanus-diphtheria) booster, 3 HepatitisB; at least 3 polio; 2MMR, and 2 varicella and 1 meningococcal.

## **HOMEWORK**

**Homework should be a meaningful experience.** Kindergarten through 2<sup>nd</sup> Grade should have an average of 15 minutes of homework per evening. 3<sup>rd</sup> Grade through 6<sup>th</sup> Grade should have an average of 30 minutes per night. 7<sup>th</sup> Grade and 8<sup>th</sup> Grade should have an average of 45 minutes of homework per night. If a child does not have any assignments, he/she should spend that time reading or studying for upcoming tests.

**Remember, these are averages. Many factors affect these times, such as environment, focusing and work habits, processing time, etc. Some students will take longer than others.**

Sports and Extra-curricular activities are an important part of growing up. However, these are not considered a valid reason for a teacher to reduce the amount of homework. It is an important lesson in time management and work ethic for each child and his/her family to make both fit into their routines.

The work assigned for home study supplements the work done in school. It is important that the child does the work him/herself. It should not replace the time necessary for playing and relaxation after school hours. If a parent feels that a child is spending too much time on his/her homework, he/she is encouraged to contact the teacher about the matter. The student may not be using class time wisely. If a child is gone for an extra-curricular activity, he/she is responsible for class work missed. If a child is absent, he/she has two days for every one day missed to make up his/her work.

## **IN-SCHOOL SUSPENSION**

The primary purpose of in-school suspension is to provide a structured setting to help students modify their behavior and help them learn to make choices that are in their best interest. We feel strongly that students need to be in school, unless their behavior continues to be unacceptable and suspension or expulsion must take place.

## **SPORTS AND BAND**

All students are eligible to participate in the La Crescent-Hokah School District #300 after school sports program and 5<sup>th</sup>-8<sup>th</sup> grade are eligible for the band program.

## **LOCKERS**

School lockers are the property of St. Peter's School. Students are not allowed to put locks on their lockers. At no time will the school relinquish its control of the lockers provided for the convenience of students. School authorities may conduct inspection of the interior of the lockers and personal possessions of the students with the students present for any reason, at any time, without notice and without student consent. Students may also be asked to show personal belongings contained within backpacks, purses, and so on.

## **MILK AND SNACK TIME**

Each Pre-4<sup>th</sup> child is asked to donate snacks throughout the year. The teachers will notify you when the class is low on snacks. When you are sending snacks, please keep nutrition in mind. 5<sup>th</sup>-8<sup>th</sup> grade students should bring their own individual snacks.

## **MONTHLY CALENDARS**

A monthly calendar is sent out listing hot lunch menu and days off. The yearly calendar is sent out at the beginning of the year. It lists vacations, conference dates, etc. Extra notes are sent home as needed to keep parents updated on the events in our school. **Weekly newsletters from the office/principal are usually sent home on Thursdays. Please take time to read this information!** These communications can be sent by email as requested by parents.

## **MOVIES**

Movies may be shown by teachers for education or recreation (i.e. movie of the month). Preschool through 2<sup>nd</sup> graders may watch G movies; 3<sup>rd</sup> through 6<sup>th</sup> may watch PG movies. The 7<sup>th</sup> & 8<sup>th</sup> graders may watch PG13 movies under the following conditions: upcoming movie choices must be communicated to parents approximately one week before viewing. If any parent has reservations about any one movie, one of the other ones will be shown. This information will be between the parents and the teacher, not students. Parents have the right to remove their child from any movie.

## **PROGRESS REPORTS**

Progress reports (written or oral) are made to parents at quarterly intervals during the school year. Two reports are given at a parent-teacher conference for all grades. These will be scheduled in the fall and the spring. Other conferences may be arranged as needed by the parent or the teacher.

## **PARENT/TEACHER COMMUNICATION**

Newsletters are sent home from the school principal every week. Please ask your child for this communication. Also, individual teachers send additional newsletters to keep parents informed of class events. **Parents are encouraged to express any concerns regarding their child's education directly to the teacher.** It is hoped that any problem can be resolved through informal discussion directly between the parent and the teacher. However, in the situation where a concern or complaint is not resolved informally, a formal process for resolution is in place. This involves meeting with teacher, then principal, then pastor, then school board. Please contact the school office for a copy of this due process/grievance policy, in the unlikely event that concerns cannot be dealt with by the child's teacher. It is requested that any communication of this nature remain confidential for the benefit of the school and all parties involved. Communications can also be sent by email by parent request.

