

Student Handbook

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St. Peter Catholic School

Mission Statement and Philosophy

Mission Statement

In partnership with church and family, we, at St. Peter Catholic School, provide a solid foundation in the Catholic Faith, promote academic excellence, and prepare our students for a lifetime of service to God and neighbor.

Philosophy of Education

Saint Peter Catholic School works in partnership with students, parents, clergy, and the Church community to provide the opportunity for each child to reach their academic potential, while developing a strong foundation in the Catholic Faith and teaching.

St. Peter Catholic School values:

- Encouraging students to become followers of Jesus and continue the work of Jesus with his or her words and actions
- Knowing and practicing the Catholic faith and values conveyed through scripture stories
- Instilling the Christian values of self-discipline, respect, courtesy, and reverence for all of God's creation
- Developing in each child the knowledge to live an active faith-filled life
- Promoting a life-long commitment to serve others
- Teaching and modeling Catholic principles
- Promoting parents as the primary educators of their children
- Integrating Catholic faith into all aspects of the curriculum
- Providing a caring, loving atmosphere in the school
- Helping each learner develop a positive self-esteem
- Supporting a partnership with parents, staff and community
- Instilling a life-long love of learning
- Teaching students how to learn

St. Peter Catholic School expects students to:

- Develop decision-making and problem-solving skills
- Show respect for self, others, and property
- Share the good news of Jesus
- Have the skills to solve conflicts peacefully
- Strive to achieve academic and social success to the best of their ability

St. Peter Catholic School Advisory Council

The School Advisory Council (SAC) consists of six members, each serve a three-year term, along with the Principal and the Pastor. The main function of the SAC is to advise the Principal and Pastor, to help provide a vision for the school's educational and extended day programs and budgeting for carrying out that vision. The SAC members' names and email addresses will be sent out in one of the first weekly newsletters of each school year. Parents are encouraged to bring school related questions or concerns to any of the members.

School Advisory Council meets quarterly, usually on the second Tuesday of a month at 6:00 p.m. The meeting is generally in the Executive Conference Room.

TENTATIVE MEETING SCHEDULE:

August 13, 2019
October 8, 2019
December 10, 2019
February 11, 2020
March 10, 2020
April 14, 2020

**St. Peter Catholic School
Staff 2019-2020**

Father Daniel Bodin – Superintendent
James Morehead – Principal
Karen Anderson – Marketing & Development Director
Kathy Craig – School Secretary

Kristine O’Keefe– Pre-Kindergarten Teacher – Room 116
Brenda Appel – Preschool Teacher – Room 115

Kirby McDonald - Grade K - Room 113
Mrs. Wuchterl- Grade K - Room 114

Laurel Madden - Grade 1 - Room 118
Alison Fischbach- Grade 1 - Room 117

Carol Longsdorf - Grade 2 - Room 110
Michelle Mahnke - Grade 2 – Room 112

Leann Benson – Grade 3 – Room 111
Paula Cameron - Grade 3 - Room 109

Jaymie Berger - Grade 4 - Room 101
Bethany Hibbard - Grade 4 - Room 103

Megan Masshardt - Grade 5 - Room 107
Jeff Murawski - Grade 5 - Room 105

Middle School
Deborah Sieben - Grade 6
Shelly Sullivan – Grades 6 and 7
Kathy Silva – Grades 6 and 7
Tania Poyerd – Grades 6 and 7
Joleen Thordson – Grades 6 and 7
Jim Morehead – Grade 7

**St. Peter Catholic School
Staff 2019-2020**

SPECIALISTS

Katrine Amos – Religion – Room 106
Katie Stolz- Physical Education
Joleen Thordson - Computer - Room 102
Elizabeth Zumwalde - Music – Room 108

EXTENDED DAY PROGRAM

Anna Schaeppi - Teacher
Rebecca Wickboldt - Teacher
Rose Christensen – Aide
Josie Granger - Aide
Cheryl Mancini - Aide

AIDES

Brenda Appel – Grade 3
Cheryl Mancini – Pre-S/Pre-Kindergarten
Danise Serre – Pre-Kindergarten
Kristina Thill – Study Hall and Teacher Aid
Brittany Speltz -Study Hall and Teacher Aide



NEW PARKING (+10 CARS)

St. Peter Catholic School
Pre-S – 8th Grade
Calendar of Events 2019-2020
Subject to Minor Changes

June 18-19	Tuesday-Wednesday	Used Uniform Pick-Up
August 5	Monday	New Family Dinner
August 15	Thursday	Holy Day – School Closed
August 26-29	Monday-Thursday	Teacher Work Days
August 28	Wednesday	BACK TO SCHOOL NIGHT 6:00 – 7:30 PM
September 2	Monday	Labor Day
September 3	Tuesday	First Day of School for PreS (2-day) 5 day Full Day and K-8
September 4	Wednesday	First Day of School, for Pre-K M, W, F students
September 13	Friday	Marathon Kick-off 1:30 PM
September 14-15	Saturday-Sunday	Favorite Father Campaign
September 18	Wednesday	Picture Day for Pre-K to 8 th grade
September 20	Friday	First Marathon pledge due; do not send money
September 21-22	Saturday-Sunday	Parish Fall Festival
September 25	Wednesday	Wear 2019 Marathon T-shirts
September 27	Friday	Second Marathon pledge due; do not send money
September 30	Monday	NO SCHOOL Teacher Professional Day EXTENDED DAY TBD
October 2	Wednesday	Wear 2019 Marathon t-shirts
October 4	Friday	Marathon Safety Rally; third Marathon pledge due; do not send money
October 5	Saturday	School Marathon 8:30 – 11:30 am
October 9	Wednesday	Wear 2019 Marathon t-shirts
October 16	Wednesday	Mass 8:30 am; final day to turn in Marathon pledge money
October 17-18	Thursday & Friday	NO SCHOOL - MEA - Extended Day TBD
October 22	Tuesday	Pre-S Pictures and Retakes
October 23	Wednesday	Wear 2019 Marathon t-shirts
October 25	Friday	Marathon Prize Rally
October 31	Thursday	Mass at 8:30 am; Last Day of 1 st quarter
November 1	Friday	All Saints Day Holy Day – NO SCHOOL NO EXTENDED DAY
November 4	Monday	Teacher Workday – NO SCHOOL –EXTENDED DAY TBD
November 12	Tuesday	Parent-Teacher Conferences 3:30-8:00 pm
November 14	Thursday	Give to the Max Day; Parent-Teacher Conferences 3:30–5:00 pm
November 20	Wednesday	Spirit Wear Day
November 27-29	Wednesday-Friday	Thanksgiving Break – NO SCHOOL- NO EXTENDED DAY
December 3	Tuesday	Confessions Grades 3-8; Noon – 2 pm
December 12	Thursday	Mass 8:30 am
December 13	Friday	Advent Concert

