

# **SAINTS PETER & PAUL CATHOLIC SCHOOL**



## **PARENT/STUDENT HANDBOOK**

**SAINTS PETER & PAUL CATHOLIC SCHOOL MISSION STATEMENT**

**Saints Peter & Paul Catholic School**

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*We are a community that cultivates generations of missionary disciples on fire for Christ through Catholic education.*

**Saints Peter & Paul School Student version:**

*(Teacher) We are:*

*(Students) the students of Saints Peter & Paul*

*(Teacher) We want to cultivate generations of :*

*(Students) missionary disciples on fire for Christ.*

*(Teacher) We are proud:*

*(Students) of our Catholic Education.*

Adopted: October 8, 1987, Revised: January 25, 1995, Revised: October 11, 2001,  
Reviewed: April 22, 2008, Revised: Feb. 2014, Revised: June 2022.

**SAINTS PETER & PAUL CATHOLIC SCHOOL PHILOSOPHY**

*We, the students, staff, and parents of Saints Peter & Paul School as a faith community believe that each child comes to us with the value given by God, nurtured by his or her family, and affirmed by our Catholic environment and spirit. We believe in the Word of God and the teachings of Jesus Christ. We are called to be disciples of Christ through being a community, serving others, and offering a faith-based education that focuses on the whole child.*

*We value our Catholic education with an enriched core curriculum based on state standards. We recognize each student's individual needs and learning styles while striving for academic excellence and personal growth. We believe that it is important that each student should have access to the tools and resources necessary to achieve this growth.*

*Our purpose is to provide an environment to guide, teach and create Catholic missionary disciples on fire for Christ. The school community will support all aspects of personal development: social, emotional, academic, physical, and spiritual.*

*We will fulfill our purpose and mission by fostering and equipping students with the virtues of Christ to live by example as Catholic disciples.*

*We believe that Saints Peter & Paul School is a vital ministry of our parish in our community. We recognize the importance of our interdependence and mutual commitment to the success of Catholic Education in our community.*

*Revised: June 2022.*

# *Catholic Identity*



## **MASS**

All the students in Gr. K-5 have the opportunity to attend Mass during the week. In helping the students to prepare and participate in the Eucharist, the faculty will follow the guidelines from the “Directory to Masses With Children”. We encourage you to join us for these Masses whenever possible.

## **ROSARY**

The Living Rosary will be celebrated in October. Parents are encouraged to pray the rosary at home.

## **PRAYER**

Prayer is important for everyone. Students will be exposed to a variety of prayer experiences to help them grow in prayer. Praying can be sustained in different ways and situations, over and beyond prayer formulas.

## **ADVENT/LENT**

Special emphasis is placed on the seasons of Advent and Lent. Students and staff will gather together for prayer services and activities, which help prepare students for the Christmas and Easter Feast. A Seder meal is celebrated during Holy Week.

## **PENANCE**

Saints Peter & Paul School students are encouraged to receive the sacrament of reconciliation during Advent & Lent.

## **RELIGION PROGRAM**

We are using the **Blest Are We** from Silver Burdett in Gr. K-5. These programs are consistent with the thrust of the National Catechetical Directory. Each is designed to lead to an encounter with Christ, conversion of the heart, and experience of the Spirit in the Community of the Church. The teaching is life-centered and appropriate to the psychological level of the learner. There is a balanced approach to doctrinal content and faith response in prayer and service. Teachers will also have Para liturgies of scriptural celebrations with the students as well as praying the Lord’s Prayer, Hail Mary, and Glory Be To The Father. Common prayers help people pray together as a community. To help your child experience this in his/her home life, we encourage you to pray together. Your child will see prayer as a value in your life and will also be helped to learn these prayers.

## **RESPECT FOR PROPERTY**

God has given us the things of the earth for our use and we are asked to be good stewards. Saints Peter & Paul School belongs to you, the parishioners, and is maintained at great expense. We expect that all students will help take care of the building and all its contents.



## **ATTENDING CHURCH**

The church is the House of God, and for this reason we show special respect when we go there.

## **SINGING**

We join in the singing to the best of our ability.

## **REVERENCE**

Be reverent in the way we stand, sit, and kneel.

## **SIGN OF PEACE**

We show our love and respect when we wish others peace. We wish peace to everyone around us, not just our special friends.

## **HANDS**

We fold our hands when going to Communion.  
Our hands are clean when we go to church.

## **ATTENTION**

We listen with our ears and our heart to the Word of God in the prayers, readings, and homily of the Mass.

## **HOLY WATER**

When we enter and leave the church, we bless ourselves with Holy Water as a reminder that we became God's child in baptism.

## **GENUFLECT**

God is present in a very special way in church so we offer this special sign of adoration.

## **PURPOSE OF HANDBOOK**

This handbook is designed to help parents, teachers, staff, and students partner together for success, and to provide a general framework for policies and procedures at our school. It is not all-inclusive, and when unique circumstances arise administration will provide direction on a case-by-case basis.

Saints Peter & Paul School retains the right to change, modify, suspend, or interpret any policies whether written or not, without notice, at its discretion. The provisions of this handbook do not, and should not be construed to, constitute a contract between any applicant, student, or parent, and Saints Peter & Paul School.

## **APPLICATION OF POLICIES**

**School policies are enforced year-round, for the duration of a student's enrollment. [SCHOOL] may impose discipline for student misconduct on school grounds, at school functions or activities, or on school transportation. Discipline may also be imposed on any student whose misconduct or policy violation at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.**

## **ADMISSION**

Saints Peter & Paul School does not discriminate on the basis of race, sex, national origin, age, or disability. This school gives preference in admission first to Catholic students living within the parish boundaries; secondly, to Catholic students living outside the parish boundaries; thirdly, to non-Catholics.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

## **SCHOOL HOURS**

School begins at 8:00 and ends at 2:40. Unless there is an unusual reason, your child should have left the building by 3:00 at the latest. Children should not come before 7:30 for school. Students should go directly outside when they arrive.

## **LEAVING THE PREMISES**

Children will not be allowed to leave the school premises during the day, unless they have a note from the parents. Please be sure to alert the school if someone other than parents will be picking your child(ren) up. Parents are asked to stop in the office and sign their children out.

## **ATTENDANCE**

Parents are urged to send their children to school every day unless there is a serious reason for not doing so. Please **DO NOT** keep your children out of school for babysitting or shopping. Since instruction and class activities are planned in a sequential order, your child's presence at school each day is very important. Parents are asked to call in when children will not be attending. Contact the classroom teacher to coordinate when the makeup assignments will be ready for pickup.

## **ATTENDANCE**

### **STATE LAW**

Saints Peter & Paul School abides by all state laws pertaining to the operation of the school according to Minnesota State Statute 120.

