



# PARENT / STUDENT HANDBOOK

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## Welcome

Welcome to Saints Peter & Paul School. We are a pre-kindergarten through grade 5 Catholic school, committed to partnering with families to educate children academically, socially, and spiritually.

## Mission Statement

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

*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.

## Statement of Catholicity

At Saints Peter & Paul School our Catholic identity is not just an aspect of who we are, but the very essence of our mission and purpose. Rooted in the teachings of Jesus Christ and the rich traditions of the Catholic Church, our educational approach is holistic, nurturing the spiritual, intellectual, and moral development of each student. Every aspect of our curriculum, activities, and community life is infused with Catholic values, guiding our students to grow in faith,

knowledge, and love. We are dedicated to fostering an environment where the Gospel message is lived and witnessed daily, creating a foundation for lifelong discipleship.

As Pope Benedict XVI said, “First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth (Benedict XVI, Address to Catholic Educators, 2008). This profound understanding underscores our commitment to excellence in education, while also ensuring that our students experience the love and truth of Christ in every aspect of their school life. At Saints Peter & Paul School, our Catholic faith is the heart of all we do, inspiring us to cultivate a community where each person is valued, and every student is prepared to contribute meaningfully to the world.

## Accreditation

Saints Peter & Paul School has been accredited by MNSAA since 1988. Every 7 years Saints Peter & Paul School renews its accreditation by meeting or exceeding accreditation requirements.

## Nondiscrimination

At Saints Peter & Paul School, we are committed to fostering an inclusive, respectful, and supportive environment for all members of our community. Rooted in our Catholic values, we uphold the dignity of every individual and ensure that all students have equal access to the benefits and opportunities provided by our school, without discrimination.

In alignment with Catholic social teaching and applicable federal and state laws, Saints Peter & Paul School prohibits discrimination on the basis of race, color, creed, religion, national or ethnic origin, sex, disability, age, marital status, status with regard to public assistance, or any other characteristic protected under applicable law in the administration of our educational policies, admissions policies, scholarship and tuition assistance, and athletic and other school-administered programs.

As a Roman Catholic religious institution, the school also has the right and duty to conduct its school, programs, and activities in a manner consistent with the Catholic faith and doctrine. Accordingly, nothing in this handbook precludes the school’s ability to act in conformance with its Catholic beliefs and identity, including taking appropriate actions with respect to students, parents, or volunteers, whose actions are inconsistent with the religious teachings of the Catholic faith. This applies to actions on school grounds, at school functions, or off school grounds if such actions interfere with or obstruct the mission or operations of the school.

## 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. Saints Peter & Paul 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.

## General School Information

### Arrival and Dismissal

The school provides supervision of students starting at 7:30 AM. Students may arrive between 7:30-8:00 AM and need to report to the playground. Students are let into their classrooms at 8:00 AM. School begins at 8:10 AM. Students who arrive before 7:30 AM will need to coordinate with Saints Peter & Paul Child Care for morning kid care. The school day ends at 2:40 PM and the school will provide supervision until 2:50 PM. Students who need supervision after 2:50 PM will need to coordinate with Saints Peter & Paul Child Care for after school kid care.

### 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.

### Authorized Pickup

Students will only be released to parents or an authorized pick-up person. If you have designated another person to pick up your child on a specific day, please inform the school no later than that morning.

### 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.

## After School Events

When a student participates in a school activity that does not begin immediately after school, it is necessary that parents make arrangements for their children in the interim. Unless specifically arranged for, Saints Peter & Paul School does not supervise children after school. Generally, students should leave school grounds and return at the appropriate time for the event.

## Attendance

When students are tardy or absent, this causes interruptions and hinders learning for both the individual student and the classroom. The purpose of this policy is to encourage punctuality and regular school attendance.

Families must inform the school office by 8:15 AM on or before the day of the absence if a child is to be absent or tardy for any reason. This can be done via email, phone call, or voice message to the **school office**. Please provide your child's name, grade, and the reason for the absence. If we are not contacted by 9:00 AM families will receive a call from the school.

- Students arriving between 8:10-10:30 AM will be counted as present all day but marked tardy.
- Students arriving between 10:30 AM and 1:00 PM will be marked 0.5 days absent.
- Students leaving between 10:30 AM and 1:00 PM will be marked 0.5 days absent.
- Students leaving after 1:00 PM will be excused.

*Excused and Unexcused Absences/Tardies.* There are two types of absences/tardies – excused and unexcused. 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.

Excused Absences/Tardies include: illness, funeral, doctor/dentist/orthodontist appointment, vacation when the school office is notified at least 48 hours in advance, family emergency.