December 18	Wednesday	Spirit Wear Day
December 23- January 1	Monday – Wednesday	NO SCHOOL – Christmas Break – Extended Day Closed
January 2	Thursday	Back to School Today!
January 17	Friday	End of 2 nd quarter
January 20	Monday	NO SCHOOL Teacher Work Day – Extended Day TBD
January 22	Wednesday	Spirit Wear Day
January 27	Monday	NO SCHOOL – Extended Day TBD
January 28	Tuesday	Parent-Teacher Conferences 3:30 – 8:00 pm
January 30	Thursday	Parent-Teacher Conferences 3:30 -5:00 pm
February 2	Sunday	All School Open House
February 3-7	Monday – Friday	Catholic Schools Week
February 7	Friday	Carnival 5:00 - 8:00 pm
February 17	Monday	NO SCHOOL Teacher Professional Day – Extended Day TBD
February 24-25	Monday-Tuesday	Pre-S/Pre-K Visit Days
March 5	Thursday	Science Fair Judging Grades 5-6
March 8	Sunday	Arts and Science Open House 10:30 -12:30 pm
March 18	Wednesday	Spirit Wear Day
March 20	Friday	Mass at 8:30 am; End of 3 rd Quarter
March 23-30	Monday-Monday	SPRING BREAK – EXTENDED DAY TBD
March 31	Tuesday	Teacher Work Day – NO SCHOOL Extended Day TBD
April 1	Wednesday	Back to School; Confessions Grades 3-8
April 7	Tuesday	Confession – Grades 3-8; Noon to 2:00 pm
April 10	Friday	NO SCHOOL – GOOD FRIDAY; NO EXTENDED DAY
April 13	Monday	NO SCHOOL –NO EXTENDED DAY
April 15	Wednesday	Spirit Wear Day
April 17	Friday	Kindergarten Round up
April 21	Tuesday	Confessions Grade 2 only
May 1	Friday	Golden Gala
May 4-6	Monday-Wednesday	Wolf Ridge – 5 th Grade Environmental Camp
May 13	Wednesday	Spirit Wear Day
May 15	Friday	Spring Concert/Grandparents Day
May 25	Monday	NO SCHOOL - Memorial Day NO Extended Day
June 4	Thursday	Physical Fitness Day
June 5	Friday	Last Day of School

Absence (Attendance)

In the event your child will not be in school during the scheduled class day, it is the responsibility of the parent/guardian to call the school office at **651-982-2216 before 7:45 a.m.** and report the reason for the absence. We encourage you to call as soon as you know your child will be absent. An answering machine is operating 24 hours a day for your convenience. If your child is not in school and we have not received a call, we will attempt to contact you. If your child is late for school, he/she should go to the office to check-in and check in. When your child is late, please send a note with him/her explaining the reason.

Absence (Vacation)

A family vacation or trip during the school year is strongly discouraged as the loss of class time may have a negative impact on the student's academic progress. It is also recognized that, on some occasions, working parents have little control over the time of the year when vacations or trips may be taken. A parent/guardian should submit the request to have a student's absence excused to the school office in writing in advance of the proposed absence.

Accreditation

St. Peter Catholic School is a member of the Minnesota Non-public Schools Accrediting Association (MNSAA) in good standing and entitled to the rights and privileges of an accredited school as defined by the Constitution, By-Laws, and Policies of the Association.

Activity Fee

All students will be assessed an activity fee on the tuition statement that covers the cost of weekly classroom magazines, the student retreat, assemblies, and special classroom activities.

Admissions Policies

Admission

St. Peter Catholic School admits students of any sex, race, color, religion, national and ethnic origin to all the rights, privileges, programs and activities made available to students at our school. It does not discriminate on the basis of sex, race, color, Religion, national or ethnic origin in the administration of its educational and admission policies.

Criteria for Enrollment

PRESCHOOL

Priority shall be given to enrollment in all St. Peter Catholic School educational programs in Preschool as follows:

1. Current students enrolled in Preschool
2. Siblings of current students enrolled in Preschool
3. Preschool children of all current parish employees

4. Preschool children whose siblings presently attend or graduated from St. Peter Catholic School
5. Preschool children of current enrolled members of St. Peter Catholic Church
6. Preschool children of members of other Catholic parishes
7. Preschool open enrollment

Once a program is full, a waiting list shall be established. The waiting list shall follow the above priority groupings and shall be based upon the date registration materials are received in the school office. In the event of a same-day registration tie, a lottery shall be used to resolve the registration number of those who are tied. Enrollment in St. Peter's Preschool does not guarantee placement in St. Peter's K-6 program.

KINDERGARTEN THROUGH 7TH GRADE

Priority shall be given to enrollment in all St. Peter Catholic School educational programs in Kindergarten through Grade 7 as follows:

1. Current students enrolled in Kindergarten – Grade 6
2. Siblings of current students enrolled in Kindergarten – Grade 7
3. Current student enrolled in preschool and having no siblings enrolled in Kindergarten – Grade 7
4. Children of all current parish employees enrolling in Preschool – Grade 7
5. Children whose siblings graduated from St. Peter Catholic School enrolling in Preschool – Grade 7
6. Children of current members of St. Peter Catholic Church enrolling in Preschool – Grade 7
7. Children of members of other Catholic parishes enrolling in Kindergarten – Grade 7
8. Open enrollment

Once a grade level is full, a waiting list shall be established. The waiting list shall follow the above priority groupings and shall be based upon the date pre-registration and/or registration materials are received in the school office. In the event of a same-day registration tie, a lottery shall be used to resolve the registration number of those who are tied.

After School Programs

St. Peter Catholic School has a number of after school offerings available to our students through District 831, St. Peter's parish, St. Peter Catholic School, and volunteer organizations. Additional programs include scouts, ski/snowboard program for grades 5 & 6, an environmental camping experience for grades 5 & 6, after school tutoring, and various sports teams which are organized through Forest Lake Community Services. Some of these programs have additional fees.

Appointments

Students may be excused for medical or dental appointments. Parents are responsible for sending a written note to the school office before the appointment. Indicate what time the child will be picked up for the appointment and what time they will return to school. **Parents must sign** the student in/out at the school office. We encourage parents to make appointments after school hours.

Band and Orchestra

Students in middle school have the opportunity to participate in the band or orchestra programs offered by

Independent School District #831. Students will participate in band/orchestra during the school day at Forest lake Middle School. Transportation will be provided by District #831 busses. Grade 6 students will go to large group band one day per week after school.

Birthday Invitations

We ask that you not send invitations to school for distribution.

Busing

All K-7 students who reside in Independent School District #831 are eligible for busing. St. Peter's students ride on the secondary buses. They arrive at the secondary schools and then transfer to shuttle buses, which bring them to St. Peter's. St. Peter Catholic School staff accompanies students on the afternoon shuttle buses during the first week of school to ensure all students understand the procedure. All kindergarten and first grade students are assigned a Bus Buddy who accompanies them at the end of the school day on the bus for the entire school year.

Students will not be allowed to switch buses unless they have a bus pass issued to them from the school office. Written authorization from the student's parent/guardian is required for all changes in transportation. Bus passes will not be given to students without a written note.

The following bus rules and policies from the public school will be followed by St. Peter's students:

1. The bus driver may assign seats.
2. Be courteous.
3. Use appropriate and respectful language.
4. Eating or drinking on the bus is at the bus driver's discretion. Keep the bus clean.
5. Treat other passengers with respect.
6. Remain seated.
7. Keep your hands and head inside the bus.
8. Destroying property will not be tolerated.
9. For your own safety, do not distract the driver through misbehavior.