### **CIVIL RIGHTS STATEMENT**

**This institution is an equal opportunity provider.**

### **DAILY ATTENDANCE**

The importance of daily attendance is crucial to student success. Saints Peter & Paul stresses daily hands-on learning, and many learning experiences cannot be made up. We ask you to help us by scheduling routine doctor and dental appointments during vacation days or after school. If your family is planning a vacation during the school year that cannot be scheduled during student vacation time, please contact the teacher and principal at least two weeks in advance. Students will not be excused for personal grooming appointments, shopping, etc. If you have questions about excused absences, please call the office.

**Excused absences/tardies include:** illness, funeral, doctor/dentist/orthodontist appointment, vacation when the school is notified at least 48 hours in advance, and family emergency.

**Unexcused absences/tardies include but are not limited to:** oversleeping, missing the bus, refusing or doesn't feel like going to school, babysitting, and cold weather

**School administration, not parents, has the final determination regarding which type of absence applies.** Please note that the school is required to report excessive tardies and absences to the county truancy office.

### **Absence due to vacation**

- Vacations taken while school is in session are strongly discouraged.
- If a family takes a vacation while school is in session, the school must be informed at least 24 hours before the planned absence.
- Attendance is crucial to the success of student learning through active engagement with their teachers and classmates. Teachers deliver

high-quality content that can't be replicated through make-up homework. In-person learning is best. Student absences for vacations or appointments should be avoided.

**Saints Peter & Paul Homework/Vacation Policy:**

- Teachers may provide homework and assignments in advance for vacations that are 1 or 2 days long.
- If a vacation is longer than 3 days teachers will not give out assignments in advance. When the child returns to school after a vacation, the assignments will be given out together with a deadline for completion by the teacher.

**ABSENT**

Parents must call or email the school office by 8:15 AM if their child is going to be absent because of sickness or family emergency.

**TARDY**

Students coming in after 8:10 will be marked tardy (unless they are on the late bus).

**HALF DAY**

If a student comes to school later than 11 AM, leaves before lunch, or leaves 2 hours before the end of the day it counts as a half day.

**LATE ARRIVAL**

Students who arrive to school after 8:30 AM must be walked and signed in at the school office by a parent/gaurdian, or authorized person.

**DISMISSAL DURING THE DAY**

If your child will leave school during the day, you must pick up the child in the office and sign them out. A child will only be released to a person you have authorized on your registration form or given permission in a written note. Non-custodial parents may not pick up a child without the permission of the custodial parent.

For the child's safety, we will not permit a student to wait outside for a ride. Children who need to walk to another destination during the school day must have a note from their parent or guardian giving permission.

**HOMEWORK**

Students will be expected to spend 30-45 minutes each night with school-related work. Students in Gr. 1-3 will be asked to memorize math facts, practice spelling words, read & practice word cards. As students progress through Gr. 4-5, more expectations will be placed upon them. They will need to finish assignments and work on independent

projects and independent reading. No child should spend more than 1 hour on homework. If your child is spending more than an hour on homework, please contact your child's teacher to see if your child is using his/her time wisely in school.

Please give your children the necessary encouragement and environment to complete assignments successfully, but **DO NOT DO THE WORK FOR HIM/HER.**

### **Benefits of homework:**

- Homework teaches students about time management.
- Homework teaches students how to set priorities.
- Homework helps teachers determine how well the lessons are being understood by their students.
- Homework teaches students how to problem solve.
- Homework gives student another opportunity to review class material.
- Homework gives parents a chance to see what is being learned in school and how their student is doing.
- Homework teaches students how to take responsibility for their part in the educational process.
- Homework teaches students that they may have to do things—even if they don't want to.
- Homework teaches students to work independently.
- Homework teaches students the importance of planning, staying organized, and taking action.

### **EDUCATION FEE**

#### **2024-2025 School Year Tuition Commitment for K-5**

- 1 child \$2,700 (With Fundraisers)
- 2 children \$4,800 (With Fundraisers)
- 3+ children \$6,300 (With Fundraisers)
- 1 child \$4,100 (No Fundraisers)
- 2 children \$7,600 (No Fundraisers)
- 3+ children \$10,500 (No Fundraisers)

If full payment cannot be made by September 1, please divide the amount due and pay it in nine installments or less. The Board passed the following policy on June 13, 2002: "At least one half of a child's tuition must be paid before a child will be allowed to start the second half of the school year. Parents will be given the opportunity to ask for tuition assistance at the beginning of the school year." The Board passed the following policy in 1980, "That parents who do not give permission for their children to receive benefits from M.S. 123,931-123,937, textbooks, individualized instructional materials, and standardized tests, will be required to pay the current amount for each child attending the school during the current year."

### **FUNDRAISING**



Parents are expected to take part in the fundraising efforts of the school (Workathon, Catholic United Raffle, and Ball/Raffle). Parents may choose to pay an additional \$1400 (per student) rather than take part in our fundraising efforts.

## **DRESS CODE**

The Board of Education passed the following dress code policy: “That students be appropriately dressed for school.” This excludes monogrammed T-shirts in poor taste, bare midriffs, and other skimpy clothes. Tank tops should be at least a 2-finger width. Students may wear shorts during the months of September and May. The shorts must be longer than their fingertips when arms are at their sides. We ask that the students **do not** wear shorts to Mass on Wednesday, however they may change into shorts after Mass. It is expected that children come to school clean and well groomed. We ask that students dress warmly during the winter months: remember layers are best.

## **SCHOOL MASS DRESS CODE: WEDNESDAYS AT 8:30 AM**

School Mass is central to who we are as a Catholic school. We value Mass as a sacrament and hold it to be of high importance. School Mass is a time we specifically set aside to meet as a school and church community to honor and worship God every week. Because of the importance and significance of Mass students are required to follow the Mass Dress Code.

### **Mass Dress Code. This does not need to be formal dress attire.**

- Nice jeans, pants, or dress pants with a nice shirt
- Skirts or dresses that are fingertip length
- No Shorts (student can bring a pair of shorts to change into after Mass)
- Shirts without graphics (logos are fine)
- Leggings are only acceptable if they are with a dress or a longer tunic
- No thin strap tank tops or off the shoulder shirts
- No midriff shirts

## **BIKING AND WALKING**

Children who ride their bicycles to school are responsible for them. Locks are encouraged to keep bicycles safe. Bicycles may be parked in the bike rack. Bicycles should be walked to the assigned area from the street. No child is permitted to ride a bicycle on the school grounds or the sidewalks near the school during the school day.

Children who walk to school should use the sidewalks and cross the street at the corners.

## **PARENT-TEACHER RELATIONSHIP**

**Contacts:** Teachers are available at 7:30 a.m. until school starts at 8:00 a.m and after school from 2:45-3:30, or by appointment. Since teachers may be scheduled for meetings, etc., you are asked to call for an appointment with a teacher. Teachers may not be called out of class to discuss problems with parents. Parents may contact the office at night through our voicemail service. The teachers may also be reached through our email service.

