



# STUDENT & FAMILY HANDBOOK

2019-2020

206 East Washington Street

Slinger, Wisconsin 53086

262-644-8083 x3105

FAX 262-644-7951

[www.spcsslinger.org](http://www.spcsslinger.org)

## Contents

Welcome to St. Peter Catholic School .....	4
School Mission Statement .....	4
School Vision Statement .....	4
School Faculty and Staff.....	5
Accidents.....	6
Accreditation.....	6
Address Change .....	6
Admissions .....	6-8
Athletics .....	8
Attendance and Absences .....	8-9
Bus Transportation.....	10
Child Abuse .....	10
Child Custody .....	11
Class Size Guidelines .....	11
Communication.....	11
Concerns/Clarifications/Comments.....	11
Curriculum.....	12-13
Discipline .....	13-15
Dismissal .....	15
Dress Code .....	15-18
Drills .....	18
Emergency Closing.....	18
Extended Care and Childcare.....	18
Extra-Curricular .....	18-21
Facilities.....	21
Field Trips.....	21-22
Food Allergies.....	22
Grievance Procedures for Parents/Legal Guardians.....	22-23
Harassment or Bullying.....	23-24

Homework.....	24-25
Illness.....	25
Library and School Textbooks .....	25-26
Liturgies.....	26
Lunch and Snacks .....	26-27
Lunchroom Rules .....	27
Medication .....	27-29
Non-Smoking.....	30
Parking .....	30
Pets.....	30
Playground Rules .....	30-31
Recess.....	31
Registration .....	31
Report Cards.....	32
Respect for School Property .....	32
Retention .....	32
School Schedule .....	32
Standardized Testing.....	32-33
Student Records.....	31-32
Support Your School .....	32
Technology and Electronic Communication .....	33-36
Tuition and Fees.....	36-37
Respect for Others .....	37
Use of Phones .....	37
Visitors .....	37-38
Volunteer.....	38
Wellness .....	38-39

## **Welcome to St. Peter Catholic School!**

We are excited that you have made the decision to provide your child with an excellent education academically, but more importantly, one united in Christ. Thank you for entrusting us with this most important role!

This handbook has been prepared to help you become familiar with the procedures and policies of St. Peter Catholic School. We hope that you will find this handbook useful and informative during the school year.

## **Parish Mission Statement**

We, the members of St. Peter Parish, Slinger, Wisconsin, as a true Christian Community, under the guidance of the Holy Spirit, resolve to make our parish a center of spiritual growth and renewal.

We dedicated ourselves to the call of the Mission of the Church by providing Catholic education, formation and moral guidance, based on the gospel, for all the people of our community.

We accept the challenge to live a Christian life! We celebrate our relationship with God through Liturgy, Sacraments and Prayer.

As a faith-filled community, we promise to be caring and supportive of our brothers and sisters in Christ, who may be hurting spiritually, physically, emotionally or financially.

To foster a just and peaceful society, each member, with his or her talents, time and treasure, will contribute to the good and growth of our entire Parish.

May the Holy Spirit bless our efforts to form a faithful, trusting and loving community.

## **School Mission Statement**

St. Peter Catholic School, as part of the St. Peter Parish and the Tri-Parish Community, including Resurrection and St. Lawrence Parish, will promote an environment in which the staff and students can live, learn, love and grow in their faith and relationship with Jesus Christ. In doing so, St. Peter Catholic School will strive to make Catholic education available, accessible and affordable to all that seek a faith-filled education.

## **School Vision Statement**

St. Peter Catholic School, as part of the St. Peter Parish and the Tri-Parish Community, including Resurrection and St. Lawrence Parish, is called to provide a quality academic education for lifelong learning rooted in the Catholic tradition and values as proclaimed by the Gospel.

## School Faculty and Staff 2019 - 2020

Pastor	Fr. Richard Stoffel	644-8083 x 2106 <a href="mailto:fr.rick.stoffel@stpeterslinger.org">fr.rick.stoffel@stpeterslinger.org</a>
Principal / Marketing Director	Ms. Cheryl Jaeger	644-8083 x 3100 <a href="mailto:cheryl.jaeger@stpeterslinger.org">cheryl.jaeger@stpeterslinger.org</a>
School Secretary	Mrs. Yvonne Stucke	644-8083 x 3105 <a href="mailto:schoolsecretary@stpeterslinger.org">schoolsecretary@stpeterslinger.org</a>
Child Care Teachers	Mrs. Theresa Smith Mrs. Tami Kramer	644-8083 x 3103
3K	Mrs. Theresa Smith	<a href="mailto:theresa.smith@stpeterslinger.org">theresa.smith@stpeterslinger.org</a>
4K	Mrs. Nicole Metcalf	<a href="mailto:nicole.metcalf@stpeterslinger.org">nicole.metcalf@stpeterslinger.org</a>
5K	Ms. Beth Herriges	<a href="mailto:beth.herriges@stpeterslinger.org">beth.herriges@stpeterslinger.org</a>
Grade 1	TBD	
Grade 2	Mrs. Christine Strobel	<a href="mailto:christine.strobel@stpeterslinger.org">christine.strobel@stpeterslinger.org</a>
Grade 3	Mrs. Dawn Heibler	<a href="mailto:dawn.heibler@stpeterslinger.org">dawn.heibler@stpeterslinger.org</a>
Grade 4	Mrs. Kelly Orlowski	<a href="mailto:kelly.orldowski@stpeterslinger.org">kelly.orldowski@stpeterslinger.org</a>
Grade 5	Mrs. Michelle DeVries	<a href="mailto:michelle.devries@stpeterslinger.org">michelle.devries@stpeterslinger.org</a>
Art	Mrs. Jenifer Koebel	<a href="mailto:jenifer.koebel@stpeterslinger.org">jenifer.koebel@stpeterslinger.org</a>
Music	Mr. Andrew Smith	<a href="mailto:andy.smith@stpeterslinger.org">andy.smith@stpeterslinger.org</a>
Technology	Mrs. Manya Suchy	<a href="mailto:manya.suchy@stpeterslinger.org">manya.suchy@stpeterslinger.org</a>
Phy Ed / Health	Ms. Marielle Klement	<a href="mailto:marielle.klement@stpeterslinger.org">marielle.klement@stpeterslinger.org</a>
Library	TBD	
Spanish	Mrs. Heidi Duerst	<a href="mailto:heidi.duerst@stpeterslinger.org">heidi.duerst@stpeterslinger.org</a>
Maintenance	Mr. Anton Wiesner	<a href="mailto:maintenance@stpeterslinger.org">maintenance@stpeterslinger.org</a>
Custodians	Mrs. Pam Cain and Mrs. Tammy Garrison	
3K Aide	Mrs. Tami Kramer	
4K Aide	TBD	
Piano	Mrs. Kerry Garica	

## Accidents

Emergency Health Information Records are kept on file in the office and include contact information given to us by parents/guardians. Please include all telephone numbers where we may reach you, including cell phone numbers. Parents/guardians will be notified immediately in case of an accident of any seriousness.

## Accreditation

St. Peter Catholic School is accredited by the Wisconsin Religious and Independent School Accrediting Association and the Archdiocese of Milwaukee. St. Peter Catholic School has achieved the high standards of excellence required of all members of the Wisconsin Religious and Independent School Accreditation and is fully accredited by the Board of Directors.

## Address Change

Any change in address, phone number, or e-mail address needs to be reported to the school office as soon as the change is effective.

## Admissions

- **New Student Admission** - St. Peter Catholic School does not discriminate on the basis of race, color, national origin, ethnicity, gender, or disability in the administration of its admissions policy. The school admits students of any race, color, national origin, and ethnicity as all are recognized as children of God. The final decision for admission, instruction and retention of any student rests with the principal and pastor.
- **Admission Placement** – The following placements will be used to determine admission:
  - a. Students who are currently enrolled as of the current year. The priority will be canceled if the student leaves the school.
  - b. Students of families with siblings currently enrolled that are active and registered members of the Tri-Parish (St. Peter, Resurrection, and St. Lawrence).
  - c. Students of the Tri-Parish employees
  - d. Students from other Catholic parishes
  - e. Students from other religious affiliations
- **Non-Catholic students** - All are welcomed for enrollment at St. Peter Catholic School. Because of the nature of a Catholic school, religion is taught daily as part of the curriculum. Catholic values are also incorporated into all other aspects of the curriculum. Students are expected to attend Mass, study Scripture, and become involved in outreach activities. All students attending St. Peter Catholic School must participate in religion classes, including homework and parental involvement. All students must be present at all liturgical celebrations and prayer services. Non-Catholic students are encouraged to participate to the extent to which they are allowed by the Catholic religion and their own.