Misbehavior on Bus

Bus drivers are to report violations to the Principal. Consequences for school bus/bus stop misconduct will apply to all District 831 routes. Decisions regarding a student's ability to ride the bus are at the discretion of the Principal, in consultation with the Director of Busing. Parents or guardians will be notified of any suspension of bus privileges. **The consequences include:**

1st Offense - Warning

2nd Offense - Warning or 1-3 school day suspension from riding the bus

3rd Offense - 5 school day suspension from riding the bus

4th Offense - 10 school day suspension from riding the bus / meeting with parent

Further offenses will be individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

Chemical Use

The consumption of alcohol or illegal drugs on school grounds is forbidden by law. Consumption or possession of alcohol or illegal drugs during any school-sponsored activity when children are present will not be tolerated.

All buildings of St. Peter's Parish (both church and school) are tobacco free. We encourage adults to also refrain from using tobacco products in the presence of students.

Child Abuse Reporting

The staff members of the school are legally required to follow the requirements of Minnesota State law pertaining to reporting child neglect and/or abuse. Neglect is defined as failure to provide food, clothing, shelter or medical care, and prenatal exposure to controlled substances. Abuse can be physical or sexual abuse or emotional maltreatment.

Choir

All interested students in grades three through six have the opportunity to participate in the Children's Choir, but space is limited. The choir accompanies the school liturgies and occasionally sings at parish masses. Sign up will be offered after school begins.

Class Sizes

School registration is to be closed at 20 children per classroom, unless deemed necessary by the principal.

Communications

The school will email all families a weekly newsletter each Thursday. Miscellaneous communications will also be sent home each Thursday with the youngest child of each family in a blue folder. It is the student's responsibility to return the blue folder each week.

St. Peter Catholic School, in conjunction with other Archdiocesan schools, uses Educate, an online student management and grading system. Cornerstone allows us to keep a variety of information in one database area and greater flexibility for our staff to grade from anywhere since it is web based. Another advantage is that it increases our ability to communicate with parents which includes allowing parents with children in grades 3-6 to have access to their child's grades through a parent portal.

Curriculum

The curriculum of St. Peter's reflects the input of faculty, the Principal, the Archdiocesan Office of Education, the Minnesota Non-Public Accrediting Association, interested parents and students, and guidelines from the State of Minnesota. The foundation of the curriculum at St. Peter's is the religion program. Religion is more than classroom instruction. Our purpose is to provide our students with both the knowledge of their faith and the opportunity to put that faith into action. Any questions regarding curriculum should begin with the classroom teacher of the grade involved. Like the Grievance Policy,

questions can be moved up the levels indicated.

D.A.R.E

Drug Abuse Resistance Education is a program designed to help students in grade 5 recognize and resist the pressures that may influence them to experiment with tobacco, alcohol or other drugs. Forest Lake Police officers teach this program to the students of St. Peter's.

Additional substance abuse lessons are provided through Independent School District #831. The number of lessons varies by the age and maturity of the students.

Extended Day

The summer extended day program hours are 6:00 am – 6:00 pm. The school year hours are 6:00 – 7:30 am (7:45am for preschool), and 2:15-6:00 pm. Complete the Extended Day registration form to enroll, or call the school office with questions, 651-982-2216.

Federal Programs

Title I - This program provides supplementary instruction in math, reading, and language arts to students who have been identified as “at risk”. The student must reside in an attendance area of a district school that qualifies for Title I services. Computer-aided instruction and small group tutoring are used in this program.

Field Trips

Each class has the opportunity for field trips during the school year. These trips expose students to a wide variety of educational experiences. All field trips are in conjunction with the school curriculum and accomplish educational goals. Parents will be notified in a timely manner about these trips and will be required to complete the formal permission request and pay the additional costs associated with the trip. Whenever possible, buses are the preferred method of transportation.

Fund-Raising

St. Peter Catholic School participates in ongoing fundraisers that help our school. These include the collection of:

- Aluminum can recycling
- General Mills - Box Tops for Education online only now
- Ink jet cartridges recycling
- Loaves for Learning
- Tyson A+ Project

The following businesses will donate a percentage to our school based upon the amount purchased:

- Donald's Department Store School Rebate Program
- OfficeMax
- Amazon online shopping

At the above businesses you need to mention St. Peter's name in order for our school to receive credit.

The Home & School Association asks for your support of the annual school fundraisers: Marathon, Carnival, and the Golden Gala Dinner & Auction.

Health Services

Through funding to non-public schools, Independent School District #831 provides a part-time nurse at St. Peter Catholic School. If your child becomes ill, or is injured during school hours, the nurse will care for him/her and contact the parent/guardian, if necessary. The nurse will also administer approved medications during the school day.

Vision and hearing screenings are provided for students in grades one, three and five. Parents and teachers of students in other grades may request these screenings at any time.

Emergency Contact Information

Students emergency contact information is provided through TADS. Please notify the school office as soon as possible of any phone number (home or work) or address changes that occur during the school year.

Immunization Policy

State law requires all students entering school to be fully immunized. Documentation of immunizations are retained and updated by the school. Children will not be allowed to attend school until the minimum requirements are met. A conscientious objection form may be filled out if you choose not to have your child immunized.

Medication Policy

A strict medication policy is enforced at St. Peter's School. Parents are encouraged to arrange medication schedules around school hours so that the child does not have to take medicine during school. However, when it is necessary for a student to receive medication during school, state law requires that students are given medications only when the following procedures are followed:

1. The "Authorization for Giving Medication in School" form must be completed and signed by both the Parent/Guardian and the physician. This form is available in the school office.
2. The completed authorization form must be presented with the medication.
3. Prescriptions must be in the original prescription bottle, which includes the name of the pharmacy, your child's name, physician's name, the name of the medication, the dosage and the time to be given.

Medication must be brought to the school office by a parent/guardian, not the student.

Additionally, all over the counter medications require a physician's written authorization.

Under no circumstances is a student allowed to have any medication on their person or in the classroom, or in the teacher's desk. All medication must be kept in the school office and must be taken under supervision. Only the nurse or designated office staff have the authority to dispense medication. No teacher or other staff member is ordinarily allowed to give children medication. The only common exception to this policy is when administering medication to a child with a known allergy that requires the use of an epi-pen prescribed for that child. All staff members may dispense epi-pen medications.

Home and School Association

The Home and School Association is dedicated to building a strong school and community through parent involvement. It welcomes all parents/guardians of St. Peter's students. The goals of the Home and School Association are:

1. To have a close partnership between home, school and parish so that a greater cooperative can be formed.
2. To be a means of communication between parents, school and parish.
3. To promote family involvement in activities hosted by the Home and School Association and the parish.
4. To support fundraising activities that shall promote educational, financial and future growth of the school.
5. To promote family education and unity through speakers and social events.

To work towards these goals, the Home & School Association supports various activities and fundraisers associated with the school.

There are up to 6 monthly meetings held during the school year. There are no meetings scheduled in June, July, August or December. All are encouraged to attend to share their ideas and to support activities, which help us towards our goals! Watch for meeting announcements in the weekly school newsletter.

Homework

Homework refers to tasks that the student is assigned to do on his/her own time after school hours. Homework assignments support and enrich classroom learning, and are a means of providing a mutual bond between parent/guardian, child and teacher. Teachers will monitor assignments that are written in each student's daily planners.

Assignment Notebook.