It should be noted, however, when a concern exists, parents and school should contact each other directly rather than use either voice mail or e-mail services.

**Letters:** Letters will be sent home each Thursday in the Thursday Folder. Please return the folder to school on Friday.

**Conference-Progress Reports:** Written evaluations and conferences are the chief means by which the parents can determine the progress of their children in school. Parent teacher conferences provide a valuable opportunity of contact between the home and the school. The dates for these conferences are listed on the school calendar. Schedules are sent out prior to the conference day.

### **CONFIDENTIALITY**

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of a teacher's concern.

### **CUSTODY**

Saints Peter & Paul School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

### **SERVICE**

Service is love made visible - action in response to need. In the Gospels there are many examples of Jesus serving others. Our students have many opportunities to serve each other and the faculty of Saints Peter & Paul.

### **RESPECT**

As human persons we have the right to be respected. Some of the ways we show our respect for one another:

1. Greet others when we come to school in the morning.
2. Have a smile for others.
3. Be courteous to one another.
4. Obey all the adults in school: teachers, cooks, volunteers, and custodians.
5. Be generous in helping others.
6. Do your work neatly and to the best of your ability.
7. Everyone has a right to learn - respect this right by keeping our school quiet so everyone can study.
8. Everyone has a right to privacy - respect this right by being kind to everyone. Make an effort to play with all the students.
9. Do not ridicule or make fun others - whether at play or in the building.
10. Accept others and sit by them in the lunchroom and church.
11. Caps are not worn in the building.

12. Follow the dress code of the school - no skimpy tops or shorts.
13. Use time for study - be grateful to God for the gift of being able to learn.
14. Use the bathrooms properly:
  - Use toilet paper and flush the toilet.
  - Wash hands with soap & water after using the bathroom.
  - Put wet towels in the basket.
  - Use materials in the bathroom as they are meant to be used.
  - The bathroom is not a gathering place to visit or play.
15. Keep lockers neat - do not put anything on outside of the locker.
16. Keep all four legs of the chair on the floor.
17. No sitting on desks or vents.
18. Gum is not permitted in school. (It often ends up under chairs, tables, desks, and in drinking fountains).

## **BEHAVIOR**

### **SCHOOL-WIDE DISCIPLINE PLAN**

#### **Discipline Philosophy**

**We believe** all authority comes from God. **We believe** each student is a beloved child of God.

**We believe** each student is to be given the dignity afforded to him/her through the life of the Resurrected Christ.

**We believe** that a Christian education environment must have, at its core, the elements of respect and courtesy as the keys to discipline. **We believe** that love is expressed through justice and consistent fairness to all students.

**We believe** each student must exist within rules that promote self-worth and are understood as reasonable and necessary.

#### **Respect Issues**

**We respect all adults and children.**

We show respect to each other through our speech and actions. As children of God, everyone deserves respect. When we speak to one another or when we meet or play with another person, we must always show respect for them.

- \*We will treat each other with kindness.
- \*We will use reasonable voices in the hall and cafeteria.
- \*We will not wear hats in school or the cafeteria.
- \*We will walk at all times in our building.
- \*We will use appropriate language at all times.
- \*We will look at the person when being spoken to.

**We respect our property, our school's property and classmates' property.**

Respecting property means we will do our best to leave the building, equipment and supplies we use in good condition for others. Respecting property includes all buildings where the student spends each day.

\*We will take good care of all property.

\*We will not chew gum in school.

### **Responsibility Issues**

**We are responsible for our actions.**

We show responsibility when:

\*We come prepared for class.

\*We turn in completed assignments on time.

\*We wear boots when snow is on the ground.

\*We keep our desks, classrooms and locker areas neat.

\*We work to the best of our ability.

\*We follow classroom expectations.

### **Consequences:**

Behaviors that do not uphold our school rules, interfere with learning, or create an offensive or unsafe environment will not be tolerated at Saints Peter & Paul Catholic School. Being a good Christian means following the example of Jesus and living the Gospel values. Students are given clear, consistent expectations, and guidance in understanding the consequences of positive and negative choices. Any student who is determined to have violated our rules will be subject to age appropriate disciplinary action, including but not limited to warning, remedial training, education or counseling, parent notification, behavior notice, immediate dismissal, suspension, exclusion, or expulsion. The goal of the consequences is to ensure safety for all, prevent repeated offenses, and to help children make better choices in the future.

### **Minor Misconduct:**

Minor misconduct includes but is not limited to: teasing, disobeying, or disrespecting others (rolling eyes, tone of voice, attitude, etc.) using inappropriate language (“substitute swear words”, sucks, etc.) and other violation of school policies as determined with discretion to be Minor misconduct, will result in consequences that may include the following:

- verbal warning from staff member
- alternate seating in classroom or outside of classroom to regain self-control
- processing with a staff member through conversation and/or use of problem solving techniques
- mediation of conflict with other students and/or adults
- written letter of apology
- remedial training or education with appropriate school personnel
- loss of recess privileges or other school activities/events

### **Major Misconduct:**

Major misconduct includes but is not limited to: repeated minor misconduct, cheating, plagiarism, breaking the Technology Responsible Use Agreement, blatant disrespect/refusing to follow adult direction, leaving school grounds without permission, lying, swearing/vulgar language, continuous verbal outbursts or other significant disruptions during instructional time, physical aggression/fighting, assault/violence, bullying, harassment, sexual harassment, stealing, property destruction/vandalism, bringing weapons, alcohol or drugs to school, endangering or potentially endangering self or others, the school or property, and any conduct or behavior on the part of the student which is determined with discretion to be Major Misconduct. Consequences for Major Misconduct may include any combination of the following:

- A meeting with students, parents, administration, and other necessary support persons as deemed appropriate.
- Community service, dismissal, suspension (in or out of school), probation, exclusion, or expulsion.
- Remedial training or education with appropriate school personnel
- A written plan for resolving/repairing the misconduct with clearly stated goals and expectations along with a reasonable timeline for resolution. If goals are not met within the set timeline, further discipline including suspension or expulsion may occur.

### **Removal from Class:**

Disruptive/non-cooperative students may be removed from class. This is different from “take a break” for minor misconduct. Such behavior may also be considered minor or major misconduct.

1. Teachers have the authority to remove a student from class if a student disrupts the learning of others, interferes with the teacher’s ability to instruct, endangers persons or property, or violates school rules.
2. Teachers will contact office personnel/administration when removing a student from class.
3. A parent conference may be required to discuss the student’s behavior and a plan for change.

### **Sent Home/Dismissal with Parent Conference**

Dismissal is when a student is required to leave the school premises for the remainder of the school day and/or not being allowed to attend school for one specific day, pending a parent conference. This is not a suspension. Students who have been dismissed must bring parents with them before being readmitted. Students who have been dismissed will not be permitted to participate in any after school activities on that day.