- **Students with Special Needs, Service Plans or IEPs** - Students with special needs, service plans or IEPs will be given a careful consideration for admission at St. Peter Catholic School. We will review the plans and resources to see if we can meet the needs of the students both academically and spiritually at their ability level.
- **Homeschooled Students** – Students shall be placed in a grade level with academic assessment determined by the principal. The final decision of grade placement is made by the principal.
- **Transfers from another school to St. Peter Catholic School** - A student transferring to a given school presents the most recent student evaluation form or report card as evidence of achievement in the school last attended. When the transfer is not due to a change of address, the principal enrolls the student temporarily while contacting the former school for the reasons of the transfer. Upon receiving satisfactory reasons for the transfer, the student is formally enrolled. The receiving school requests that all of the student's cumulative and confidential records be sent from the former school. Records are mailed directly to the school in which the student is newly enrolled. Parental, guardian, or adult student written authorization for the transfer of records is not required for the records to be released and sent to the new school in which the student is enrolling. Unless there are compelling reasons for not doing so, this record transfer should take place within five (5) days of receiving the request.
- **Transferring to Another School/Moving** – Parents/Guardians should notify the school office in writing and in advance of their plans to take their children out of school.
- **Requirements for children entering 3K**
  - Age 3 on or before September 1<sup>st</sup> in the year he or she proposes to enter school (Wisconsin Statute 118.4, 118.33 (6))
  - Immunization records
  - Appropriate health information
  - Birth certificate to copy the information
  - Baptismal certificate
  - Toilet trained
- **Requirements for children entering 4K**
  - Age 4 on or before September 1<sup>st</sup> in the year he or she proposed to enter school. (Wisconsin Statute 118.4, 118.33 (6))
  - Immunization records
  - Appropriate health information
  - Birth certificate to copy the information
  - Baptismal certificate if not already in school file
  - Toilet trained

➤ **Requirements for children entering 5K**

- Age 5 on or before September 1<sup>st</sup> in the year he or she proposed to enter school. (Wisconsin Statute 118.4, 118.33 (6))
- Immunization records
- Appropriate health information
- Birth certificate to copy the information
- Baptismal certificate if not already in school file

➤ **Requirements for children entering Grade 1**

- Age 6 on or before September 1<sup>st</sup> in the year he or she proposed to enter school. (Wisconsin Statute 118.4, 118.33 (6))
- Completion of 5 year old kindergarten program is a prerequisite to enrollment in first grade
- Signed record release from previous school
- Health/immunization record

➤ **Required Immunizations**

Wisconsin state law requires that **ALL students** attending public, private and parochial schools must follow minimum requirement immunizations for each age/grade level. Contact your doctor or local health department.

## **Athletics**

St. Peter Catholic School and St. Kilian (Hartford) have a combined 5<sup>th</sup> grade athletic program. The following athletic activities are available:

Cross Country – Girls and Boys

Basketball – Girls and Boys

Volleyball – Girls and Boys

Track and Field – Girls and Boys

Any sport activity will be made available if there are two adult (over age 21) volunteers willing to coach and/or supervise the sport activity. All athletic activities will be in compliance with Archdiocesan regulations and policy 6145. The student athlete must be in school all day in order to participate in practices or games.

## **Attendance and Absences**

It is the shared responsibility of the school and the home to assist students to develop desirable habits of punctuality and attendance. Students are expected to attend school regularly in compliance with Wisconsin State Statutes 115.118.16. Absences are sometimes necessary due to illness, death in the family, doctor/dental appointment or whenever the principal considers that exemption from attendance is in the best interest of the pupil. All absences, excused and unexcused, must be recorded in the legal attendance records.

- If a child will be absent, parents/guardians shall notify the school office by 8:00 am for 3K – 5<sup>th</sup> grade students. If parents/guardians do not notify the school by 8:00 am, the



school secretary will contact parents/guardians. Parents/guardians will not be credited for their child's hot lunch, milk or childcare if they have not called by 8:00 a.m.

- If homework is requested for a child who is ill, please indicate such when calling the school office. Homework may be picked up at the end of the school day in the office. Please do not interrupt learning by trying to make arrangements with a teacher during the day.
- A child may return to school after a long absence due to illness if the parent/guardian was advised by the doctor of the communicability of the disease. A doctor's release is not necessary.
- No child is to leave the school premises during class hours or recess without written permission from his/her parent/guardian and permission from the principal.
- We discourage taking children out of school for trips/vacation during school time. Even though a child may do assigned make-up work at home, much understanding is lost by missing class participation. Please contact the student's teacher for procedures for trips/vacations.
- All excused and unexcused absences are recorded. Examples of excused absences include illness, death in family, or doctor/dentist appointment. A trip or vacation is considered an unexcused absence.
- If a student must arrive late, leave during the school day/lunch hour, or dismiss early due to a medical appointment, a note must be sent to the school office notifying of the request. Parents/guardians are required to sign the child in and out in the school office.
- Under no circumstances will a child be released during the regular school day to anyone other than the legal/custodial parent/guardian unless a note is sent by the parent/guardian identifying the person that is to pick up the student. Students must wait for their ride in the school office, and the indicated individual must sign a release form before leaving the premises.
- A student who is absent from school without an acceptable excuse for part or all of five days on which school is held per semester is considered habitually truant. In compliance with the Wisconsin State Statute 118.15, a student may not be excused from school by a parent for more than ten days in a school year.
- **Tardiness**- A student is considered tardy if he/she is not in the classroom by 7:25 a.m. Parents/Guardians are asked to accompany a child arriving late to the school office. A written note or verbal reason from the parent/guardian explaining the tardiness will be requested and noted on an Admission to Class slip given to the child. As excessive tardiness interrupts a child's and a classrooms' learning, a tardy child may be required to stay after regular dismissal time with school personnel. Parents/guardians are responsible for transportation home from school.
- A student will be considered a half day absent if he/she arrives after 8:30 am or leaves before 12:30 pm on a regular school day.

## Bus Transportation

Students riding school buses are to comply with the bus company's regulations and are to respect and obey the driver at all times. Incidents of misbehavior are reported directly to the

bus company by the driver. Please contact the principal with any concerns or questions about bussing. Any student who plans to ride the bus to a destination other than his/her regular stop must bring a note from a parent/guardian. The school office will put the note on school letterhead to give to the bus driver upon boarding the bus.

#### **Bus Regulations – Slinger School District**

- Be on time; keep the bus schedule.
- Wait until the bus comes to a complete stop before attempting to approach or enter the school bus. Board the school bus in an orderly fashion.
- No shoving, pushing, or horseplay.
- If it is necessary to cross the road when leaving the bus, always wait for the signal from the driver, then cross in front of the bus.
- Help keep the buses clean, sanitary and orderly.
- Conduct yourselves as young ladies and gentlemen and representatives of yourself, your family, your school, and your church.
- All students will remain seated while the bus is in motion.
- Do not open the bus windows unless authorized by the bus driver.
- Hollering out of the windows is prohibited.
- Keep head, hands and arms inside the bus at all times.
- The emergency door is to be opened only in case of emergency.

The bus driver is in full charge. Obey him/her promptly and cheerfully. The bus driver may assign seats to riders. Conduct on buses for special trips are expected to be the same as on daily trips to and from school. The bus company will report any misconduct to the school office. Parents/guardians will be notified of unsatisfactory conduct and if such conduct persists, a bus rider may be denied riding privileges.

The driver will not discharge the students at places other than the regular bus stops unless the student has the written consent of his/her parent/guardian and approval by the principal.

In the event of inclement weather, announcements will be made on the local radio or Milwaukee TV stations as to whether or not buses will operate. St. Peter Catholic School will follow Slinger School District for school closings, late starts, and early releases.

## **Child Abuse**

All educational personnel are required by law to report any cases of suspected child abuse. This includes but is not limited to physical abuse, sexual abuse and emotional abuse. Suspected child abuse cases will be reported to the Washington County Department of Social Services. St. Peter Catholic School Staff will cooperate with social services and with law enforcement officials in all investigations involving St. Peter Catholic School students. St. Peter Catholic School will also be in compliance with Archdiocesan Policy concerning child abuse.

## Child Custody

When school authorities learn that a student is the subject of a court decree, which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of the court decree.

Alternately, a letter from an officer of the court stating the requirements of the court in this manner will suffice.

If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), copies of the student progress report shall be issued to both parents in conformity with Wis. Stat. 118.125 (2)(a) unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24(4), in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125(2)(m).