Parents are also expected to monitor the assignments and to sign the Assignment Notebook daily. This notebook serves as an effective communication tool to insure the success of each child.

Parents are asked to be aware of each teacher's homework policy and the requirements at your child's particular grade level. Generally speaking, students should spend 10 minutes daily per grade level, in outside classroom work. Thus, first graders would be expected to do 10 minutes each evening, and sixth graders would be expected to do 60 minutes each evening. The type of assignment, rate at which a child works and parental expectations also influence the time a child spends on homework.

Make up work

It is the student's obligation to procure and complete work missed during an absence. If homework is to be picked up, please inform teachers in the morning that someone will be coming for the homework. Teachers will have assignments ready for pick-up at the end of the school day.

Work is expected to be completed in a timely manner. A general guideline used is that a student will have one day to make up one day's worth of work when there is an excused absence.

Hot Lunch and Breakfast Programs

Food service is provided by Independent School District #831. The cost to students is \$1.35 for breakfast and \$2.60 for lunch. If a parent would like to join their child for lunch the cost of an adult meal may be deducted from your student's account. The charge for an adult lunch \$3.80. There is an additional charge of 50¢ for milk if a meal is not purchased. Meals should be pre-paid (checks made payable to ISD #831) and sent to school in an envelope clearly marked HOT LUNCH or paying online using the PayPam system. We suggest that you make a deposit in your child's account at the beginning of each month counting the number of school days for that month. Parents are notified by the school district when a student's account has a negative balance. Hot lunch menus can be found on the school's website, and they are sent in the parent newsletter each month.

Insurance

St. Peter Catholic School does not carry premise medical insurance. If you do not have medical insurance for your child, we strongly recommend you purchase student accident insurance.

Kindergarten Entrance and Screening

Students entering Kindergarten should be five years of age by September 1. State law requires all students to participate in Early Childhood Screening for Learning Readiness through Independent School District #831 before entering school.

Library

Teachers schedule weekly library visits for their students to check out books. In addition, older students use the library, as needed, for research activities. All books are due two weeks from the time they are checked out. If a book is overdue more than two months, it is considered lost and the student is expected to pay the replacement cost. There will also be a fee charged to students who damage books.

Lockers

All students are assigned individual lockers. All personal belongings must fit inside the locker. No valuable articles should be left in these lockers since lockers do not have locks.

Lost-and-Found

Lost-and-found items are kept on a table outside the school office. Please mark all your child's belongings to facilitate identification. These items are periodically given to charities if they are left unclaimed.

Parent/Teacher Conferences

Parent/Teacher conferences are held twice a year. A parent/guardian and/or teacher may request a special conference at any time as need arises.

Parent Visits

Parents are welcome to visit the school at any time. Enter the building by pressing the call button. Personnel in the school office will answer the call. Please give your name in response to the greeting. It is necessary for **any** visitor to come to the school office before going anywhere else in the school.

Physical Education

Students receive physical education classes from a certified Physical Education Instructor twice each week. Students who do not participate in physical education activities must present a parent or doctor's written instruction to the appropriate staff member. Extended absences from physical activities may require a physician's written excuse.

Athletics

Students in kindergarten through grade six have the opportunity to participate in sports programs through the Forest Lake Area Schools Community Education Department.

Skiing

St. Peter's School fifth and sixth grade students participate in an instructional downhill ski or snowboarding program each winter during January and February on Wednesday afternoons.

Pictures

Student pictures will be taken in the fall. Parents have the option to purchase the pictures. Student pictures will also be in the St. Peter's School Yearbook which will be available for purchase near the end of the school year.

Preschool Entrance

Students entering the three-year-old preschool program must be three years of age and toilet trained by September 1. Students entering the four-year-old preschool program must be four years old by September 1.

Promotion/Retention

Promotion/retention will be based on academic achievement and physical, emotional, psychological and developmental maturity. Parents/Guardians shall be included in the on-going efforts prior to and after formal notification of the possibility of retention or accelerated promotion. If a recommendation is made to retain a child and parents/guardians reject it, the parents/guardians will be required to sign a written acknowledgment of the school's recommendation. That acknowledgment shall serve to release the school from any responsibility resulting from failure to follow the school's recommendation.

Pupil Progress Reporting (Report Cards)

Progress reports evaluating student progress will be given quarterly. Parents are asked to review the report and contact the classroom teacher if they have additional questions.

Recess

Students have age-appropriate scheduled breaks each day. All children are expected to wear appropriate clothing for outside play. This includes hats, mittens, snow pants and boots during the winter.

Safe Environment Policies

We at St. Peter Catholic School value the safety and dignity of all our students and all people. In order to protect and respect the dignity of all those who are part of our school, we adhere to the following policies:

- 1) All staff and volunteers are required to undergo criminal background checks and attend Virtus training. A volunteer list of those who have completed these and are cleared to volunteer is given to the principal and school secretary. Teachers then check with them as to the status of a volunteer.
- 2) Our students are educated on bus safety, playground safety, and the Archdiocesan required safe environment program – NetzSmart annually.
- 3) We have plans for fire drills, tornado drills, and school lockdowns which we practice.
- 4) We have a bully and discipline policy that addresses the expected behavior of our students.
- 5) Discovery, preschool, pre-kindergarten teachers are certified in CPR and First Aid.
- 6) We have a school nurse on staff and available to all our students and staff during the school day.

Arrival/Dismissal

SCHOOL HOURS:

The first bell of the school day rings at 7:30 a.m. Children should be in their classroom when the second bell rings at 7:50 a.m. School is dismissed by 2:15 p.m. Parents who need to drop off their children before 7:30 a.m. must use the Extended Day program. Students are not allowed to go to their classrooms until 7:30 am but they may wait in the hallway by door #10. Parents who are unable to pick up their children by 2:25 pm must also use Extended Day. If a student is not picked up and parent cannot be reached, the child will be sent to extended day. That parent will be charged the drop-in rate of \$16 per session. In addition, insurance regulations do not allow for unsupervised students to be on the playground before or after school hours.

BEFORE SCHOOL:

Parents who are dropping their children off in the **morning** are asked to park in the **church parking lot** or on the **east** side of the drive in front of the school. **The bus lane is clearly marked and must remain open.**

AFTER SCHOOL:

Parents who are picking up their children after school, should line-up in the **church parking lot**. Please do not block the buses from entering the lot off from South Shore Drive. Students will be released to your vehicle. If someone different is going to be picking up your child please notify the office in advance. **Do not park on South Shore Drive or in the drive and walk up to meet your child.** Parents are asked not to come into the building until after the first bell rings at 2:10 pm. Parents are encouraged to meet their children at door #10 to walk out of school at the end of the day.

LEAVING OR ARRIVING DURING THE SCHOOL DAY:

During the school day, an adult must accompany students entering or leaving the building. Anyone arriving or leaving during the school day needs to sign students out in the school office. Middle school students must get a pass in order to go to class if arriving late or returning from an appointment.

Bullying and Cyberbullying

St. Peter Catholic School is committed to providing a safe educational environment for its students and teachers. St. Peter's acknowledges that it cannot monitor all activities and eliminate all incidents of bullying between students, particularly when one or more of the students involved is not on school property or under

the direct supervision of school personnel. The purpose of this policy is assist St. Peter's in its goal of preventing and responding to acts of bullying, intimidation, harassment, violence, and similar disruptive behavior.