### **Suspension**

Suspension is a warning to students and parents that the behavior exhibited is unacceptable and that if it continues may lead to dismissal. Students involved in major misconduct or repeated disciplinary infractions may be suspended, in-school or out-of-school. Parents will be notified of any suspension, and a conference will be held if necessary.

**In-school suspension** is an action taken by the school to prohibit a student from attending class for a period of not more than 3 days. While serving in-school suspension the student will report to the office and complete all assigned tasks for the day. This could include, but is not limited to, community service.

**Out-of-school suspension** is an action taken by the school to prohibit a student from attending school for a period of not more than 10 days. While at home, work will be assigned and must be completed by the student. The student will not be allowed to return to school or participate in school-related activities until the student and the parents have had a conference with the school administration or designee.

### **Expulsion**

Expulsion means action taken by the school to prohibit an enrolled pupil from further attendance, and may result from a student's major misconduct, repeated disciplinary infractions, or other actions in violation of these policies. SAINTS PETER & PAUL Catholic School may follow any of the procedural steps listed below relating to a proposed expulsion as it deems appropriate under the circumstances:

- Provide information regarding the basis for the proposed expulsion to the student's parents/guardians, which may be done orally or in writing;
- Disclose the identity of persons providing information about the basis for the proposed expulsion if doing so does not jeopardize the safety or well-being of the individual;
- Allow the student and the student's parents/guardians to review physical or digital materials relating to the basis for the proposed expulsion;
- Arrange a meeting between the student, the student's parents/guardians, and the Principal to allow the student and the student's parents/guardians an opportunity to provide information to rebut the basis for the proposed expulsion;
- Possible review of the expulsion determination by the Pastor;
- Suspend the student while the proposed expulsion is under consideration
- If it is determined that expulsion is not supported, arrange a meeting between the student, the student's parents/guardians, and the Principal to discuss the terms and conditions of the student's return to school.

### **Procedures**

The disciplinary procedures set forth in this handbook are intended as general guidance policies. Any step in the procedures may be bypassed or modified at the sole discretion of the administration.

### **Problem Solving**

Students who continue to behave inappropriately after various interventions may be required to spend extended time beyond just a few minutes problem solving with a staff member. Problem solving is a time where students have the opportunity to reflect on what they have done inappropriately and try to come up with a plan or solution that will help them get back on track and return to the classroom. Parents will be notified when a student is asked to spend extended time on problem solving.

### **Staff Support**

All adults at Saints Peter & Paul Catholic School share supervisory responsibility for the safety and well-being of students. All employees, including para-professionals, teachers, specialists, and other non-certified staff assist in holding students accountable for following school rules. Problems will be handled at the lowest level possible and as quickly as possible. Staff will alert parents and/or school administration when appropriate.

When there are on-going behaviors exhibited by a student which require problem-solving support in order for the student to make more effective choices, behaviorally or academically, a staff member designated by the school administration may intervene. He or she may be a one-time helper, weekly or daily supporter. This staff member may assist a student that needs to establish some basic organizational routines in order to be a more effective learner or a student that is having a bad day and needs to take a break from the classroom but does not necessarily need to spend time in the office. The goal for this connection will be to help students identify ineffective choices and establish new behaviors so they can remain productive members of their classroom. On occasion, staff support may need to help students see or understand the consequences of their behaviors but the role is not that of disciplinarian; that responsibility will remain with the teacher or administration as appropriate.

### **Restrictive Procedures**

Restrictive procedure is a means of using physical holding in an emergency. Restrictive procedures must not be used to punish or otherwise discipline a child. School staff may use restrictive procedures when in a situation that intervention is needed to protect a child or other individual from physical injury.

### **Cheating**

Students who have been determined to have cheated on either their daily work or test will receive a consequence which could include a zero for the entire work involved, and/or re-doing the work for no score. Any use of electronic devices during examinations will be automatically regarded as cheating. Classroom teachers, responsible for the student(s) in such situations, will notify administration and the parent(s) as soon as possible. Further disciplinary action may be taken under the consequences for “Major Misconduct”.

## **Plagiarism**

Plagiarism is the intentional or unintentional use of another person's words, ideas, or data without giving proper credit to that person. When a student completes assignments, it is important that they be aware of plagiarism issues. Plagiarism includes all of the following:

- Turning in a paper that the student did not actually write
  - Using smaller bits of information from the internet (cutting and pasting) without giving credit
  - Copying another student's paper
  - Writing a paper that uses other outside sources without giving credit to those sources
- Classroom teachers, responsible for the student(s) in such situations, will notify administration and parent(s) as soon as possible. Further disciplinary action may be taken under the consequences for "Major Misconduct".

## **Inappropriate Language**

Disrespectful, vulgar, and/or foul language (swearing), in any form, will not be tolerated in school or on school property. Students using vulgar or profane language will be subject to, but not limited to consequences of minor or major misconduct, in-school suspension, being sent home pending parent conference or suspension.

## **Locker Inspections**

School lockers are school property. The school may inspect locker interiors at any time, for any reason, without notice and without student consent.

## **Definitions:**

**Teasing** is a word with many meanings. Teasing comes in two major forms, playful and hurtful.

- Playful - Friendly, reciprocal, teasing between peers
- Hurtful – Hurtful teasing is upsetting, unkind, cruel, wounding or insensitive from the victims point-of-view, regardless of the intention of the teaser. Examples of teasing are taunts based upon appearance, weight, behavior, abilities and clothing.

**Bullying** – which includes cyberbullying – means intimidating, threatening, abusive or harming conduct that is objectively offensive. It is any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is reasonably perceived as causing distress to one or more students and which substantially interferes with another student's educational benefits, opportunities or performance. Bullying includes, but is not limited to conduct against another student that a reasonable person under the circumstances knows or should know has the effect of:

- harming a student **verbally** (threats, intimidation, teasing), **socially** (spreading rumors, ostracizing or excluding, breaking up friendships),



- physically** (physical acts or gestures, i.e. hitting, kicking, tripping, punching, “pantsing”, theft, or other intimidating behaviors) or in a **cyber manner** (misuse of internet, social media, mobile devices including, but not limited to, a transfer of a sign, signal, writing, image, sound or data to intimidate, humiliate, defame, threaten, harass, stalk or terrorize another)
- damaging a student’s property
  - placing a student in a reasonable fear or harm to his or her person or property; or
  - creating a hostile environment for a student

Bullying can be circumstantial or chronic. It might be the result of a situation or it might be behavior that has been directed at the individual for a long time.