## **PROMOTION AND RETENTION**

A child will be retained only when there is some positive hope that he/she will benefit by such retention. The pupil's own welfare will be the first consideration in determining retention or promotion. Parents will be consulted and involved throughout the year in a joint parent-teacher decision on the retention of their child. Other methods such as tutoring or summer school may be recommended first.

## **SCHOOL HOURS**

School begins at 8:15 a.m. Students will not be allowed into the building until after 8:05 a.m. (unless it is below 0 degrees or raining). If a student arrives earlier, he/she is to wait on the playground where a teacher will be supervising. Any student arriving after 8:15 a.m. will be considered tardy. The school day ends at 3:00 p.m. Students should NOT be at school prior to 7:40 a.m. or after 3:15 p.m. There is no supervision at those times. **On Wednesdays, students will be released at 2:25.** All doors are locked during the school day. Please buzz in at glass doors by upper parking lot.

## **SCHOOL LUNCH**

Please turn in all lunch/milk money on Mondays or once per month. This helps with bookkeeping. Lunch prices for 2017-2018 will be sent home with the summer mailing. We also offer a milk alternative for those who are lactose intolerant. It causes problems if lunch payments aren't made on time. Students who are consistently delinquent in paying for lunch will be asked to bring their own lunch. If payment is a problem, we urge you to fill out the free or reduced lunch application form. Applications for free and reduced lunches will be mailed to all school families in July. **These forms are confidential and they help our school receive more federal funding for educational services.**

This facility is operated in accordance with U.S. Department of Agriculture policy, which does not permit discrimination because of race, color, sex, age, handicap or national origin.

Lunchroom behavior should be relaxed, but reasonably quiet. Courtesy and proper table manners are to be observed.

Family members are welcome to come eat with their child for \$3.60. Please let us know if you'll be coming for lunch by calling 507-894-4944 or 507-894-4375.

## **SCHOOL PICTURES**

School pictures are taken each fall. Everyone has their picture taken, and parents have the option of purchasing packages. Student pictures (without any identifying information) may be used in flyers and other marketing materials. Parents can opt out of this during the registration process.

**SPECIAL NEEDS** (Educational, Behavioral, etc.): Our school has a written process for identifying, assessing and prescribing services for learners with special needs.

Teachers work with other professionals such as school psychologists, special education instructors, student teachers, teacher aides and parent volunteers to enhance and promote instruction and help individual students achieve learning success. When a learning or behavior disorder is suspected, teachers confer with parents and consult with professionals to choose additional strategies to try in the classroom. If these are not successful, a formal referral will be made to the school district's special ed personnel. A comprehensive evaluation and possibly the formation of an Individualized Service Plan are then completed by a team. The ISP is then implemented by the team. Teachers work hard to select work that is appropriate to each student's style of learning and special needs.

Diagnostic services are provided by the La Crescent-Hokah School District. We use volunteers to tutor students and book buddies from older grades to help read with younger students. Student teachers and college clinical students are used to support teachers in their classrooms. We use computer programs for remediation and enrichment. We receive Title services for 1st and 2nd grade reading. Speech services are provided for students who qualify. Teachers receive materials and consultation from specialists when dealing with students with special educational needs. At this time direct, special education services in our building are not made available to us. Children are bused to La Crescent to receive these services. Students are normally not eligible for summer school and after-school programs through the public school district. Because of our small class sizes, many of the subjects can be individualized. Kindergarten –2nd grade has leveled readers. We use a fluency program in 1st-8th called Six Minute Solution. Some advanced students are working in upper level courses in math, spelling, etc.

### **SPEECH, SPECIAL LEARNING DISABILITIES, AND SPECIAL TESTING**

All students at St. Peter's School are eligible for and entitled to speech services, special education services, and special testing as provided to all students in District #300. When a teacher observes and assesses students at any grade level, and has a concern regarding his/her learning, progress, or ability, she/he meets with the principal to decide if there are interventions and accommodations to try before contacting the special education personnel at the public school district. We also communicate with parents about what they are seeing at home, what works and what doesn't. If such accommodations are unsuccessful, we write up a summary of all needs, all interventions tried so far, and the results. Then we request that ISD 300 special education personnel come to observe the student. If the consultant feels there is a possible need, special education testing/evaluation takes place. This is followed by an evaluation results meeting with the parents, teacher(s), special ed. staff, and administration. If the need is great enough, an Individualized Service Plan (ISP) is put into place. We receive consulting services here at school from the public school district, and the students receive direct services *at* the public school. If the parent refuses testing or services, a waiver will need to be signed by the parent. If the child does not qualify for an ISP or if a waiver is signed, a student will be put on a DSP (Diocesan Student Plan). This plan will follow the student as he or she progresses through the grades here and onto his/her next school. This will help the student to be successful and the teachers to best serve and teach the students.