## Class Size Guidelines

Class size guidelines - 20 students for the 3K and 4K programs and 25 students in grades 5K-5.

## Communication

Information will be sent home in a **Family Folder/Keynotes every Wednesday**. Any organization wishing to send information home must have that information to the school secretary by noon on Tuesday of each week (subject to principal approval). All communications for family folders/keynotes must be approved by principal. If you submit information late, your request may be denied.

## Concerns/Clarifications/Comments

Parents/guardians are first asked to make an appointment with their child's classroom teacher to discuss any concerns, clarifications, questions or comments. Our teachers are eager to be kept up to date on any issues that arise so they will have all information necessary to deal with situations as they arise. Some problems do have a tendency to recur, so please feel free to contact the teacher again, even if you are still concerned about the same issue, or if you are simply looking for an update. Our teachers are here to work with parents/guardians as partners in doing what is best for the children. We do ask, however, that parents refrain from trying to engage teachers at the beginning and end of the day as these are the busiest times for them to keep track of the children. Appointments with intended conversation work best. If a parent/guardian still has concerns after meeting with the teacher, they may request an appointment with the principal.

## Curriculum

Curriculum development is ongoing to provide for the use of current materials and methodology in each subject area. The curriculum meets and/or exceeds the standards set by the state of Wisconsin and the Archdiocese of Milwaukee.

- **Religion** - Religion classes encompassing the Catholic philosophies and values are conducted mainly by the teachers, with added instruction from the Pastor/Associate Pastor. The curriculum presents the Theology and Scripture in a sequential approach recognizing the increasing level of student understanding. Classroom instruction is supported by liturgical experiences, scripture assemblies and community service activities.
- **Family Life** - The Human Growth and Development program focuses on the skills necessary for coping with everyday life situations. Areas addressed include: affective development, interpersonal relationships, family involvement, study skills, alcohol and drug abuse and human development. All are presented from the Catholic faith viewpoint.
- **Spanish** – Students are introduced to colors, numbers, objects, families and calendar, and they engage in conversation using the language for personal enjoyment and enrichment. Through this program, students also gain knowledge and understanding of other cultures.
- **Math** - In our Math curriculum, the students learn how to apply skills and knowledge, and also when and why. There is a strong emphasis on the use of manipulative and real-life learning. The math program seeks to develop the student's ability to problem solve.
- **Reading/Language Arts** - The Reading/Language Arts curriculum emphasizes an interdisciplinary approach to reading and writing, including the use of Phonics. The curriculum provides students with a program focusing on oral communication (listening, speaking), as well as written communication (writing, spelling, penmanship).
- **Technology** - Students receive instruction of the basic computer skills each week in a classroom setting. They are given opportunities to use the computers to assist them with their learning and to support the skills and concepts presented in all curricular areas. The use of iPads and interactive whiteboards expand the learning environment and allow the children to explore creative learning. Any student using the school's computers or telecommunications equipment needs to sign an Acceptable Use Policy statement.
- **Science** - The Science curriculum emphasizes learning concepts through hands-on experiences. It is through this active participation that they develop inquiry skills and problem-solving strategies. They develop an understanding of how science relates to

everyday life.

- **Social Studies** - The Social Studies curriculum provides students with an awareness of the world around them. It focuses on current and past issues and helps students develop pride for our country. They acquire the knowledge, skills, and values needed for a full and productive citizenship.
- **Fine Arts** - Art and Music are an integral part of the school curriculum. In Art, the students become familiar with and experience a variety of media. The Music program helps students use, value, and understand music in an enjoyable environment.
- **Physical Education and Health**- Our Physical Education and Health program helps students progressively develop their physical capabilities and a healthy attitude. Activities promote physical fitness and recreational competence in accordance with the abilities and needs of each student.

## Discipline

Students are expected to act in such a manner that the rights of all are safeguarded. It is assumed that common sense, right judgment and Christian morality are the guides by which student actions are measured. Positive reinforcement of proper conduct is offered on a continual basis by the classroom teacher.

Whenever a student's conduct is such that it demonstrates repeated refusal to obey school rules, endangers the property, health, safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance. The principal and/or pastor are the final recourse in all disciplinary situations and may waive any and all regulations for just cause at their discretion.

Documentation of inappropriate conduct will be kept on file. Such actions may be of three kinds:

1. **Probation:** A conditional enrollment during a trial period. Responsibility of placing a student on probation resides with the principal after exercising appropriate consultative measures.
2. **Suspension:** A temporary termination of enrollment until stipulated conditions are met. Prior to the suspension, the student will be advised of the reason, and a record will be kept of the meeting. The parent/guardian will be given prompt notice of the suspension and the reasons for the action. Counseling may be required.
3. **Expulsion:** A termination of enrollment permanently or for an extended period. A student may only be expelled by the pastor after consultation with the principal, parents/guardians, and student. Expulsion is to be considered only as a last resort.

Students asked not to return the following year for behavior reasons are considered expelled. (Violence or threatened violence may be a reason for expulsion.)

**Suspension and expulsion procedures may be exercised when a student's conduct endangers property, health, or safety of others or is disruptive to the learning environment. Examples of, but not limited to, serious behaviors, are:**

- Possession or use of weapons, "look alike" weapons, or any object deemed potentially harmful to other
- Possession or use of illegal drugs, alcohol and/or tobacco
- Vandalism
- Fighting
- Physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Bullying, Cyber Bullying, or any aggressive behavior that includes threats, intimidation, socially seclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations
- Any severe, sexual or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another, or create an atmosphere of intimidation

**Expulsion procedure:**

1. Actions taken to suspend or expel students shall be preceded by internal school procedures and supported by defensible records.
2. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place. A hearing committee will be established to insure objectivity.
3. The hearing committee makes a recommendation to the principal and pastor. The recommendation will be to:
  - Suggest other disciplinary actions in lieu of expulsion.
  - Exonerate the student of any wrongdoing.
  - Expel the student.
  - Before the hearing is held the parents and student are informed of the fact that the student may voluntarily withdraw up until the time that the final disciplinary action that is approved takes effect
  - If the decision to expel the student is made, parents/guardians are notified in writing

**Appeal:** The student or his/her parent/guardian may, within the five school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will investigate that the correct procedures were followed as defined by Archdiocese policy.

**Police Questioning and Apprehension:** Law enforcement officers or social service providers may not remove a child from a school building for questioning while the child is properly in attendance without permission of the child's parent. However, the situation would be different

when an enforcement officer or social service agent has a warrant for the child's arrest or an order signed personally by the judge of the children's court.

### **Unacceptable behaviors**

- Controlled substances and lethal weapons are not allowed in a school zone, on school grounds or at school events.
- Tobacco-Free: Our school is a tobacco-free school. No smoking is allowed on school premises.
- Vandalism is a display of open disrespect for property. Any such behavior will require the individual involved to correct the problem personally or by paying to fix the damage.
- Violence is causing physical harm to another. Threatened violence is threatening to cause physical harm to another. A student could be expelled or suspended for acts or threats of violence.
- Any type of sexual display that intimidates others or causes others to feel uncomfortable.
- Inappropriate language is unbecoming in a Catholic School atmosphere. It will not be tolerated on school/parish grounds. Instances of this kind should be reported to the supervisors and they in turn will report to the principal if need be.

### **Dismissal**

School is dismissed at 2:25 p.m. (11:00 a.m. for half day 3K and 4K students). Half day 3K and 4K students will have to be picked up by the front door. Bussing is available for all day students from grades 4K – 5<sup>th</sup>. There is no bus transportation for 3K students and half day 4K students. All day 3K students will need to be picked up by 2:25 p.m. at the front doors. Parents/guardians who pick their children up are asked to wait outside the front doors of school.

The classroom teachers will walk with the children outside once the busses have exited the parking lot. Students being picked up by vehicle will be dismissed through the side doors to the pickup line with the supervision of staff. No child will be left unsupervised at dismissal.

Please be prompt when picking up your children. If parents/guardians have not picked up their child within ten minutes after dismissal, they will be sent to the childcare room and a childcare fee must be paid.

Parents/guardians are welcome to come into school after the buses have left the parking lot and children have been dismissed through the front doors. We appreciate your patience and cooperation with the procedure as it helps to insure that children get safely to the correct buses in a very short period of time.

Parents/guardians who would like to talk with a teacher are asked to please make an appointment rather than trying to talk with the teacher when children are arriving or being dismissed from school.

## Dress Code

- Dress Code for K3 is optional. The K3 students must dress in a neat, modest and clean fashion in styles that are practical and appropriate in the classroom.