Circumstantial and Chronic bullying is defined as:

Circumstantial – A singular incident of the above behaviors

Chronic/Repeated – Ongoing incidents of above behaviors

**Harassment** is any type of repeated abusive or demeaning conduct, participating in or conspiring for others to engage in acts that injure, degrade, or intimidate other individuals or groups based on race, color, sex, disability, religion, political belief or affiliation, national origin/culture, age, physical/mental attributes or socio-economic status. Harassment includes, but is not limited to, words spoken or written, or actions that negatively impact an individual or group. Harassment is prohibited based on these criteria. Students aware of harassment are expected to report it immediately.

Harassment of any kind (verbal, physical, sexual, etc.) which is reported will be thoroughly investigated by the school administration and appropriate action will be taken. Information received in the course of the investigation will be kept confidential to the extent possible. Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or communication of a sexual nature that impairs or prevents that individual's full enjoyment of educational benefit, climate or opportunities. Sexual Harassment may include, but is not limited to:

- Verbal, written or graphic harassment or abuse
- Subtle or unsubtle pressure for sexual activity
- Inappropriate touching (patting, pinching)
- Intentional brushing against the individual's body, and/or sexual gesture
- Demanding sexual favors accompanied by, implied or overt promises of preferential treatment
- Any unwelcome touching of a sexual nature
- Unwelcome discussion which is sexual in nature

## **Reporting Bullying And Harassment**

1. Contact the classroom teacher or staff member to report the incident.

2. When mandatory reporting laws apply, civil authorities will be notified and their investigation will precede the school's internal investigation.
3. Administration and staff will work together to obtain all relevant information by meeting with alleged harassers, witnesses, and all involved.
4. Administration will take disciplinary action it deems necessary and appropriate including warning, mediation, detention, or suspension to end the harassment/bullying and violence and prevent recurrence.
5. The school administration or designee will inform involved students and parents about the incident and action to be taken.

**Assault/violence** is any behavior that can cause physical harm to any person or anything.

### **GRIEVANCE PROCEDURES (REMOVE-make sure in school policies)**

Any parent or guardian of a student has the right to grieve any decision, action, or procedure through the following process.

1. Grievances must be made in writing and presented to the school administrator within 30 days of the occurrence.
2. Grievances will be addressed by the school administrator within 10 days of the receipt of the written notice of grievance by the parent or guardian.
  - a. A meeting will be scheduled with all persons involved in the grievance.
  - b. Testimony will be taken from all persons involved in the grievance.
  - c. A decision as to the validity of the grievance will be rendered by the school administrator.
  - d. The above action described shall be completed within 30 workdays from the time the grievance is filed.
3. An appeal of any action taken may be made to the SAINTS PETER & PAUL School Board within 30 days of the decision rendered by the school administrator.
  - a. Appeals will be made in writing by the person filing the grievance.
  - b. Testimony will be taken from all persons involved in the grievance.
  - c. A decision on the appeal will be made by the School Board by a majority vote of elected members.

d. The above actions for appeal shall be completed within 60 workdays from the time the appeal is filed.

### **Inclement Weather**

In case of inclement weather, school closing and/or late starts you will be alerted by Rocori District Skylert system. It will also be announced over KASM, KCLD, WWJO, WJON, and WCCO radio and TV stations WCCO, KSTP, and KARE. In the event of impending storms, please make a point of listening for the announcement. In case of an early out there will be no after school care.

### **BUS**

District 750 provides bus transportation for all children in grades Pre-K through 5. Pre-K students with a sibling at Saints Peter & Paul School are also allowed to ride the bus to school. District transportation forms can be found on the District website. The bus contractors determine bus routes and pick up/delivery times. All questions related to bussing and routes should be directed to Voigt Bus Service at 320-251-6649.

Saints Peter & Paul students are required to abide by all bus regulations adopted by District 750. In addition, the State of Minnesota requires bus safety to be taught to all students. Disciplinary action will be taken if a student misbehaves. Appropriate bus behavior is the responsibility of each student. Use of the bus is a privilege. The bus driver's primary responsibility is to drive the bus in a safe and efficient manner. Please discuss appropriate bus behavior with your child.

### **SCHOOL BUS SAFETY RULES**

1. Absolutely no smoking.
2. Be on time. Bus cannot wait.
3. Stay in seat while bus is moving.
4. Keep bus clean.
5. Keep head, hands, and arms inside bus.
6. Be courteous, talk quietly.
7. No swearing or foul language.
8. Treat bus and equipment kindly.
9. Keep seated until bus stops.
10. Cross in front of bus at driver's signal.

### **NORMAL PROCEDURE FOR BUS DISCIPLINE REPORT**

1. First Offense: Verbal warning to the student.
2. Second Offense: Written notice to parents
3. Third Offense: Conference with principal, bus company, parent, and student.

Final decision will be discussed.

The above procedure may be altered for severe cases of misbehavior or violations of other existing policies, such as Sexual Harassment, Tobacco and Alcohol Use, etc.

## RECESS

The purpose of recess is to enable the child to exercise, to learn group cooperation and to develop skills in various games and sports. The children should be outside of the building for this recess time whenever possible. Please provide the children with proper clothing, including boots and mittens so they can be outside during the recess and/or noon hour.

We will use discretion in asking the children to go outdoors when it is cold. If for a **GOOD REASON** your child must stay indoors, please send a **WRITTEN NOTE** to the teacher.

The school provides playground equipment. Students should leave their equipment at home.

## PLAYGROUND

Our school playground is a place of recreation, fun and exercise. All of the students in our school use this playground and therefore we must be aware of their wants and needs as well as our own. Because there are so many of us, we all keep the following rules:

1. No hitting, fighting or tackling.
2. No swearing or use of obscene gestures.
3. Playground Equipment:
  - a. No playing tag or chasing on it.
  - b. No walking on top bars or climbing on top of slides or handrails.
  - c. No picking up or throwing mulch.
  - d. No pushing or shoving.
  - e. No balls or jump ropes on playground equipment.
  - f. No closing your eyes on the playground equipment.
4. No picking up or throwing of snow.
5. All school equipment brought outside must be brought back inside.
6. Do not kick the playground balls or throw them against the building
7. SPINNER-no playing under it. Stop when someone wants off.
8. Use proper "speed and height" limits on the swings. No jumping off.
9. Feet first down the slides. No snow on slides.
10. Monkey bars-climb safely. No pushing, shoving, or tag.
11. No tackle football, king on the hill, chicken, or pushing-pulling people off the bars.
12. No playing ball tag or any similar game.
13. Students must wear boots when snow is on the ground. Wear closed toe shoes.
14. Students may not bring equipment (bats, balls, etc.) from home except for baseball gloves.
15. Use equipment for what it is intended.
16. Put ALL equipment back when you are finished playing.



Since we are all God's children, we try to play with everyone and make them feel a part of the group. Try to be patient and help the students who need to develop their skills in sports.

## **LIBRARY BOOKS**

The students may check out library books each week. Please encourage the children to read. Each child may check out two books. If they do not return the books from the previous week, they may not check out a book until the others have been returned. The children will be asked to pay for any books that are damaged or lost.