# ST. PETER'S PLAYGROUND RULES

## 1) ACT IN A SAFE AND HEALTHY WAY

- \* Stay within fences, on cement (off of grass, out of woods)
- \* Keep hands and feet and equipment to yourself
- \* Stay away from propane tanks and off the hill
- \* Wash your hands when you come in
- \* Go down the slides sitting forward
- \* Be careful when walking around the swings
- \* Stay off of the retaining walls and away from the dumpster
- \* Sit only on the picnic table
- \* Only adults can lift kids up to the equipment
- \* If ball goes out of playground, tell a teacher, 7/8 grader, or volunteer

## 2) TREAT ALL PROPERTY WITH RESPECT

- \* Take care of equipment and the tree
- \* Keep chips in the chip area
- \* Leave blacktop, cement, and rocks in their place
- \* Ask permission before borrowing from others
- \* Take care of others' personal property
- \* Put things back where you found them
- \* Keep food and drinks in the cafeteria
- \* Keep gum off of school property
- \* Wipe your feet when you come in
- \* Help take care of our playground and keep it clean
- \* Swing without twisting the chains
- \* Only softballs are allowed for playing catch (baseballs are not allowed-clog drains)
- \* Only rubber or plastic balls are allowed for batting

## 3) RESPECT THE RIGHTS AND NEEDS OF OTHERS

- \* Play without disrupting others' games
- \* Follow the directions of the teacher and volunteer on duty
- \* Show courtesy towards others
- \* Cooperate to help others have fun
- \* Use appropriate language
- \* Share and take turns
- \* Listen for the whistle and line up right away
- \* Move carefully around others
- \* Invite others to play in your game
- \* Older students take care of the little ones
- \* Ask teacher before going inside for any reason (only 1 girl and 1 boy inside at a time)

## 4) TAKE RESPONSIBILITY FOR LEARNING AND HAVING FUN

- \* Strive for excellence, but be a good sport when you lose
- \* Always do your best
- \* Set a good example for others
- \* Admit when you've made a mistake

If a child misbehaves, he/she will be redirected. If they continue to misbehave or if they talk back, they will have wall time: 5+ minutes for little ones, 10+ minutes for older ones, and supervisors will document that on the clipboard, along with a signature and date. If the misbehavior or backtalk continues or is repetitive or there is a major offense, a more severe consequence will be given (see Code of Conduct).

## TELEPHONE

Children are not normally allowed to use the phone during the day. Messages may be given to the student through the office. **Please call by 1:30 if you're changing how your child is getting home.**

## TITLE I

Title I services are provided by ISD 300. These services are used to provide extra help to students having difficulty in reading. Students must be referred by classroom teachers and must have parental permission to participate in the program. Parents wishing to have their child removed from the program must sign a release form. Parents can request the professional qualifications of their student's Title teacher. These areas include: area of licensure, grade level of licensure, degree of major and graduate work, field of discipline. Parents can request information about the paraprofessional qualifications. Please contact the district office in writing when requesting this information.

## TUITION/FEES

The actual yearly cost to educate each child attending St. Peter's School is approximately \$4000. This cost is covered by tuition, fundraisers and a generous subsidy from our parish. Tuition prices for 2017-2018 are as follows: (payable in 10 monthly payments August-May)

Preschool 3-4 yr. old	\$995 (Tuesday and Thursday mornings)
Pre-K 4-5 yr. old	\$1350 (Monday, Wednesday, and Friday mornings)
First Child (K-8)	\$1700 / \$170 per month (August-May)
Second Child (K-8)	\$1600 / \$160 per month (August-May)
Third Child (K-8)	\$1500 / \$150 per month (August-May)
Fourth Child + (K-8)	Free

Additional fees are charged for registration, subscriptions, and yearbooks.

## VOLUNTEERISM

As a small school, **we need and expect every family to participate in all fundraisers and events as much as possible.** There are many different opportunities to volunteer, such as working in classroom, with events like Roast Beef Dinner and Extravaganza, and with fundraisers like the magazine sale. There will be sign-up sheets at Back to School night, as well as requests made of parents throughout the year. Please be generous with your support. Thank you.