PROVISIONS

- A. St. Peter's expressly prohibits bullying, by either an individual student or group of students, on school property or at school-related functions. St. Peter's also expressly prohibits cyberbullying, regardless of whether such acts are committed on or off school property or with or without the use of school resources. These prohibitions apply to students who directly engage in an act of bullying and to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any students whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school or the safety or welfare of the students, other students, volunteers, or employees.
- B. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- C. A person who observes an act of bullying or becomes aware of such an act must report it to a teacher. Anyone with any bullying-related concerns may also contact the principal.
- D. Retaliation against a victim, good-faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying others are prohibited.
- F. A student who violated this policy shall be subject to discipline for that act in accordance with St. Peter's policies and procedures. St. Peter's may take into account circumstances, such factors might include:
 - a. The age, development, and maturity levels of the parties involved;
 - b. The level of harm, surrounding circumstances, and nature and severity of the behavior;
 - c. Past incidences or past or continuing patterns of behavior;
 - d. The relationship between the parties involved; and
 - e. The context in which the alleged conduct occurred

Depending on the level and severity of the offense, discipline may range from positive behavioral interventions to more serious consequences, including suspension or expulsion. Consequences for other individuals engaging in particular acts of bullying may include, but not be limited to, exclusion from school property and events or termination of services or contracts.

DEFINITIONS

- A. For purpose of this policy, "bullying" means deliberate or intentional behavior using words or actions that is intended to cause or that does cause fear, distress, intimidation, or harm. Bullying may be repeated behavior or a pattern of behavior, and it may involve an imbalance of power. Bullying can take different forms including but not limited to:
 - a. Verbal conduct (e.g. using threatening or intimidating language, teasing, or name-calling);
 - b. Social (e.g. spreading rumors, ostracizing or socially excluding others, breaking up friendships);
 - c. Physical (e.g. physical acts and gestures, including hitting, kicking, tripping, theft, damaging property, threatening, or intimidating behavior); and

d. Cyberbullying

- B. For purposes of this policy, “cyberbullying” means the use of any electronic means to harass, intimidate, or bully, whether on or off school grounds. “Cyberbullying” is a form of bullying, and provisions of this policy that refer to “bullying” are intended to refer to cyberbullying as well.
- C. For purposes of this policy, “on school property or at school-related functions” means all St. Peter’s school buildings, school grounds, and school property or property adjacent to school grounds, St. Peter’s school buses, St. Peter’s school vehicles, St. Peter’s school contracted vehicles, the area of entrance or departure from school grounds, premises, or school-related trips, functions, activities, or events. While prohibiting bullying at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events.

Discipline

St. Peter Catholic School believes each student is responsible for his/her own behavior and for maintaining a Christian attitude and God-pleasing environment within the school. Our goal is to help develop the human virtues and promote self-discipline. The cardinal virtues of prudence, justice, fortitude, and temperance are at the heart of St. Peter’s philosophy of discipline. These virtues focus on using reason to make correct judgments in order to maintain a safe and healthy environment for both the student and others. Student behavior that is rooted in these virtues will result in morally responsible behavior that brings credit to themselves, their families, and St. Peter Catholic School. Developing these virtues to guide our actions in concert with our teaching of the theological virtues of faith, hope, and charity prepares our students to live their lives pursuing an eternal life with God. In addition, we believe that parental support is essential to the success of our school discipline policy and the growth of these virtues in their child(ren).

POLICY

St. Peter Catholic School Student Behavior Expectations are rooted in these virtues and are as follows:

1. Students will honor God in word and deed.
2. Students will respect themselves and each other in word and deed. This would include being kind, sharing, speaking respectfully to and about others, listening, following rules, and being honest.
3. Students will respect property. This would include picking up after yourself, keeping your desk and school clean, not stealing or damaging property, and using things properly.
4. Students will work to the best of their ability.

Guidelines for classroom behavior are also rooted in these virtues and will be established by the teacher in cooperation with the students. Teachers will be responsible for the discipline of their policies. Examples may be: verbal warning, written warning, communication with parent/guardian, missing recess or special events, and detention.

DISCIPLINE ACTION STEPS

1. 1st Offense: Teacher discusses the behavior/incident with the student and they develop an action plan to assist the student in preventing this behavior/incident from reoccurring.
2. 2nd Offense: Teacher discusses the behavior/incident with the student and they review (and possibly revise) the action plan. Teacher and/or student contact the parent about the behavior/incident.

3. Reoccurring Offense: Teacher discusses the behavior/incident with the student. Teacher and student review the action plan. Teacher informs the principal of the behavior/incident. Parents are notified. Principal may meet with student. An action plan is agreed upon by school, student, and parent(s).

**Consequences may result in parent/teacher meeting, removal from classroom, removal from special activities or events, detention, in-school suspension, probation, or being expelled from school.

Serious violations of these expectations will be reviewed by the principal and school staff. Examples of serious violations are as follows:

1. Habitual acts of lying, cheating, or stealing
2. Disrespect and/or open defiance of others, teachers, school personnel, and all adults
3. Repeated use of profane/vulgar language, written or verbal
4. Fighting, harassment, or bullying of fellow students
5. Violent behavior toward a student or adult that may result in harm to themselves or others
6. Serious or continued disregard for classroom rules or school policies
7. Intentional damage to school or parish property
8. Bus violation
9. Leaving the premises without parental or school permission
10. Malicious threats
11. Truancy
12. Smoking on school property
13. Possession of drugs, alcohol, or pornographic material

Disciplinary records shall not be placed in a student's permanent file.

Please Note: This is not applicable to diagnosed disabilities. However, we will work with these students to resolve issues and create a safe environment.

Appeal: Due process shall be honored. See Grievance Policy.

Fire Safety/Drills

St. Peter Catholic School shall have a written plan and/or procedure for the efficient and safe exit of all persons present in the school in case of a fire, and the availability of an evacuation site if conditions warrant.

St. Peter Catholic School shall follow the directives of state and local fire officials as well as the recommendations of the Diocesan Self-Insurance program in developing the written plan and/or procedure.

Regular fire drills shall be held throughout the school year. All personnel in the school shall participate in these drills.

Grievance Policy

Any time people are working together, disputes and problems are going to arise. Our hope is that as a community of faith we will be able to work out our differences in a caring and cooperative manner.

STAGE I

Complaints, disputes or disagreements should be resolved on a person-to-person level. The following steps

should be taken by the person seeking resolution:

1. Student to student - if no resolution;
2. Student/parent to staff member - if no resolution;
3. Student/parent to Principal - if no resolution;
4. Student/parent to Pastor - if no resolution;
5. Parent request in writing to begin local conciliation.

STAGE II

1. The request to begin the next stage of local conciliation procedure must be made in writing to the Principal by the person seeking resolution within 10 working days after conferring with the last level of Administration/Pastor.
2. The local conciliation committee will be made up of three persons:
 - a. one designated by the Pastor
 - b. one designated by the respondent
 - c. one designated by the person seeking resolution
3. The local conciliation committee will meet in a time period not to exceed 15 working days of being formed to receive evidence and make recommendations. The committee shall have the discretion to determine whether evidence shall be written, oral or both.
4. At the conclusion of the meeting, and upon due consideration (discussion, thought, prayer), the committee will write a summary of the meeting and make its recommendations to the Principal who in turn will determine that no parish and/or school policies have been altered or amended. The recommendations will then be forwarded to all concerned parties.
5. The local conciliation procedure should be completed within 25 working days. It is the responsibility of the person seeking resolution and the respondent to follow the recommendation of the local conciliation committee.