Unexcused Absences/Tardies include: oversleeping, missed the bus, refused to go to school, babysitting, and cold weather.

*Absence due to illness.* If a student misses one day due to illness, please do not call for make-up work. The student will receive any missed work the following day. If a student will be absent longer than one day, families should contact the student's teacher regarding make-up work. Teachers will decide which items may be given during the absence and which will be made up after the absence. If a student is absent for an entire day due to illness, they are not allowed to participate in after school activities.

*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 48 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.
- Teachers are not expected to prepare assignments in advance to accommodate vacation plans. When the student returns to school after a vacation, the assignments will be given out together with a deadline for their completion.

#### *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.

### **Homework**

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

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.

## Daily Schedule

7:30 AM	Office opens
8:10 AM	School day begins. Students not in their classrooms at this time are considered tardy/absent.
8:30	Student Mass on Wednesdays
2:40 PM	School day ends. Students are dismissed.
3:30 PM	Office closes

## Dress Code

The Dress Code Policy is designed to reflect the dignity of the body and the modesty taught by our Catholic tradition. It enhances a sense of school pride and belonging, while encouraging discipline and eliminating unnecessary distractions. Additionally, it creates opportunities to share our mission in the wider community. Because of this, all students are expected to dress in a neat, clean, respectful, and modest manner. Complying with the dress code is a requirement for attending school.

The following dress expectations list covers many specific expectations but is not exhaustive, and school administration reserves the right to amend the dress code as needed:

- Hair styles, highlights, braids, and extensions must be modest.
- Simple earrings are allowed. Facial jewelry (excluding earrings) or visible body piercings are not allowed. Jewelry should not be distracting.
- Clothing and other items or grooming in a manner that represents and/or promotes politics, political candidates, inappropriate messages, drugs, alcohol, tobacco, marijuana or other illegal substances, violence, threats, gangs, hate groups, or any messages that are immoral or contravene the teachings of the Church, are prohibited.
- Hoods and/or hats may not be worn during the school day.
- Low cut tops, or tops which expose shoulders, back, or midriff are not allowed.
- Shorts, skirts, or dresses must be mid-thigh or longer.
- Leggings/jeggings/yoga pants may only be worn with a top or dress that is mid-thigh or longer.
- No excessively ripped, holey, or torn clothes.
- Bare or stocking/sock feet are not permitted.
- Students should wear clothing that does not require regular adjustment to abide by the dress code expectations.

### **School Mass Dress Code: Wednesdays at 8:30**

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

If a student violates the dress code policy, they will be informed and the student's parents may be notified. Students will be sent to the school office for violations that are substantial, relate to modesty, or create a distraction to the academic environment. Options to address the violation may include turning clothing articles inside out, being provided replacement clothing (when possible), parents bringing other clothes, or being sent home. Ongoing dress code violations, or individual instances of severe violations, may result in disciplinary action.

### **Weather Dress Code**

0-24 degrees: Students need a winter coat, boots, snow pants, hat, and gloves

25-40 degrees: Students need a winter coat, hat and gloves.

41-50 degrees: Students need a jacket

51-60 degrees: Students need long sleeves or a sweatshirt

60 + degrees: Students do not need long sleeves.

No matter what the temperature is, if there is snow on the ground, students **MUST** wear SNOW PANTS and BOOTS.

### **The temperature listed above are the real feel temperatures.**

We do NOT go outside if the real temperature is 0 or below or if the wind chill is -10 or below.

## **Field Trips**

Field Trips are part of the educational and are designed to support the curriculum and introduce students to learning opportunities beyond our campus. Since field trips are learning situations, they are counted as a school day and attendance is generally required.

Prior to scheduled trips, an authorization form signed by a parent is required. Students without a signed form are not allowed to go on the field trip and must stay at school. Handwritten notes and phone calls are not accepted in place of a signed authorization form. Certain field trips require an additional fee which must be paid for the student to participate.

Whenever possible, transportation for field trips is by bus. If it is necessary to use transportation provided by vehicles, parents will be notified.

Chaperones may be needed for field trips; all chaperones must comply with all volunteer requirements.

## Guiding Principles Concerning Human Sexuality and Sexual Identity

Saints Peter & Paul School is committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. Our school provides an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the God-given irrevocable dignity of every human person. Saints Peter & Paul School will relate to each student in a way that is respectful and consistent with each student's God-given sexual identity and biological sex.

## Lost and Found

The school maintains a lost and found for misplaced items. It is located in the school entryway. Please check the lost and found if you are missing an item. Saints Peter & Paul School is not responsible for lost items, and the lost and found is periodically cleaned out. Items that remain in the lost and found for more than one month may be discarded.