### **Library Time**

- The library is a very special place. Come visit it often.
- We ask you to talk in a quiet voice.
- Books are our friends. Treat them with respect.
- Be honest and report any damage done to a book.
- Take the responsibility for returning books on time so others can read them.
- Two books may be checked out each week. They may be renewed for a second week.
- Thank the librarian who helps make our library a special place.



## **HEALTH**

**Nurse:** The services of the district school nurse are available to us.

**Medication:** No prescription medication may be given to a child in school. Parents must fill out the Authorization for Administration of Medication During School Hours Form before medication can be dispensed. The forms are available in the office and on SchoolSpeak. Prescription medication may be given to the child in school with the written permission from a doctor.

### **General statement of policy**

We follow the Rocori School district Medication Administration Policy.

The intent of this policy is to assure safe administration of medications in school for those students who require them. The term “medicine or medication” means any remedial agents that have the property of curing, preventing, treating, or mitigating disease or illness. This applies to both prescription and over-the-counter medications.

Parents/guardians have the primary responsibility for the maintenance of their child’s health. Whenever possible, the parent or guardian should make arrangements so that it is not necessary for school personnel to administer medication to a student. However, there are cases when a student needs medication during school hours. In such cases, medication will be administered according to the provisions of this policy. The school may also assist in the identification of health problems affecting a student’s education but cannot diagnose illness or prescribe medications.

## **Medication administration**

1. Prescription medications will be administered only under the following conditions:
  - a. A consent form signed by the parent/guardian authorizing school personnel to administer any medications must be on file.
  - b. A consent form signed by the student's doctor must be on record for prescription medications.
  - c. The original labeled container of the medication must be provided. Prescription bottles must be properly labeled with the correct student name, correct date, name of the medication and dosage, name of the prescribing physician and complete instructions. Medications brought to school in an envelope, plastic bag, or other container will not be given to student. Parents/guardians will be contacted if permission and labeling is inadequate.
  - d. Dietary supplements and non-FDA approved alternative medications will not be dispensed at school.
2. Over-the-counter medications will be administered only under the following conditions:
  - a. A consent form signed by the parent/guardian authorizing school personnel to administer any medications must be on file.
  - b. The original labeled container of over-the-counter medications must be provided.
3. Health service staff is not responsible for breaking tablets in half. When there is a physician order to give one-half of a tablet, please consult your pharmacist.
4. Medication is to be brought to school (or picked up at school) by parent/guardian.
5. The Licensed School Nurse or a delegated, trained staff member must administer medications or required treatments.
6. The school district, through the school nurse, reserves the right to reject medication administration requests. Some medications may impact the ability to safely accommodate the administration request. When a request cannot be accommodated, parents/guardians may choose to come to school to administer the medication to their child or may contact their physician to make alternate arrangements.
7. Students are encouraged to assume responsibility for requesting and taking medication at the appropriate time. Efforts will be made by the school district to administer the medication as prescribed.

## **Medication storage**

1. Students will not be allowed to carry their own medications unless we have a

signed consent form by the student's physician. At no time should students bring unidentified or unauthorized medications to be administered by school personnel.

2. Medication to be administered at school is to be kept in the health service office, except for secondary students who may carry an asthma inhaler or elementary students who have a signed consent form to carry an asthma inhaler. Other special requests may be discussed with the licensed school nurse.

Source: Ind. School District No. 750

Adopted: January 25, 1988

Revised: November 24, 1997

Revised: May 10, 2004

Revised: February 28, 2005

Revised: March 24, 2006

### **Illness & Accidents:**

If a child becomes ill or is injured in school, every attempt will be made to contact the parent. If a parent is not available, the person you have listed on the Emergency Form will be called.

If we cannot contact you and emergency treatment is needed, we (with your permission) will call a doctor or transport the child to the doctor. You have given this permission on the Emergency Form that was completed at the Open House. A report of the injury and the action taken will be kept on file in the school office.

### **Illness guidelines:**

**Antibiotic Treatment:** Students must be on antibiotics for 24 hours before returning to school. However, antibiotics should be continued for the entirety of the prescription to ensure infection has been properly treated.

**Chicken Pox:** Students must stay home until all of the pox marks have scabbed over, generally 7 days.

**Conjunctivitis (Pink Eye) or Eye Drainage:** Students must be on treatment for 24 hours before returning to school.

**Diarrhea:** Students must be free of a diarrheal episode for at least 24 hours before returning to school.

**Fever (Temperature of 100 F or more):** Students must be fever free for 24 hours before returning to school.

**Fifth Disease:** Students must be fever free for 24 hours before returning to school.

**Hand, Foot & Mouth Disease:** Student can return to school once symptoms subside.

**Impetigo:** Students must be on treatment for 24 hours before returning to school.

**Measles:** Students must stay home for 5 days after rash appears.

**Mumps:** Students must stay home for 9 days after swelling begins and must be fever free before returning to school.

**Pediculosis (Head Lice):** Once lice have been treated and the nits carefully removed from the scalp, students can return to school. Generally, students can return the next day if the lice have been properly treated.

Please check your child's head on a regular basis **each week**, especially behind the ears and at the back of the head and neck. Nits (eggs) are firmly attached to the hair and cannot be flicked off like dandruff. You can wash your hair every day with ordinary shampoo and still have head lice. If your child has lice:

1. Use special shampoo.
2. Wash bedding in hot water (above 150 F) and dry in a hot dryer or iron with a hot iron. Wash and dry recently worn clothing (including coats, caps, and scarves) in hot temperatures. Clothing or bedding that cannot be washed may be dry cleaned or sealed in a double plastic bag for two weeks.
3. Disinfect combs, brushes, and similar items by:
  - soaking in the medicated shampoo for 4 min. or,
  - soaking in a 2% Lysol solution for one hour or,
  - boiling water for 10 minutes.
4. Clean floors, furniture and carpeting with thorough vacuuming only. The use of insecticide sprays is not recommended.

**Ringworm:** Students must be on treatment for 24 hours before returning to school.

**Scabies:** Students must be on treatment for 24 hours before returning to school.

**Strep Throat:** Students must be fever free for 24 hours before returning to school.

**Vomiting:** Students must be free of a vomiting episode for 24 hours before returning to school.

**Insurance:** In spite of all precautions, accidents will happen. It is therefore advised that you have some kind of insurance coverage for your children.



**Vision Screening:** Vision screening is done as a matter of routine each year. It is important that the child be taken to an eye doctor if he/she has trouble seeing.

## **LUNCH**

Proper nutrition goes hand-in-hand with energetic minds. We want to make sure children are not hampered in learning because they are hungry. Saints Peter & Paul School participates in the National School Nutrition Programs, including breakfast and lunch. Lunch and breakfast menus will be sent home each month via email, and they will also be posted on the website.