STAGE III

If the complaint, dispute or disagreement is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made.

Lockdown

One means of securing the school is to implement lockdown procedures. These procedures are called:

A. Lockdown with warning – Threat is outside of the school building.

1. Building administrator will order and announce “lockdown with warning.” This will be repeated several times.
2. All people will be brought inside.
3. Exterior doors will be locked.
4. Hallways, bathrooms, and other rooms that cannot be secured will be cleared.
5. Shades will be pulled and all students will move away from windows.
6. All movement will be controlled but classes will continue. No bells will be used and announcements will dictate any movements.

7. Building administrator will announce “all clear” when threat has passed.

B. Lockdown with intruder – Threat/intruder is inside the building. (Actions happen rapidly)

1. Building administrator will order and announce “lockdown with intruder.” This will be repeated several times.
2. All students, staff and visitors will be immediately directed to the nearest classroom or secured space. Outside classes will move to the primary evacuation site. They should not enter the building.
3. All classroom doors will be locked.
4. All exterior doors will be left unlocked.
5. All students and staff should move away from windows and doors and turn off lights.
6. No classroom doors will be opened until “all clear” is announced.
7. Keep out of sight.
8. Building administrator will announce “all clear” when the threat has passed.

Lockdown drills shall be held throughout the school year. All personnel in the school shall participate in these drills.

Locked Doors

For reasons of security, the bell tower door and the main school door will only be unlocked from 7:30-8:00 AM and 2:00-2:30 PM every school day. The south and west doors will remain locked all day. At all other times, parents picking up children from school or childcare programs will need to use the south entrance to the facility, known as door #10.

Protection of Children and Youth Initiative

St. Peter Catholic School follows the Archdiocesan Protection of Children and Youth Initiative which requires all staff and volunteers to complete the essential three elements: VIRTUS training, background check, and a signed Code of Conduct form. The school is also required to teach the Safe Environment lessons to its students.

Safety Patrol

St. Peter Catholic School follows established safety patrol procedures. Yearly needs for patrols are examined, and safety patrols are organized and supervised as needed by school staff.

Sexual Harassment

In order to maintain a Christian learning environment, it is necessary to have a Code of Conduct that provides a safe and secure setting for students, faculty and administration. Sexual harassment is against the law (MN Human Rights Act 363.01) and will be understood as such. This policy applies to all school officials, employees and students.

A person who knows or has reason to believe a person has been sexually harassed shall immediately report the information to a teacher, counselor or an administrator. An immediate investigation shall follow each report. Final disposition resulting from the investigation shall be made in a timely manner. Violations of this policy will be cause for disciplinary action, including suspension or expulsion.

DEFINITION: State law defines sexual harassment as including, but not limited to, the following behavior:

1. Verbal harassment (e.g., epithets, derogatory remarks or slurs, sexual comments, jokes, or stories).

2. Physical harassment (e.g., grabbing or touching, gestures, unwelcome or sexually motivated physical contact, request or pressure for sexual activity).
3. Visual forms of harassment (e.g., sexually explicit notes, letters, cartoons, drawings, or graffiti).
4. Requests for sexual favors or unwelcome advances.

PROCEDURES:

1. Any person who alleges sexual harassment by a staff member or in the school may complain directly to his or her immediate supervisor, a teacher, counselor or administrator. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.
2. A timely and documented investigation of the alleged incident will be conducted by an administrator.
3. Corrective action shall be taken in each situation.
4. A copy of a detailed investigation report documenting interviews, conclusions and recommendations will be placed in the school's harassment file.
5. Complainant and alleged harasser and parents will be advised of the outcome of the investigation in writing.
6. The right to confidentiality (both of the complainant and of the accused) will be respected consistent with the school's legal obligations, the necessity to investigate allegations of misconduct, and to take corrective action when the conduct has occurred.
7. In all cases of sexual harassment retaliation against a complainant for making a sexual harassment complaint is prohibited.

CONSEQUENCES:

1. A substantiated charge against a staff member of St. Peter's shall subject the staff member to disciplinary action, up to and including the possibility of discharge.
2. A substantiated charge against a student of St. Peter's shall subject the student to disciplinary action, which may include suspension or expulsion, consistent with student discipline procedures.

School Closings

Emergency closing due to severe weather or for any other reason will be announced over WCCO Radio, 830 AM. Any announcement closing Forest Lake Public Schools does include St. Peter Catholic School, as we follow Independent School District #831 procedures. As St. Peter Catholic School could announce a closing when ISD #831 does not, always listen to WCCO in bad weather. School closings will also be posted on the school website homepage.

Special Education Services

Through District #831, eligible students of St. Peter Catholic School may receive speech and/or educationally related services. Districts shall identify students and make available special education to all who are disabled, regardless of whether they attend a non-public school. The district must provide assessment, periodic observation and review of progress, and establish an IEP (Individual Education Plan),

which generally involves tutoring by a special education teacher. Qualifying St. Peter's students receive instruction through ISD #831's special education staff.

State Programs

Education Aids for Non-Public School Children - provides textbook and related individualized instructional materials and health services. Signatures of a parent/guardian or the student (depending upon the age) are required to secure these aids. This should have been taken care of during the registration process.

Transportation - Minnesota public school districts must provide "equal transportation" within the district boundaries. The public school shall have sole discretion, control, and management of scheduling, routes, bus stop locations and discipline.

Shared Time Program - Non-public school students may be admitted by the school district to public school programs for part of the day. Band and orchestra are examples of these programs.

School Lunch Program - State funds are matched with federal funds to assist families who qualify for free or reduced lunch, as well as to provide kindergarten students with at least one serving of milk each school day.

State Income Tax Deductions and Credits - Taxpayers who itemize are eligible to receive deductions and/or credits for non-public educational expenses. Please refer to your State Income Tax Manual's directions.

Telecommunications Access Revenue Program (TARP) - TARP funds are available for a limited number of years to help defray ongoing costs associated with telecommunications access for data, Internet and video.

Student Records

Student permanent records are kept in the school office. The parent/legal guardians can view them at any time. St. Peter's School may release student information to other schools when a student transfers without written authorization of the parent/legal guardian or the student themselves if they are 18 years old.

Technology Policies

Cell Phones (Students)

This policy governs the possession and use of student cell phones, pagers, and other electronic signaling devices at school and school-sponsored activities while under the supervision and control of school employees. Students should leave cell phones in lockers during the school day.

GENERAL POLICY:

Students are permitted to have cell phones and pagers in the school building. However, students may not use cell phones or pagers before school (7:30-7:50 am), during school hours, or in bathrooms. Use of a cell phone or pager including, but is not limited to, 1) making or receiving calls; 2) accessing and using the internet, including email; 3) sending or receiving text messages; 4) taking photographs; 5) making sound or video recordings. During these times and at these locations, cell phones must be turned off and kept out of

sight. A first time violation will result in confiscation of the device for the remainder of the school day and parental notification. A second violation will result in confiscation of the device, parental notification, and return of the device to the student's parents. Additional violations will result in confiscation of the device, parental notification, and retention of the device for up to 14 days. Forgetting to turn off or conceal a cell phone or pager is not an excuse.