### 4K -5<sup>th</sup> Grade Dress Code

- Students are to be in uniform during school hours. This includes arriving at school and leaving the building for home in uniform. No logos or labels are to be visible.
- Out-of-Dress Code days will be announced and at the discretion of the principal.
- Scouting top uniforms may only be worn on the day of student's scout meeting.
- Whether in uniform or out of uniform, clothing must fit properly, be clean and in good repair.
- All students must wear tennis shoes on gym days.
- Outerwear jackets or coats are not to be worn during the class times.
- **Pants/Slacks/Capris/Crops**
  - Navy Blue, Black, or Khaki
  - Cotton Chino/Twill, Corduroy, or Poly/Rayon
  - Straight-legged pants, pleated, plain, or straight front
  - Blue jeans, bib overalls, camouflage, baggy, or "hanging on the floor" pants, sweatpants, wind pants, jogging pants, stretch pants, loose baggy pants, cargo/external side leg pockets or anything similar are not acceptable
  - Must be worn on natural waistline (with or without a belt or elastic)
- **Cotton or Knit Shirts**
  - White, Red, or Navy Blue.
  - Short or long sleeved
  - Polo, oxford or Peter Pan style
  - May be worn with only one button unbuttoned
  - All shirts must have collars and be tucked in at all times
- **Turtleneck**
  - White, Red, or Navy Blue
  - May be worn alone or under a vest, sweater or sweatshirt
  - Must be tucked in at all times
- **Walking Shorts/Skorts (May 1 – September 30)**
  - Navy Blue, Black, or Khaki
  - Cotton Chino/Twill, Corduroy, or Poly/Rayon Blend
  - Pleated, plain, or straight front
  - May not be worn to church
  - No cargo/external side leg pockets
  - Must be no more than two inches above the knee
  - Must be worn at natural waistline (with or without a belt or elastic)



- **Sweaters and Fleece**
  - White, Red, or Navy Blue
  - Cardigan, long-sleeved pullover, sleeveless vest, V-neck, or crewneck
  - Must be worn with a collared shirt underneath
  - Hoodies or oversized garments may not be worn in the classroom
- **St. Peter Catholic School Spirit Wear**
  - White, Red, or Navy Blue
  - Sweatshirts, zip-fleece or pullover, with collared shirt underneath, or long or short sleeved polo
  - Hoodies or oversized garments may not be worn in the classroom
- **Belt (optional)**
  - Black, Brown, or Navy
- **Shoes/Tennis Shoes**
  - Black, Brown, Navy, or White
  - Tennis Shoes must have non-marking soles
  - Must be tied, buckled, velcroed, or moc-styled with a full back
  - No light ups, clogs, crocs, flip flops, jellies, platforms, wheelies/roller shoes, backless or any footwear that deemed to be unsafe or distracting
- **Sandals (May 1 – September 30)**
  - Well-fitted and back strap are acceptable
- **Socks**
  - Solid Colors - Tan, White, Navy Blue, or Black
  - Must be worn at all times with exception of sandals
- **Cargo Jumpers/Skirts**
  - Navy Blue, Khaki, or Classic Navy/Evergreen Plaid
  - No trim, decorations or designer labels
  - No cargo/external side leg pockets
  - Must be no more than two inches above the knee
  - Must be worn at natural waistline
- **Biking Shorts, Leggings or Pull-On Pants**
  - Navy Blue, Black, Khaki, or White
  - May only be worn under jumper or skirt
- **Head Pieces**
  - White, Navy Blue, Red, or Black

- **Jewelry**
  - Wristwatch, one ring, one necklace, stud earrings/hoops no larger than a quarter size, or one stud per ear
  - Dangling or large hoop earrings, pocket chains, or body piercings are not allowed
- **Head Wear**
  - Caps, hats, scarves or other head gear are not allowed in the classroom
  - Only to be worn outside
- **Hair**
  - Cleaned, combed, natural and out of the eyes (bangs must be no longer than eyebrow level or must be kept out of the eyes)
  - Unnatural hair dye and/or bleaching or extreme hair styles are not allowed

The enforcement of the dress code is the responsibility of the teachers and principal. Any final decision regarding the dress of a student will be made by the principal.

## Drills

- **Fire Drills**- At least once per month a fire drill is conducted in the school building. Everyone must exit the building at the sound of the fire bell. This includes **all adults**. Exit the nearest door and stand 500 feet away from the building until the signal for re-entry is given.
- **Tornado Drills**- These drills are held once a year before the tornado season (Usually in April) begins in the spring of the year.
- **Lockdown Drills** – These drills are held twice during the school year.
- **Evacuation Drills** – These drills are held once during the school year.

## Emergency Closing

In cases of inclement weather, please tune in to the local radio stations or Milwaukee TV stations. St. Peter Catholic School will follow the same schedule as Slinger Schools District with regard to closings, late starts and early releases. Please look for and follow the Slinger Public School announcement on TV or radio.

## Extended Care – After and Before Childcare

St. Peter Catholic School offers before school childcare (6:30 – 7:15 a.m.) and after school child care (2:30 – 5:30 p.m.) Monday - Friday. Childcare is available during the academic calendar year. Parents/guardians should contact the school office for the fee schedule and what is required if they plan to use this service. Advanced notice is required, as is a Childcare Registration Form and non-refundable registration fee. Call the school office for more information or to make arrangements for childcare.

## Extra-Curricular Activities

Along with excellent academic programs which focus on the basics, St. Peter Catholic School offers students many unique opportunities to gain experience in leadership, public speaking, music, and creative academic learning.

**Leadership/Service Projects/ Public Speaking**

Mass participation and planning – Because of regular opportunities to read in church, speaking before others becomes “second nature” for many children. They may work together as a class to plan parts of a special Mass. The first grade prepares for and takes part in their first planned Mass in February. The second grade plans and participates in the All Saints Day Mass, and the fifth grade plans their graduation Mass. Children in the 3rd through 5th grades may also become Mass servers for the weekly all-school Mass.

**All-School Service Projects**

In preparation for Christmas, the children get together in their classrooms to organize and manage small-scale treat sales and/or drawings to raise money for the school’s “adopted family”. Some other examples that students have participated are the following: “Math-a-thon” to benefit St. Jude’s hospital or American Heart Association Jump Rope for Heart.

**Buddy System**

The fifth graders help the 5K children on the playground and during all-school activities. The fifth graders build leadership skills, and show compassion and empathy for 5K children. Children participate in the “adopted grandparent” program in conjunction with local area nursing homes.

**Prayer/Pledge of Allegiance/Announcements**

Each school day begins with prayer, pledge of allegiance and announcements. Children enjoy taking turns with this responsibility. The students do prayers before lunch, at the end of the day as well as throughout the day.

**Junior Achievement Program**

This program teaches students about work readiness, entrepreneurship, and financial literacy through a series of hands on and engaging activities. It is offered in 4K-5<sup>th</sup> Grades. It is a partnership we have with the business community.

**Cultural Fair/Science Fair/Religion Fair/History Fair/Invention Fair/Art Fair**

Students work on projects and present them at the science, religion, history, cultural or invention fair on alternating years. They come up with some amazing presentations and designs.

**Cub Scouts**

Cub Scouts is available for all first – fifth grade boys at St. Peter Catholic Parish and School. The benefit of Cub Scouting is consistent with those published by the Boy Scouts of America. Cub Scouting does not emphasize winning as an end result, but rather the far more demanding task of doing one’s best. The pack is divided into dens: Bobcats, Tiger Cub, Wolf, Bear and Webelos. Each level brings the boys from a level of dependence to independence, developing skills and knowledge, creating fellowship with each other and the community, all while having fun.

**Girls Scouts**

Girl Scouts is available for all first – fifth grade girls at St. Peter Catholic School. They are a part of the Girls Scouts of Wisconsin Southwest. Daisy (grades 5K and 1<sup>st</sup>), Brownies (grades 2 and 3), and Juniors (grades 4 and 5) are the three levels of girls scouts. The girls will have fun while building courage, confidence, character, values, leadership development, and collaboration.

**Creative Solutions**

The students are thinking creatively to come up with solutions while collaborating with other students. It helps strengthen problem solving skills, think critically, build team work and have fun!

**Picasso's Arts and Crafts Club**

Students will have the opportunity to participate in a variety of art & craft activities. They will use their creative & problem-solving skills as well as self-expression using variety of art materials.

**Math Study Group**

Math Study Group is an after-school program for 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students that would benefit from extra reinforcement with their math assignments and daily math skills and concepts.

**Fifth Grade Athletics**

Students in fifth grade have an opportunity to participate in the following sports: cross country, volleyball, basketball and track. They participated in a combined team of students from St. Peter Catholic School and St. Kilian Catholic School.