Due to the MN state legislature there will be NO charge for breakfast or lunch. There is a charge of \$0.45 for milk if students wish to purchase one with a cold lunch or to purchase an extra milk with their lunch. Students are assigned a four-digit computer number and parents may deposit money into an account if needed for milk. Lunch price for adults is \$4.95.

**Please review the Application for Educational Benefits and if you think your family may qualify, complete the form in the fall Open House packet, or you may contact our office for a form.** Applications for Educational Benefits (previously called the Application for Free and Reduced Lunches) become effective when Saint Boniface personnel approve the application. By completing this application Saints Peter & Paul School receives extra funding to support educational services, technology, and professional development.

All Kindergarten students receive free milk at snack time. This is provided by state funding.

## **BREAKFAST**

Breakfast will be served at Saints Peter & Paul School 7:30-8:00 am. Students may be dropped off as early as 7:30 if they are planning to eat breakfast. After breakfast students will be dismissed outside before school starts.

## **LUNCHES BROUGHT FROM HOME**

Students may bring lunch from home if they wish. Milk is available for purchase, or students may bring a beverage from home. **We ask you not to send soda pop as a lunch beverage.**

## **FOOD ALLERGIES**

If your child has a diagnosed food allergy, please inform your child's teacher and the administration about the allergy. This may be done through a written note. Whenever possible, the kitchen will try to provide alternatives for the food to which your child is allergic.

## **SAINTS PETER & PAUL SCHOOL MILK PAYMENT PROCEDURES**

**Saints Peter & Paul School** has many simple payment options for you to choose from. No matter which payment option you choose, please remember that the current negative balance must be paid as soon as possible.

- *Pay in the Mail:* Send a check to **Saints Peter & Paul School**. Checks should be made payable to **Saints Peter & Paul School**. **Indicate on the check that it is a payment for milk**. If paying in cash, please include your child's name or family name when sending a payment.
- **Pay in Person:** Stop by **Saints Peter & Paul School** between **7:30am** and **3:30pm** Monday through Friday to pay by cash or a check. You may also send cash or a check to school with your child. Checks should be made payable to **Saints Peter & Paul School**.

All Kindergarten students receive free milk at snack time. This is provided by state funds.

**A. LUNCHROOM:** The children are expected to use good manners and converse quietly. We encourage the students to eat all of the food that is on their plate. The menu is sent home monthly so that you may send cold lunch if your child does not eat what is being served.

### **RULES:**

- It is important that students eat a balanced meal.
- No throwing food, etc.
- No popping milk cartons, etc.
- No pop.

**B. MILK:** Students in gr.1-5 who wish to drink milk at snack time must purchase a 20-day milk ticket for \$9.00.

## **LOST AND FOUND**

Please encourage your children to be responsible for their possessions and to claim them immediately if they are lost. We will not be responsible for missing money and other articles. Please label the children's boots and mittens. Any item found will be placed in the Lost & Found Box. It is the student's responsibility to check this frequently. Children should be discouraged from bringing money to school unless it is necessary. If for some reason they must bring money to school, it would be a good idea to give it to the teacher to keep until the end of the day.

## **Birthday Party Policy**

Classrooms will have a small commemoration for student birthdays. Students are welcome to bring store-bought treats to share. Please check with the classroom teacher for food allergies.

If students have a birthday party outside of school, invitations will not be allowed to be handed out at school. Please do this outside of the school day.

The school will :

- Share names of students in classes
- Share parent emails in classes

The school will not:

- Share only particular student names
- Share parent/student phone numbers or mailing addresses
- Hand out invitations
- 

### **CANDY/GUM**

Students should **NOT** bring gum, hard candy or suckers to school for any reason.

### **USE OF STUDENT PICTURES**

The school reserves the right to use student pictures in publications and on the school's web site. Any parent who does not wish his/her child's picture used, must notify the principal in writing prior to the beginning of the school year.

### **FIELD TRIPS**

Field trips are a privilege given to students. No student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic and/or behavioral requirements.

Parents are expected to sign the permission form, which releases the school from liability. Students who fail to submit a proper form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of written permission. Faxed or e-mailed permission forms will be accepted.

### **HOME PARTIES**

If you are planning a children's party in your home and wish to bring the invitations to school to distribute, the invitations should be extended to all the youngsters within the room. If you wish to select certain individuals from the room for the party, it would be best if the distribution were handled outside the school (by calling, mailing, etc.). There are often tears in school when a few children are excluded.

### **TELEPHONE**

Normally students do not use the telephone during the school day. If they are sick, they will be sent to the office where our administrative assistant will determine whether or not parents need to be called. Occasionally a student may need to call home. He/she may use the telephone, with the teacher's permission, in the classroom. However, students may never call home to make arrangements about staying at a friend's house. These arrangements need to be made outside of school hours.

Teachers and pupils will be called to the telephone during class time only for emergencies. These calls would ordinarily be from the parent. We ask that you please limit all other telephone messages to students.

(1) to five (5) day suspension.

## **PARENTS RIGHTS TO SEE EDUCATIONAL RECORDS**

State and federal legislation has guaranteed parents and students access to student educational record information and control over the release of this information to others. Since federal status requires that the education institutions shall annually inform parents and eligible students of the rights accorded them. This announcement will serve as this year's notice to parents and students.

Saints Peter & Paul School collects student data and maintains educational records on all students in order to comply with state regulations, facilitate the educational program and provide for parents' communication. These records include identifying data (age, address), academic grade, attendance records, test results, physical health, sensory data, special education services, and psychological reports.

The safeguarding and proper maintenance of current records are the responsibility of the principal. At the close of each year, a designated school staff member shall review the records and remove outdated and inappropriate data and information.

A student's records may be seen or reviewed only with the written permission of the parent of the student (if 18 years of age or older) except under the circumstances cited below:

1. Administration and staff employees of the school/district have access to school records in connection with their school, functions, and responsibilities.
2. Student records will be forwarded to the school in which the student transfers or applies for admission or in which he or she enrolls.
3. Student records will be forwarded to scholarship and financial aid sponsors to whom the student is making or have made application for aid.
4. Researchers, with permission of the principal, may examine school records and report information, which does not identify individual students.

All student records shall be reviewed and shared with the student (18 years of age or older) or parent, upon request, within a reasonable period of time. Parents who are interested in seeing their children's records should make an appointment with the school principal or appropriate school officials and, upon presenting proper identification, will be provided the opportunity to see the records and to receive interpretations and **CELL PHONES** - Cell phone usage is not permitted during the school day (8:00 a.m. to 3:00 p.m.). If you feel your child needs to carry a cell phone, it must be kept at all times in his/her backpack on silent or shut off and stored in your child's locker during the school day. If cell phones are seen

or used throughout the school day, school personnel reserve the right to confiscate the phone and bring it to the school office for parents to pick up at a later time. If an Apple Watch and other forms of a smart watch, are used to send text messages or make phone calls, it will be treated like a cell phone and can be confiscated by a school personnel.