PROHIBITED USES:

Notwithstanding the foregoing General Policy, cell phones and pagers may not be used for any of the following purposes, at any time, on school property, or at school sponsored events:

1. To cheat on examinations. Use of cell phone during examinations will automatically be regarded as cheating.
2. To take pictures, or make sound or video recordings, of others. This includes other students, teachers, and staff.
3. To engage in criminal activity.
4. To arrange, promote, or notify others of fights or fake fights, whether on-campus or off.
5. To harass or bully others.

Any report of a prohibited use will be taken seriously. School officials will confiscate and search cell phones and pagers when they have reason to believe a prohibited use has been made of the device. They will also confiscate and search cell phones and pagers when they have reason to believe a search will discover evidence of a violation of the law or school rule, regardless of whether the violation occurred on school property. Searches may include inspection of text messages, images, recordings, voicemails, and call logs. A prohibited use may result in other discipline, including but not limited to detention, suspension, expulsion, and referral to law enforcement.

Computer

All students receive computer instruction from a computer teacher. Computer classes teach basic computer skills and enhance skills from within the grade-level curriculum.

Electronic Devices (Students)

This policy governs the possession and use of student iPods, MP3 players, electronic games or other electronic devices at school and school-sponsored activities while under the supervision and control of school employees:

GENERAL POLICY:

Students may not use iPods, MP3 players, electronic games or other electronic devices before school (7:30-7:50 am), during school hours, or in bathrooms. During these times and at these locations, electronic devices must be turned off and kept out of sight. A first time violation will result in confiscation of the device for the remainder of the school day and parental notification. A second violation will result in confiscation of the device, parental notification, and return of the device to the student's parents. Additional violations will result in confiscation of the device, parental notification, and retention of the device for up to 14 days.

Any report of a prohibited use will be taken seriously. School officials will confiscate the device when they have reason to believe a prohibited use has been made of the device. St. Peter's school will not be responsible for the loss of any electronic devices that are prohibited by the school. A prohibited use may result in other discipline, including but not limited to detention, suspension, expulsion, and referral to law enforcement.

Telephone

1. The child may not call home to make arrangements to go home with a friend; these arrangements need to be made ahead of time.
2. Generally, students should not call parents to bring forgotten items.
3. Neither teachers nor students are called to the phone during instructional times. Messages may be left with the school office staff.

Tuition Policy

St. Peter Catholic School sets a yearly tuition rate during its budget process. The tuition charged represents only a portion of the actual cost of educating each student. Parish investment, fundraising, other donations and state funds provide the remainder of the cost.

PAYMENT POLICY

St. Peter Catholic School allows for the following methods of paying tuition:

1. Payment in full on or before June 30.
2. TADS Tuition Payment Plan. This is a monthly payment plan, which allows for 2, 10 or 12 monthly payments beginning in July and ending in June. Payments are automatically withdrawn from your checking or savings account, or can be charged to a credit card.

LATE FEE

There will be a \$25.00 late fee per month or fraction of a month if arrangements are not made with the Principal or a representative of the Principal for payment of tuition for students. This fee will be imposed starting June 1 of each school year. Student spaces cannot be held if tuition arrangements have not been made.

REGISTRATION FEE

All families with new students in Pre-School through Grade 7 are required to pay a one-time, non-refundable fee of \$150.00 per student at the time of registration for school.

EXIT FEE

St. Peter Catholic School requires a two-week notice if a student is being withdrawn from the school. Once a student is formally registered for school, parents/guardians voluntarily withdrawing Pre-School through Grade 7 students from St. Peter Catholic School may be responsible for unpaid tuition based upon months of attendance. In addition, a fee equal to one half of the remaining tuition may be assessed. If the school is able to immediately fill that position, a \$100.00 exit fee per student may be assessed instead of this prorated amount.

TUITION ASSISTANCE

St. Peter Catholic School maintains a tuition assistance program for students in Kindergarten through Grade 7 that will allow families who cannot afford the published tuition rates to attend the school. Tuition assistance is usually granted before the end of a school year for the coming year. Application for tuition assistance is handled through the TADS on-line system. TADS (Tuition Aid/Data Services) is the tuition management company for St. Peter Catholic School.

TUITION
2019-2020 School Year

PRESCHOOL – PRE-KINDERGARTEN

Monday – Friday Full Day Ages 3-5 (priority given to 4-5 year olds)

- Tuition is \$5,412.00 per year
- Tuition with extended day is \$6,740.00 per year
- Class size is capped at 20 students
- Staffing is one licensed teacher and one assistant teacher (depending on count)

Monday – Wednesday – Friday Full Day Pre-Kindergarten

- Tuition is \$3,556.00 per year
- Tuition with extended day is \$4,324.00 per year
- Class size is capped at 20 students
- Staffing is one licensed teacher and one assistant teacher (depending on count)

Monday – Wednesday – Friday 1/2 day session – Pre-Kindergarten (Mornings only)

- Tuition is \$2,116.00 per year
- Tuition with morning extended day option is \$2,600.00 per year
- No afternoon extended day option
- Students will be integrated in the program with the full day program
- Class size is capped at 20.
- Staffing is one licensed teacher and one assistant teacher (depending on count)

Tuesday – Thursday 1/2 day session – Preschool ages 3-4 (mornings)

- Tuition is \$1,570.00 per year
- Tuition with morning extended day option is \$1,920.00 per year
- No afternoon extended day option
- Class size is capped at 20 students
- Staffing is one licensed teacher and one assistant teacher (depending on count)

Tuesday – Thursday Full Day Session – Preschool ages 3-4

- Tuition is \$3,040.00 per year
- Tuition with morning, afternoon or both extended day option is \$3,600.00 per year
- Class size is capped at 20 students
- Staffing in one licensed teacher and one assistant teacher if more than 10 students

TUITION
2019-2020 School Year

GRADES K-8 PROGRAM

Tuition Charges

- \$4,525.00 per student (Grades K-6)
 - \$5,000.00 per student (Grades 7 and 8)
- *Includes a \$100 per student re-enrollment fee. Returning families who re-enroll and pay the \$100 per student re-enrollment fee by 2/28/2019 will be credited \$200 per student at the start of the school year. This brings the tuition for returning families who re-enroll by the deadline to \$4,325.00 per student.**

Discounts

- 2nd child in a family-tuition will be discounted \$100.00
- 3rd child in a family-tuition will be discounted \$300.00
- 4th child in a family-tuition will be discounted \$1,125.00

Additional Charges

- Student Technology Fee - \$50.00 per student
- Student Activity Fee - \$20 (per student – used for classroom activities)
- New Family Registration Fee - \$150.00 (non-refundable – due at time of application)
- Re-enrollment fee - \$100.00 per student. This fee is counted toward tuition and is nonrefundable if the student should unenroll prior to the start of the school year.

Other Policies

- If a student withdraws from school, tuition for the quarter we are in at the time of withdrawal is expected to be paid in full. There will not be any additional charges for the additional quarters.