**Bell Choir**

The fifth grade students learn songs on the Hand Bells, and they perform these songs on occasional masses as well as Christmas and Spring concerts. Learning to play the bells takes practice, patience, and persistence. Great care is taken by each fifth grader to ensure the bells are taken care of on a weekly basis, including wiping them off after rehearsal, keeping the bells from clanging together, and setting up and putting away equipment by themselves. Students are learning note reading, chord reading and making beautiful music.

**School Choir**

The choir meets once a week on Wednesday mornings at 6:50 a.m. The students learn special songs to be sung at occasional masses, Christmas concert and Spring concert. The choir includes students from 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades. Students work together to make beautiful music to enhance worship at St. Peter Catholic Church.

**Piano**

The students have the wonderful opportunity to participate in individual lessons during the school day or after school. Students will receive one thirty minute piano lesson a week. The day and time will be chosen subject to the availability of open lesson times with their classroom

teacher, piano instructor and parents. The students will be able to practice their individual lessons with the school's piano. Lesson books are provided by the piano instructor. Students will participate at a Christmas Concert and/or Spring Recital. The student and piano instructor will decide the student's solo piece to perform. (Grades 5K – 5<sup>th</sup>)

## Facilities

**Classroom:** We have spacious classrooms which are set up based on program needs. Many classrooms have SMART Boards, Chromebooks and/or iPads.

**Gym-Auditorium:** This large hall in the school building is used for gym classes, other recreational purposes, and as a meeting place for school assemblies.

**Music Room:** Music classes and piano individualized lessons are held in our music room on the lower level.

**Lunchroom:** Hot lunch is offered to the students daily in Room B4. Please refer to a subsequent notice for fees and reimbursement.

**Computer Lab:** Computers are available in the lab and in the classroom for student and staff use.

**Library:** The library is used by students in all grades. Weekly library periods are planned by each teacher. Students also use the resources to work on individual projects.

**Asbestos Notification:** The parish has complied with all federal regulations regarding the containment or removal of asbestos in order to safeguard the health of students, staff and visitors. As required by Federal Law, there is a periodic walk-through every six months of areas containing asbestos. Inspections are made every three years as required by the EPA. The results are on file in the management plan in the school office.

## Field Trips

Field trips and community services shall provide learning activities related to the curriculum, meeting educational objectives and goals of the school. The explicit purpose of the trip or activity and its relation to the course of study must be stated. Appropriate instruction shall precede and follow each field trip. The trip should be appropriate for the age and maturity level of the students. The school may not authorize any field trip that is strictly recreational in nature.

The principal must initially approve the planning of the field trip or outing. The principal reserves the right to restrict or deny student participation on any field trip due to, but not limited to poor academic performance and/or poor conduct.

Written approval of parent or guardian is required for participation of pupils in field trips and community service activities.

Teachers shall accompany pupils on all field trips and shall assume responsibility for student safety and behavior. The school shall provide adequate supervision, a qualified adult for every 10-15 students, including one or more employees of the school. All chaperones must be 21 years of age or older and have completed Safeguarding All God's Family training.

All field trips shall begin and end at school. Field trips and community service activities shall not interfere with the regularly scheduled transportation of students to and from school. All students and volunteers must ride the bus (to and from) for field trip events.

Appropriate educational experience and proper supervision shall be supplied for any pupils whose parents do not want them to participate in a field trip or community service activity.

Permission slips sent home must be signed by parents for all field trips or any time children leave school grounds. Only the permission slip provided by the school is acceptable. Bus transportation will be provided for most field trips beyond the school neighborhood. For some field trips, parents may be asked to volunteer to drive.

Volunteer drivers must have the appropriate insurance coverage and will be held liable for any accidents or injuries during the transportation of students. A signed Volunteer Driver Information sheet will be kept on file in the school office. When private cars are used to transport students, passengers must be belted and/or in booster seats as prescribed by law.

Administration of medication to a student while on a field trip must be done by a trained staff member/volunteer or the student's parents/guardians. Forms are available in the school office and must be completed in advance of the administration of medication.

## **Food Allergies**

The school staff will do all that is necessary to ensure the safety of the children with severe food allergies. The parent of the student with a severe food allergy must submit to the school a health care plan (please obtain form from school office). The health care plan will be kept on file in the health room/office and in the cafeteria. For a student whose severe food allergy may result in anaphylaxis, an EpiPen must be provided by the parent/guardian to the school.

The school does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction. In good faith the school will provide accommodations to provide an environment that is as limited as possible from the allergy producing food products.

## **Grievance Procedures for Parents/Legal Guardians**

### **Verbal appeal**

Any parent/guardian who has a concern shall discuss the matter with the parish employee. Before any formal grievance can be initiated, the parent(s) /guardian(s) must meet with the employee with whom there is an issue to see if reconciliation or meeting of the minds can occur, consistent with the philosophy of the Archdiocese. If resolution occurs, there is no need to proceed. An informal grievance not raised in a timely manner (generally not to exceed ten days) shall be considered to be waived.

### **Step 1: Written appeal to the supervisor**

If there is no resolution, the parent(s)/guardian(s) can initiate the formal grievance process by

providing a letter to the employee's supervisor no later than ten working days after the informal meeting noted above. The letter must contain the following:

- The date/time/place of the informal meeting
- The name and position of the employee with whom the disagreement exists
- Factual information and background regarding the disagreement
- Specific recommendations for resolution of the issue

After receipt of the letter, the supervisor will provide the employee five work days to respond and then schedule a meeting of all parties within ten days to work through conciliation toward resolution. Should reconciliation occur, the process is concluded.

#### **Step 2: Written appeal to the pastor**

The parent/guardian shall promptly submit a copy of the letter describing the concern to the pastor within five working days of completion of step 1. Once that letter is received by the Pastor, he may attempt to resolve the situation in one of the following manners:

The pastor will convene the parties and attempt to reach a mutual agreement (Disputes in which the pastor is the immediate supervisor begin here).

The pastor may contact the Archdiocesan Office for Schools, for assistance in resolving the matter. If agreement is reached, the process is concluded.

The pastor may direct the Local Grievance Committee (Step 3) to proceed with a review of all details of the concern and submit their recommendation of resolution to him.

#### **Step 3: Appeal to Local Grievance Committee**

Parent/Guardian concern(s) may be heard by the Local Grievance Committee when Steps 1 and 2 have been unsuccessful in resolving the dispute. The committee will meet within thirty days after the parent/guardian forwards a copy of the letter noted in Step 1 to them. The committee will render a decision to all parties. If resolution does not occur, Step 4 may be initiated.

#### **Step 4: Appeal to Archdiocese Grievance Committee**

Within ten working days, the parents can request a written appeal to the Archdiocese. Should an appeal not occur within the time period, the issue is considered closed.

## **Harassment or Bullying**

Respect for the dignity of each person is essential to Catholic tradition. Students' learning and working environment should be free of any form of harassment or bullying.

Harassment or bullying is an incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive or intimidating environment. Harassment or bullying encompasses a broad range of physical or verbal behavior. (e.g. threatening behavior, racial or ethnic slurs, sexual remarks/gestures/advances, physical or mental abuse.) If a student feels he/she is being harassed or bullied, he/she should contact a teacher or the principal. An investigation will be conducted.

Discrimination and/or exclusive language or behavior is inappropriate. Anyone using such language or displaying this type of behavior will be reported to the principal.

An investigation will be conducted and if confirmed, appropriate action will be taken.

Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanctions
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/suspension/expulsion
- Probation/termination

## Homework

The term “homework” refers to an assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work in the study hall, classroom, or home.

The purposes of homework are threefold: to deepen students’ understanding and skills relative to content that has been initially presented to them, to prepare students for new content, or to have them elaborate on content that has been introduced. In most cases homework should be formative, allowing students to apply what they have learned in order to determine their level of understanding and need for further instruction.

Homework is a developmental learning activity which should increase in complexity with the maturity and capability of the student. As students mature, learning should become an increasingly independent activity. This should be established through consistent assignments, which encourage students to investigate for themselves and to work independently as well as with others.

Teachers should establish and communicate a homework policy, design homework assignments that clearly articulate the purpose and outcome, and provide feedback to foster growth.

Homework, properly planned and purposeful in nature, should:

- Support growth toward identified standards and learning targets
- Support individual learning needs
- Be designed to check for understanding and provide feedback to foster growth
- Generally not be graded, but used to inform instruction and assessment

Homework assignments should be coordinated among teachers and should be within the limit of expected probability for accomplishment by the student. Homework is not to be used as a form of punishment under any circumstances.