## **WEAPONS AND ASSAULT STUDENT DISCIPLINE POLICY**

### **WEAPONS:**

Possession of a weapon by a student will result in (1) an initial suspension for five (5) days; (2) confiscation of the weapon; (3) contact the police department; and (4) a recommendation to the Board of Education that the student be expelled. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property, on a school bus, or at a school activity.

"Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: gun (including pellet guns, BB guns, look-alike guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles, num-chuks, throwing stars, explosives, stun guns, ammunition, or any type of bomb or explosive device. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

### **ASSAULT: (REMOVE)**

1. A threat of bodily harm or death to another person, without material physical contact, will result in a parent/guardian conference and an initial suspension of up to five (5) days for students in grade 5.
2. A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon shall be dealt with under the preceding section of this policy dealing with "weapons."
3. Students in grade 5 who engage in fighting with another person will be suspended from the classroom or from the building for three (3) days. Students in grades K-4 will be suspended from the classroom or from the building for a period not to exceed three (3) days. Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the

intent of inflicting physical harm upon one another and differentiated from “poking, pushing, shoving or scuffling.”

4. Direct attack with a weapon: Direct attack with a weapon shall be dealt with under the preceding section of this policy with “weapons.” An attack is defined as violent aggressive

behavior by one individual directed towards another individual with the intent of inflicting

great physical harm upon another.

5. Direct attack without a weapon on another person: Students in grades K-5 will receive a one

explanations of these records. Students 18 years of age or older who wish to see their records should follow the same procedure. If there is incorrect, inaccurate, or misleading information in a student’s records, the parent of the student has the right to challenge the content of the records and to request the principal to have the material corrected or removed. If the correction is not made, the student or parent may ask for a hearing and resolution on the matter before the pastor or his designated representative. The student and/or parents have the right to obtain copies of these records on payment of a fee not to exceed the actual cost of reproduction.

Federal and state statutes and regulations permit certain individuals and agencies not mentioned in earlier paragraphs to see educational records without parents or student permission. Accordingly, educational records may be shown:

1. To state and federal agencies as required by law or in connection with auditing of federal and state grant-in-aid programs.
2. To individuals in compliance with a court order or lawfully issued subpoena.

The

school shall attempt to notify the parent of such order or subpoena prior to release

of the information.

## **GRIEVANCE POLICY**

In Catholic education it is important that truly Christian standards be adopted and followed to promote fairness and justice in the timely resolution of conflicts and disputes. There must be an opportunity for issues to be understood by the parties involved, for provision that all sides be heard, and for procedures of adjudication and appeal which are agreed upon mutually between the parties.

Christian standards dictate that complaints should be handled on the level(s) where they can be resolved. To circumvent the lines of communication is a negative influence in the Christian community.

Ordinarily the first contact should be with the “offending” party (e.g. teacher, administrator) to resolve the problem. If a satisfactory solution is not achieved, the parent should next seek help from the administrator. If that fails, the parent may ask for a closed hearing with the administrator and board.

**ASBESTOS NOTIFICATION  
SAINTS PETER & PAUL SCHOOL**

TO: Parents, Employees and Short-term Workers of Saints Peter & Paul School  
FROM: Heather Pfannenstein, Asbestos Program Manager  
SUBJECT: Presence of Asbestos in this school building

Our school has been inspected for asbestos under the Asbestos Hazard Emergency Response Act of 1986 (AHERA). Some asbestos-containing building materials (ACBM) were found in the building. A management plan detailing the location and description of the asbestos-containing building materials (ACBM) has been submitted to the Minnesota Department of Education (MDE), and is available for your inspection at Saints Peter & Paul School Office, 111 Central Ave. North, Richmond, MN.

The person designated as Asbestos Program Manager for our school is Heather Pfannenstein, Saints Peter & Paul School, (320) 597-2565.

Problem areas in this building, and the response actions planned by the school are summarized below.

Saints Peter & Paul School has asbestos in the soft ceiling plaster including classrooms, halls, library, and office area. At this point we will monitor these ceilings, which have been encapsulated. During the summer of 2014, asbestos was removed from the kitchen storage cooler, first & second grade floors and entrance ceiling. During the summer of 2012, the pipes containing asbestos materials were removed from the tunnel. During the summer of 2011, asbestos material was removed from the ceiling in the gym, cafeteria and kindergarten room. The asbestos floor tiles were also replaced. During June, 1990, the ceiling above the stage was removed. We also have some asbestos in the pipe wrappings found in the boiler room and crawl space area. Because there is little exposure to this area, we will continue to monitor it.

Warning labels have been attached to ACBM only in routine maintenance areas such as the furnace room. Please heed these labels, and do not allow them to be removed or misplaced.

Asbestos-containing areas will be kept under surveillance for change or damage. If you notice any change or damage to areas identified as asbestos-containing, please notify the Asbestos Program Manager above at once. In addition to periodic surveillance (at least every 6 months), the school will be re-inspected by a certified asbestos inspector every 3 years. Our most recent asbestos inspection was done in the summer of 2022 and our next scheduled inspection will be during the summer of 2025.

Short-term workers, such as telephone workers or plumbers, as well as school employees who will be working in ACBM areas should be informed of any potential danger.

## Pesticide Notice for Parents or Guardians

Dear Parent or Guardian,

A Minnesota state law went into effect in 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review of copying at each school office. At present we apply Demand CS insecticide (EPA-10182-361) four times a year. We use it to prevent ants, roaches and spiders. We have scheduled the following dates for application: September 2022, December 2022, March 2022 and June 2022. In addition we may fertilize the lawns the first two weeks of September and the final two weeks of May.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. The Material Safety Data sheet currently has the following information: The material is classified as “practically nontoxic” by ingestion. This material may be slightly irritating to human eyes following contact. Short contact periods with human skin are not usually associated with skin irritation. Toxic effects are not likely to develop after inhalation of Demand CS at residential dilution. No other adverse clinical effects have been associated with exposures to this material.

If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please complete and return the form below and mail it to: Heather Pfannenstein, Saints Peter & Paul School, P.O. Box 189, Richmond, MN 56368. If you have any questions regarding this notice, please contact Heather Pfannenstein at 597-2565.



**Request for Pesticide Notification**  
**Saints Peter & Paul School**

I understand that the school will make available an estimated schedule of pesticide applications for review and copying at the school office. Should a pesticide application be scheduled on a day different from the day(s) specified in the original schedule, I would like to be notified. I understand that the school may ask me for reimbursement for the costs of notification.

I would prefer to be notified by (circle):    US mail                      E-mail

**Please print neatly:**

Name of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Day Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_  
Return to: Heather Pfannenstein, Saints Peter & Paul School, P.O. Box 189, Richmond, MN 56320.