Unpaid Fees

All fees (including activity fees, charges on lost or overdue books and unpaid tuition) must be paid in full by the end of the year. If fees remain unpaid, St. Peter's School may exercise the right to withhold the report cards of the child or children of the family involved until such time that the fees incurred are properly compensated. At the same time, St. Peter Catholic School will not withhold information that would affect a child's educational future at another school.

A child may be removed from school or not be allowed to enroll for the following year at St. Peter's School for a failure by parent/guardian to meet financial obligations on a current or previous balance. This may happen if there is not a mutually agreed upon arrangement with the School Administrator or a representative of the School Administrator.

Uniforms

All students are required to wear the school uniform. Special occasions when other clothing may be worn will be announced. In cases where a class or grade has an “out of uniform” day, the information will come from the classroom teacher or in the weekly school newsletter or monthly calendar.

GIRLS, PRESCHOOL – GRADE 3

- **#19427 Blue plaid, drop waist uniform jumper.**
 - Jumpers are to be no shorter than **2 inches** above the knee.
 - White uniform blouse with **pointed collar, or white turtleneck** shall be worn with the jumper.
 - Monogrammed white, knit polo shirt to be worn under the jumpers and sweatshirts. No t-shirts are allowed.
 - Navy blue or plain white anklets, tights, knee-highs or plaid ruffle socks.
 - **Navy blue leggings shall only be worn under jumpers. (Leggings and sweatshirts alone are not allowed).**
 - Navy blue shorts shall only be worn under jumpers.
 - Plain, navy blue cardigan sweater, plain, navy blue v-neck long sleeved pullover sweater, or school sweatshirt can be worn over the jumper or blouse.
 - Sweaters and sweatshirts are optional, but the **monogram is mandatory.**
-
- Uniform slacks to be worn with white uniform blouse or turtleneck, along with the sweater or sweatshirt except on Mass days. Pants are allowed only from November 1 through April 30.
 - Jumpers are required on Mass days (Fridays).

GIRLS, GRADES 4-5

- #19427 Blue plaid, drop waist uniform jumper with pointed white collar blouse or turtleneck. No t-shirts.
- **Blue plaid #13427 uniform skirt may be worn with a monogrammed white or blue knit polo shirt.**
- Jumpers and skirts are to be no shorter than 2 inches above the knee.
- Navy blue or plain white anklets, tights, knee-highs or plaid ruffle socks.
- **Navy blue leggings shall only be worn under jumpers or skirts (Leggings and sweatshirts alone are not allowed).**
- Navy blue shorts shall only be worn under jumpers or skirts.
- Plain, navy blue cardigan or v-neck long sleeved pullover sweater with logo or school sweatshirt can be worn over the jumper or monogrammed shirt.
- Uniform slacks to be worn with a white uniform blouse, monogrammed white or blue knit polo shirt or turtleneck, along with the monogrammed sweater or sweatshirt.
- **Pants are allowed only from November 1 through April 30.**
- Jumpers and skirts are required on all Mass days (usually Fridays). Check the monthly school calendar.

GIRLS, PRESCHOOL – GRADE 5

- For safety reasons we do not allow open toe/heeled shoes, sandals, flip flops, clogs, platforms, or high-heeled shoes. No “Ugg” slipper/moccasin type shoes or boots of any kind will be allowed. Tennis shoes or non-marking shoes are required.
- No face or lip make-up is allowed.
- No unnatural dyed or highlighted hair or glitter (pink, blue, red, purple, etc.)

- Earrings shall be limited to studs and ½ inch length of any other earring.
- No multiple piercing adornments allowed.
- No other body piercing adornment allowed.
- No feathers braided into your hair.

NON-UNIFORM DAYS

- No ripped, frayed, or excessive ornamentations.
- No pants or shirts with verbiage anywhere.
- Shorts/skirts for girls shall be fingertip length (mid-calf), but no shorter than 2 inches above the knee.
- No strapless or spaghetti straps.
- No plunging necklines or mid-drift exposure.
- No exposure of undergarments.

BOYS, PRESCHOOL – GRADE 5

- Tennis shoes or non-marking dress shoes are required.
- A monogrammed royal blue knit polo shirt shall be worn alone or under the monogrammed sweater or school sweatshirt.
- Navy blue twill uniform pants or blue twill uniform shorts are to be no shorter than 2 inches above the knee. Shorts shall not be worn on Mass days. **Shorts may be worn the 1st two weeks of school and the last 2 weeks of school or when temperature is supposed to reach 75 or above.**
- Plain, monogrammed navy blue cardigan, v-neck long sleeved sweater or sweatshirt, can be worn over the uniform shirt and must be worn over the white turtleneck.
- Monogrammed sweaters or sweatshirts are optional, but the **monogram is mandatory**.
- Navy blue or white socks shall be worn.
- No unnatural dyed hair (pink, blue, red, purple, etc.)
- No body art (permanent or temporary tattoos.)
- Boys' haircut shall be cut at the eyebrows and above the shirt collar.
- Boys are not allowed any adornment piercing.

MIDDLE SCHOOL UNIFORMS

GIRLS, GRADES 6 AND 7

- Plain, blue pleated skirt with white, collared blouse, long or short-sleeved, white or blue interlock monogrammed knit polo or the monogrammed blue knit polo shirt. If wearing the white blouse, a monogrammed sweater is required.
- Blue leggings may be worn under skirt.
- Shorts may be worn under the blue pleated skirt.
- White or navy blue socks with dress shoes (no tennis shoes)

BOYS, GRADES 6 AND 7

- Khaki pants with black or brown belt.
- No shorts allowed.
- Blue knit polo or the white or blue performance knit shirt with monogrammed logo
- Black, navy or brown socks with dress shoes (no tennis shoes)

NON-UNIFORM DAYS

- No ripped, frayed, or excessive ornamentations.
- No pants or shirts with verbiage anywhere.
- Shorts for boys shall be fingertip length, but no shorter than 2 inches above the knee.

Visitors

All visitors must sign in and out at the office when entering and leaving the building during the school day. Parents/guardians and visitors are welcome for open houses, special programs, or observations and are welcome to visit the school. Visitors who wish to observe classrooms are asked to make an appointment with the principal and check in at the school office before going to the classroom.

Volunteers

Volunteers have always played a large role in creating the caring community present at St. Peter's School. Opportunities to contribute are available both within the school and at home. Room parents, teacher aides, typists, special event helpers, chaperones, office and playground helpers are among the variety of roles for volunteers.

At St. Peter Catholic School, we recognize the important role parents play in their child's education. The parent volunteer community is critical in running many vital school programs. From helping in the classroom to helping with key fundraisers and staffing special events, we ask every family to contribute in some way. We ask every family to volunteer during the school year as they are available. We understand the time constraints of many families, so please thoughtfully consider the opportunities available to partner in your child's education.

We appreciate the time spent by the volunteers, but we do need to request that preschoolers do not accompany you when volunteering. Equipment in the workroom area of the school, activities on the playground and the role of supervisor of children on a field trip all require the complete attention of the volunteer.

In compliance with recent Archdiocesan recommendations for volunteers, drivers, chaperones, etc., the essential three requirements are necessary: VIRTUS Training, background check, and a signed Code of Conduct form.

We ask all volunteers to always respect confidentiality. Volunteers should not comment on individual students, faculty members, and the school to other parents or to their own family members. At times, volunteers might receive privileged information. If you have concerns of any kind, please communicate them to the teacher or school administrator.