The following should guide teachers in the use of homework: The amount of homework assigned to students should be different from elementary to middle school to high school.



<b>Level</b>	<b>Maximum Time</b>
K (optional)	10 minutes
Primary	30 minutes
Upper Elementary	60 minutes
Middle School	90 minutes
Secondary	150 minutes

- Students should not be required to exceed the maximum amount of time for their developmental level.
- Parent involvement in homework should be kept at a minimum.
- The purpose of homework should be identified and articulated.

## **Illness**

**Colds, Fevers, Sore Throats, and Flu.** Sore throats can be viral or bacterial. Strep throat is the most common bacterial infection in school. Students must be excluded from school with:

- Fever of 100 degrees or greater
- And/or a combination of: sore throat, pain with swallowing, tender lymph nodes, swollen tonsils, chills, body aches, nausea, headaches, and fatigue.
- Students diagnosed with Strep Throat need to be on antibiotics twenty-four hours before returning to school.
- Vomiting or diarrhea associated with flu.

**Students must be fever free for twenty-four hours before returning to school**

**Head Lice** – If lice are found on a student, parents/guardians will be notified and the child sent home for treatment. Students should shampoo hair with a medicated head lice shampoo (over the counter is fine)- following directions. The student must remain out of school until he/she has received an approved lice shampoo treatment and no head lice (live bugs) remain in the scalp. It is the parents' responsibility to ensure both of these criteria are fulfilled before sending their child back to school. The school will notify the affected classroom when a student in their grade has head lice. Treating the classroom will follow Health Department regulations. Lice information comes from Wisconsin Department of Public Health and Washington County Public Service.

**Pink Eye** -- Not all red eyes are pink eyes. However, if your child is diagnosed with pink eye, your child must be treated with medicine from the doctor. Your child must be on the prescribed eye drops for 24 hours before returning to school.

## **Library and School Textbooks**

The library exists for all students in our school. Any student who visits the library has a purpose in mind—to read and enjoy. Therefore, any disturbing behavior such as loud talking, giggling, or any disregard of others is not permitted.

Students are privileged to take out books for a period of two weeks, and are responsible for books they have checked out. If the book is lost, the student must pay the price of a new one. If those materials are later found, the money will be refunded.

School textbooks (hard covers) should be covered at all times. A page or book fee may be charged for damage to school-owned textbooks. Parents are encouraged to examine texts at the beginning of the year in order to identify previous damage. Lost or severely damaged textbooks and/or workbooks must be replaced by students. It will be necessary to purchase a new one.

## **Liturgies**

Special liturgies are planned with and by the teachers and students to celebrate certain feast days. On ordinary weekdays, children may participate by reading introductions, proclaiming the Liturgy of the Word, joining in the petitions and singing. It is our hope that involving the children in the preparation will make them more aware of their presence and participation at the Mass.

Students should enter and exit church quietly and with their class, as we remember to respect other parishioners who are in church praying before and after Mass. We would appreciate parents/guardians greeting their children outside of church after they have exited with their classes. We would be happy to have many parents/guardians join us in these special celebrations of the Mass.

## **Lunch and Snacks**

Cost of Hot Lunch and Milk will be determined at the beginning of the school year.

**Hot Lunch** will be provided by the Slinger School District according to their schedule. Hot lunch must be paid for on a monthly or weekly basis. Hot lunches are ordered daily by 8:00 a.m. Any not lunches ordered after 8:00 am will not be part of the count for that day.

**Cold Lunch** - Milk is available for students bringing bag lunches or students wishing to purchase additional milk. If a child forgets to bring a lunch and they are not previously scheduled for hot lunch, parents/guardians will be contacted to bring a lunch to school by 11 a.m. All lunches brought to school by a child should be ready to eat. It is recommended that any foods intended to be eaten hot should come in a thermos to preserve heat. Lunchroom volunteers and supervisors will be able to microwave food items - only for 30 seconds or less. The students are responsible for bringing their own napkins, forks, spoons and/or paper plates as needed with their cold lunch.

**Snack Milk** - Families with students in 3K, 4K or 5K will pay a required fee to cover the cost of daily snack milk. It is optional for students in grades 1– 5 to purchase daily snack milk at a yearly fee or they can pay weekly or monthly.

**Refunds / Credits** – If a child is ill on a day that hot lunch or lunch milk was ordered and paid and the parent/guardian called the absence in by 8:00 a.m., the lunch or milk cost will be credited. A parent may deduct it from the next lunch payment as long as it is noted with payment for tracking in the school office. No other refunds or credits will be issued.

**Snacks**- Snacks may not be eaten during class time, with the exception of a designated snack time as scheduled by the teacher. We ask that parents help us guide the children in sound nutritional habits by ensuring snacks are: nutritional, one item, and eaten in five minutes

**Computer Lab/Library**- No food or drink is allowed in the computer lab or library.

**Gum Chewing**- Gum chewing is not permitted in school or on the playground. Treats given to a class should not include gum.

## **Lunchroom Rules**

- Students are expected to eat at least a substantial portion of their meal as well as drinking their milk.
- Students are to eat their own lunch. No sharing food items. This is a protection and safety for all students.
- All food items should remain on the table. Throwing food is not allowed.
- Students will obey the directives of the lunchroom supervisors and other adults in authority courteously and promptly. The lunchroom supervisors have the responsibility of enforcing rules.
- Students should come in the lunchroom orderly and quietly. No running or pushing other students. No skipping or passing in line.
- Students should be respectful of one another. No teasing, laughing or making fun of another student or any other person.
- Students should use their inside voices.
- There will be no saving seats for another student.
- Students should clean off the tables when they are finished eating.
- All condiments should be left on the condiment table.
- Students should remain seated until the supervisor dismisses them from the table.
- Students should use the restroom facilities before they go to the lunchroom.

## **Medication**

In all instances where medication is administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect and oversee the administration of such medication. In order to ensure that the physicians retains the power to direct, supervise, decide, inspect and oversee the implementation of this service, no medication shall be given to a student by any employee of the school unless the following are delivered to the individual administering the medications.

1. Written instructions from the prescribing physician for the administration of the

- prescribed medication. Such instructions shall be signed by the prescribing physician.
2. A written statement from the prescribing physician which:
    - a. Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the conditions or reactions of the student receiving the medications, and
    - b. Reflects a willingness on the part of the physician to accept direction communications from the person administering the medication.
  3. A written statement from the parent/legal guardian:
    - a. Authorizing school personnel to give the medication in the dosage prescribed by the physician, and
    - b. Authorizing school personnel to contact the physician directly.

**The following procedures are necessary when medication for a child needs to be sent to school:**

1. School administrators and school personnel must receive medication training in accordance with DPI regulations. No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication in school office.
  - a. Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication in school office.
  - b. Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication in school office.
  - c. The principal shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.
2. Prescription medication must be sent to the school in a pharmacy-labeled container with the student's name, the name of prescriber, the name of prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by a parent or guardian.
3. Non-Prescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by the parent or guardian. Nonprescription medication may only be administered in the higher than the recommended dosage by written approval of the medical provider and parent or guardian.
4. Medication will be taken by the child at the designated time administered by the other individual who has been identified to do so.

- a. St. Peter Catholic School recognizes the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPen. Students in grades K-12 may self-administer this emergency prescription medication(s) while at school only under the supervision of trained school staff/volunteers. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher. Please obtain a form from school office. The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler. The school is absolved from any responsibility if safeguarding the student's emergency prescription medication.
  - b. The parent must provide to the school a copy of a health care plan (please obtain form from school office) for students who require an emergency prescription medication.
5. Only limited quantities of any medicine are to be kept at school.
6. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.
7. The length of period for which the drug is to be administered, which is not to exceed the current school year, shall be contained in a the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage time is to be administered is changed from the original instructions.
8. Documentation of every dose of medication and medication error must occur. An accurate and confidential system of record keeping shall be established for each pupil receiving medication. All of this information will be kept in the school office.
  - a. All documentations will be in the school office, a list of pupils needing medication during the school hours, including the type of medication, the dose, the time to be given and the date the medication is to be discontinued. This list should be updated periodically by parents/guardians.
  - b. An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, and the time given and the duration.
  - c. School personnel are asked to report any unusual behavior of pupils on medication.
  - d. Drugs that may be administered in the school setting must be listed in the U.S. Pharmacopoeia and National Formulary or the official homeopathic pharmacopoeia.

## Non-Smoking

All Catholic schools shall be 100% tobacco-free and smoke free in accordance with Wisconsin Statute 101.123 (2)(a). The use and/or possession of all tobacco products or paraphernalia by students, staff and visitors are prohibited within school facilities, grounds, and at all sponsored events.

Tobacco use prevention programs shall be an integral part of the school's substance abuse prevention efforts.

## Parking

Parents/guardians are asked to park in the lot between church and school. In the event of overflow parking in the church parking lot, please be sure to leave the east side of the lot open for bus passage. Please **ENTER** the parking lot on the south side of the Church (large parking lot) and **EXIT** the parking lot on the north side of the church (small parking lot).

## Pets

For the health and safety of our students, family and household pets are not allowed in the school building. This does not include classroom animals approved by the principal. The school may grant special exceptions with approval of principal, special events such as St. Francis Blessings of the Animals or Care for Critters,

## Playground Rules

Once students go to recess/lunch, they should not enter the school building during the recess unless it is an emergency, and with the approval of the recess supervisor. If students are to enter the building for any other reason, they must be accompanied by a teacher or supervisor.

### The students should:

- Obey the directives of the playground supervisor courteously and promptly.
- Use the restrooms before going out to recess.
- Display good sportsmanship.
- Play in assigned areas.
- Stay on school grounds. (This includes *not* retrieving a ball that has gone off school grounds.)
- Balls should not be thrown against the buildings. Balls that go on a roof or in the road should be reported to the teacher or supervisor. Students may not retrieve the balls on their own.
- Stop playing and line up when the first bell rings.
- No rough play or chasing is permitted.
- No tackling games or activities are allowed.
- Play games such as tag away from the playground equipment.
- Throw discard trash and debris in the garbage can.
- Use playground equipment safely.

### **Jungle gym/climbers**

- Should not stand on the top of or jump from the jungle gym.
- Students should have both hands in contact with the jungle gym and should not interfere with other students while climbing.

### **Horizontal Ladder**

- Travel on the ladder should always proceed in one direction.
- One student should be at least halfway across before a second student starts.
- Students should not sit or stand on top of the ladder.

### **Horizontal Bars**

- Travel on the bars should always proceed in one direction.
- One student should be at least halfway across before a second student starts.
- Students should not sit or stand on top of the bars.
- Students should not do any flips or gymnastic moves on the bars.

### **Slides**

- Slide down in a sitting position, feet forward.
- Only one student slides down at a time

### **Playground Balls**

- Volleyballs and basketballs are not to be kicked.
- Playground balls are not to be thrown against the building.
- If a ball leaves the school grounds for any reason, no child is permitted to leave the premises to retrieve it. Students are asked to notify the playground supervisor.
- Hardballs, softballs, and baseball bats are not allowed on the playground.

### **Swings**

- Students must sit on the swing in a sitting position, feet forward.
- There will be only one student on a swing.

## **Recess**

It is the policy of St. Peter Catholic School to have students from all grade levels spend the recess time outdoors except in cases of severe or totally inclement weather. Students are to dress appropriately for the weather. (Hats, mittens, snow pants, and boots). The time outdoors will be eliminated or limited when the weather or wind chill factor is below zero degrees Fahrenheit. If inclement weather makes it necessary to stay indoors for recess, the students are to engage in quiet activities.

## **Registration**

Beginning in January/February, all parents/guardians who currently have children enrolled St. Peter Catholic School may register for the following year. Current school families must submit a registration fee for each child along with the registration form by March 1<sup>st</sup>. When a class reaches its maximum size, a waiting list will be established and the numbers will be evaluated. Regular enrollment is accepted as follows: existing families, tri-parish member families, out of parish families. After the March 1<sup>st</sup> registration deadline, enrollment is open to all on a first-come first-serve basis.

## Report Cards

St. Peter Catholic School uses the Archdiocesan Report Card which is a Standard Based Grading Report Card. For grades 1<sup>st</sup> – 5<sup>th</sup>, we will have trimester report cards. For grades 3K – 5K, we will have semester report cards using the Wisconsin Model for Early Learning Standards.

## Respect for School Property

Students are expected to respect school property. The principal may conduct periodic general inspections of school property (e.g. lockers, desks, coat rooms) for any reason, at any time, without notice, without student consent, and without a search warrant. The principal has the right to access any content, including text messages, photo or address books on cell phones confiscated from students.

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who damage any school property or equipment will be required to pay for the damage done, or replace the item damaged.

## Retention

Retention of a student may be done judiciously as a final option after considering the many factors affecting retention, keeping in mind the best educational interest of the student involved. When retention seems likely, parents/guardians are contacted several times during the year. The final decision will rest with the principal

## School Schedule

Students should arrive at school according to the times listed below:

3K and 4K Students (half day)	First Bell	7:20 a.m.	Class	7:25 a.m. – 11:00 a.m.
3K – 5 <sup>th</sup> Grade Students (all day)	First Bell	7:20 a.m.	Class	7:25 a.m. – 2:25 p.m.

Students are permitted to enter the building no earlier than 7:10 a.m. When the first bell rings at 7:20 a.m., classroom teachers will direct children into their classrooms and take attendance. Classes for 3K – 5<sup>th</sup> grade begin at 7:25 a.m. with the second bell. If a child must arrive before 7:10 a.m., he/she must be scheduled for childcare in accordance with the childcare policies. Check with the school office for childcare scheduling and fees. A child in 3K – 5<sup>th</sup> grade arriving after 7:25 a.m. is considered tardy and must follow the procedures listed previously for tardiness.

## Standardized Testing

St. Peter Catholic School administers a standardized test - **FORWARD**. These achievement tests are administered to students in grades 3 - 5. It is designed to measure the student's basic knowledge and skills that have been taught.



These tests are administered primarily for the purpose of supporting curriculum and instruction. The information from them can be used by the teachers to help make instructional decision, check year-to-year programs and determine strength and weakness.

## **Student Records**

Academic, behavioral and health records are kept on every student in the school. Special needs files are kept in a separate location and can be accessed by the parents or a child over the age of eighteen by contacting the school principal. Parents/Guardians can make a visual inspection or arrange for photocopies of their child's school records by contacting the school principal. A child over the age of eighteen can make visual inspection of his/her school records or arrange for photocopies by contacting the school principal. No item can be removed from the school records by a parent or child. Parents and children over the age of eighteen are permitted to add written statements to the permanent record as they see fit and to have written statements attached to specific documents. Records may not leave the school office and the school principal will be present when records are examined to offer explanations of the contents as needed. All records are kept permanently and are confidential. Parents/guardians are not permitted to remove school records when a child transfers to another school. Only school to school transfer of records is permitted.

## **Support Your School**

There are many ways that parents/guardians can support their child and school besides volunteering in the classroom.

- Talk about school in a positive way. After school visits, dwell on the best things about this year's teachers.
- When difficulties arise at school, discuss ways to handle them with your child. Should the problem seem serious, ask the child if she/he would like you to discuss it with the teacher.
- Send a note when you are pleased with something your child has done or learned. Too frequently parents and teachers talk only when there are problems.
- Let the school know when there may be a change in your child's behavior. Example: My son is having difficulty adjusting to the sudden death of his grandfather.
- Take homework seriously. Try providing a "no distraction" hour when everyone, (including parents), reads or does homework. Monitor how the homework is approached. Sometimes children may seem to have hours of homework when proper study techniques could reduce it. Should your child actually have hours of homework, discuss your concern with the teacher.

## **Technology and Electronic Communication**

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff and volunteers of the school/parish. Network and Internet access is provided to further the legitimate educational goals of this institution. The school/parish provides computing and network resources for the use of students, employees, and others affiliated with the school/parish. The equipment, software, and network capacities provided through

school/parish computer services are and remain the property of the school/parish. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources may result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and the World Wide Web sites to enrich and expand curriculum is encouraged.
- Using E-mail capabilities to facilitate distance learning projects.
- Using Listservs and newsgroups to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- Due to the limitations of e-mail (and all forms of electronic communication) the use of e-mail to communicate your concerns is not acceptable. E-mails (and all forms of electronic communication) are only to be used for non-critical information. Information via e-mails should not be for personal or time-sensitive material. E-mail communication (and all forms of electronic or faxed communication) to the school **will not** take the place of written parent permission, where written permission is required.
- Transmission of any material in violation of any U.S. or state law is prohibited. This includes, not limited to: copyrighted material; threatening, harassing, pornographic, obscene material; or material protected by trade secret.
- The transmission of copyrighted materials without the written permission of the author or creator through school E-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. This display or transmission of messages, images, cartoons, or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by the school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- The use for personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network, Internet, or any networks or sites connected to the network, Internet.
- Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses is prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users is

prohibited.

- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited.
- Discipline may be imposed for intentional overloading of the school's/parish's computer resources. Nothing in this policy shall prohibit the school operator from intercepting and stopping e-mail messages that have the capacity to overload the computer resources.
- Harassment, use of school name, remarks directed to or about teachers, parents, coaches, or students, offensive communications and safety threats.

Access to the school/parish Email and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. School/parish users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's email or similar electronic communications, including on-line report cards, or to use another's name, E-mail or computer address to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the school/parish cannot guarantee the privacy or confidentiality of the electronic documents and any messages that are confidential as a matter of law should not be communicated via E-mail.
- The school/parish reserves the right to access E-mail to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or misinformation to law enforcement authorities.
- Any information contained on the school's/parish's computer(s) hard drive or computer disks which are purchased by the school are considered the property of the school/parish.
- I hereby consent that one or more photographs may be taken of our child. I authorize St. Peter Catholic School to use these photos in any way it deems appropriate. I understand and agree that the use of my picture is not an invasion of privacy. Neither I nor anyone claiming to be speaking on my behalf will later object to the school's use of this/these photographs. Photos may be posted to the school's website or in marketing materials. Group photos of students (in grades 6, 7, 8) may be put on Facebook. Photos on the Internet may identify the activity or class, but will not identify the individual students in the photo.
- If you do not want your child's picture on the school website please let us know.
- Social networks are used by the school to communicate information to alumni or parents and not current students. On these sites school personnel will never say or do something that wouldn't be said or done in public. Tagging pictures with names of minors is not permitted. Inappropriate content will be deleted immediately and will be made known to other adults and those offenders will be made aware of the inappropriate nature of the content.

This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school/parish disciplinary action, and/or appropriate legal action may be taken. The decision of

the principal/pastor regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment and/or software.

## Tuition and Fees

Tuition is to be paid according to the timetable established at the time of registration. The tuition payment and fees are in addition to your financial commitment to St. Peter Catholic Church. As members of the parish school community, school families are requested to help cover the cost of educating the students by paying all tuition fees. The School Advisory Committee has setup many fundraising opportunities to help lower your tuition cost.

- **Registration Fee:** A non-refundable fee is required at the time of registration. If for any reason you leave St. Peter Catholic School at any time prior to the start of the school term, we would refund all monies paid except for the registration fee and instructional fee. All fees are non-refundable after January 1<sup>st</sup>. All families who currently have children enrolled at St. Peter Catholic School and are registering for the next school year must return the registration form and fee by March 1<sup>st</sup>.
- **Tuition:** The tuition per student also covers the Instructional Fee, Playground Fee, Technology Fee and Home and School Fee. The School Advisory Committee has setup many fundraising options and opportunities the help lower your tuition cost. No fundraiser is mandatory.
- **Field trips:** Money to pay for admission and bussing costs will be collected prior to the field trip. All field trip money is non-refundable.
- **Parish responsibility:** St. Peter Catholic Church Pastoral Council has stipulated that parishioners who enroll their children at St. Peter Catholic School **MUST** also be *contributing* members of St. Peter Catholic Church (Slinger), St. Lawrence Catholic Church (St. Lawrence) or Resurrection Catholic Church (Allenton) to qualify for parish tuition rates.
- **Sending money:** When sending money to school for any purpose, please enclose the exact amount in a sealed envelope bearing the child's name, the purpose for the payment, and the amount. Please make all checks payable to St. Peter Catholic School. If a check is written for more than one item (for example: hot lunch, tuition and a field trip, etc.), the breakdown of the check must be noted for accurate record keeping. **The only exception to this is that all checks for SCRIP must be made payable to St. Peter SCRIP.**
- As per contract, all fees and tuition are due to the school office by the first of each month. It is asked that a parent/guardian contact the principal prior to a missed payment if payment is an issue. In the event that a payment is missed, the parent/guardian will be contacted by the principal within one week to discuss the payment.
- **Collection:** The following methods of collection may be used in cases of unpaid tuition and fees:

- a. Discussion with parents or guardians as to the delinquency in payment, including plans for the resolution of the situation
- b. Submission of the bill to a collection agency
- c. A student's school records may be withheld if tuition and instructional fee payments are delinquent

## **Respect for Others**

The main purpose of school is to provide opportunities to grow in Faith, Knowledge, and Maturity. Students are expected to respect the dignity of each person. To help provide a pleasant learning atmosphere, students need to be quiet in the halls and restrooms. Discriminatory and/or exclusive language or behavior is inappropriate. Anyone using such language or displaying this type of behavior will be reported to the principal and appropriate action will be taken.

## **Use of Cell Phones**

The school is responsible for monitoring the communication between the student and persons outside of school. For this reason, cell phones for the students are not permitted in school. Parents can opt to send a cell phone with a child on a school related activity with the understanding that the parent is responsible for any use or misuse of that cell phone. If a student will be going to a school-related event or activity from school and must bring a cell phone to school, it must be checked in the office and held there while the students is in class. The school assumes no liability for loss or damage to the cell phone.

## **Visitors**

All parents/guardians and constituents connected with St. Peter Catholic School are welcome to visit the school. In order to ensure the safety and well-being of students and staff, educational personnel shall regulate all visitors to their buildings and grounds. Students will not open doors for any person. Every staff member will be issued a photo ID for easy identification.

All visitors to the school shall report to the school office immediately when entering and must receive authorization before visiting classrooms and other parts of the building. This requirement does not apply when visitors are attending an athletic event or other school program in areas typically used for large group assembly such as the gymnasium, or when parents are attending activities clearly for the purpose of parent involvement such as an open house or parent-teacher conferences.

The school principal or other authorized school representative has the discretion to request that a visitor leave the school premises if he/she believes that the visitor's presence presents a danger to students, staff or school property or if the presence is disruptive to the operation of school. Law enforcement shall be called if persons refuse to comply.

Students may not bring guests unless the student's parent/legal guardian have granted

permission to do so with principal's approval for the guest's visit.

A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an adult authorized in writing by the parent for this purpose.

Visitors to St. Peter Catholic School will need to adhere to the following procedures:

- There is one designated entrance for visitors to use: the front door facing Washington Street/Hwy 175. All doors will remain locked during the day.
- All visitors must report to the school office to sign in and sign out.
- All visitors must wear a badge throughout the visit.

## **Volunteers**

The faculty and staff appreciate when parents and community members wish to be a part of the school day by volunteering in the classrooms or office. All volunteers must complete the Safeguarding All God's Children training and background check. All volunteers must sign in at the school office and wear a visitor badge while volunteering in school.

## **Wellness**

St. Peter Catholic School supports healthy children who grow into healthy adults by supporting wellness, good nutrition and regular physical activity within the entire educational environment. Healthy individuals help to ensure optimal performance all around.

Our nutrition educational goal is to influence student eating behaviors. We will emphasize and foster healthy food choices and avoidance of non-nutritious or unhealthy choices for both hot and cold lunches. Classroom instruction will incorporate appropriate nutrition lessons in areas such as science, health, family life, and physical education.

There will be opportunities for physical activity during the school day through physical education classes, daily recess, and the integration of physical activity into the academic curriculum. We offer a range of curricular and extra-curricular activities involving physical activity to our students. All staff will encourage students to be active in outdoor play and will include outdoor/indoor activities to enhance instruction where and when appropriate.

The Physical Education curriculum and instruction will emphasize lifelong fitness and wellness as a personal goal for each student. Students will receive physical education twice a week, recess for 15 minutes in the morning every day and 20 minutes during lunch period every day.

Our hot lunch and milk program is provided by Slinger School District - our goal will be to establish policies and standards that recognize the need for healthy choices which maximize nutritional value, decrease fat and sugar content in foods and beverages provided for the children, and monitor portion size. Food served at parties or for incentives will follow healthy and sensible guidelines as stated above. Soda for lunch is not permitted. Students may bring fruit juice.

The school staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent of the student with a severe food allergy must submit to the school a health care plan (request Form 5140.2d). The health care plan will be kept on file in the office and in the cafeteria. For a student whose severe food allergy may result in anaphylaxis, an EpiPen must be provided by the parent to the school. The school does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction.

The school will in good faith provide accommodations to provide an environment that is as free as possible from the allergy producing food products. The school will send a letter of notification to parents in these grade levels requesting the snacks, lunches and treats that do not contain the allergen. The school will provide an allergy controlled table in the lunchroom for students with severe food allergies. Consultation with the Office for Schools and Catholic Mutual will occur when making accommodation arrangements for individual students and their families.