## 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

## Lunch Program

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 \$5.00.

**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 AM 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 **7:30 AM** and **3:30 PM** 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.

## **LUNCHROOM EXPECTATIONS**

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 walking around.
- No shouting.
- No popping milk cartons, etc.
- No pop.

**MILK**

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

## Recess & Playground

**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. 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:

- No hitting, fighting or tackling.
- No swearing or use of obscene gestures.
- No playing ball tag or any similar game.
- No picking up or throwing mulch or rocks.
- Students must wear boots when snow is on the ground. Wear closed toe shoes.
- Students may not bring equipment (bats, balls, etc.) from home except for baseball gloves.
- Use equipment for what it is intended.
- Put ALL equipment back when you are finished playing.
- No picking up or throwing of snow.
- Do not kick the playground balls or throw them against the building.
- No tackle football, king on the hill, chicken.

**Playground Equipment**

- No playing tag or chasing on it.

- No walking on top bars or climbing on top of slides or handrails.
- No pushing or shoving.
- No balls or jump ropes on playground equipment.
- No closing your eyes on the playground equipment.
- Feet first down the slides.
- No snow on slides.

### **Spinner**

- No playing under it.
- Stop when someone wants off.
- Maximum of 10 riders.
- No jumping off while it's spinning.
- Student can push it by running with it or by standing and pushing.

### **Swings**

- Use proper "speed and height" limits on the swings.
- No jumping off.

### **Monkey Bars**

- Climb safely.
- No pulling, pushing or shoving.
- No tag.
- No jumping off.
- If it looks full, wait your turn.

### **Baseball Bats**

- The red bat and big yellow and red balls are for PreK-2.
- The blue bat and small neon yellow balls are for 3-5 grades only.

### **Chalk**

- Students are welcome to draw on the cement with chalk.
- Do NOT draw on the painted games.

## **Parent Messages for Students**

Messages for students regarding a change in plans for the end of the school day (e.g. bussing, pick-up, etc.) **should be left in the school office**. Always make sure the school office is called or email and not just the teacher. It can't be guaranteed the teacher will get the email or message. Please limit messages to your child to urgent matters only, as messages are disruptive to class. Whenever possible, messages regarding the end of the day should be called in at least one hour before the school day ends.

## Parent -Teacher Communication

### Contacts

Teachers are available at 7:30-8:00 AM and after school from 2:45-3:30 PM, or by appointment. Since teachers may be scheduled for meetings, etc., you are asked to email the teacher to schedule an appointment. Teachers may not be called out of class to discuss problems with parents. Parents may contact the office to relay a message to the teachers.

### Newsletters

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

## Photo Release

Throughout the year, there are many occasions to share photos and details about what is happening at our school, through newspaper articles, social media posts, and school communications. We ask families each year to opt in or out of the photo and academic work release. Families who opt out of the release will be noted and their children's photos/academic work will not be published.

## Prayer and Worship

Formation in the spiritual life leads children to deepen their relationship with Jesus Christ and his Church. A robust and intentional program of spiritual formation encourages the life of grace through daily personal and communal prayer, regular opportunity for reception of the sacraments, and participation in the liturgical life of the Church. With a strong faith that continues to grow, Catholic school students find in God the ultimate meaning and purpose of their lives. Students participate in daily prayer, seasonal prayer services, retreat experiences, vocational information, and liturgical celebrations. Students also attend mass weekly. We invite parents to join us for mass and liturgical celebrations throughout the year.

## Sacramental Preparation

In coordination with our parish, Saints Peter & Paul School provides a preparation program for students in second grade for receiving the sacraments of Reconciliation and First Communion. Parental involvement is important in a child's preparation, so we ask parents to work at home with their children and to attend parent meetings relating to sacramental preparation.

## School Calendar

The school year generally runs from September to May. The school calendar can be found on the main school webpage, along with a list of non-attendance days, special events, and holidays.

## Smart Device Policy

For the purposes of this policy, "Smart Device" refers to any internet-enabled digital tool with a visual display or screen. Common examples include smart phones, smart TVs, computers, iPads, Chromebooks and smart watches if used for communication.



Saints Peter & Paul School discourages students in grade 4-5 from bringing Smart Devices to school and prohibits it for students PK-3rd grade.

For children in grade 4-5 we recognize some parents may make the decision to allow their child to bring Smart Devices to school. In this case, the following policies are in place under normal circumstances and exclude emergency situations:

- Students will turn off their Smart Devices upon entering the building and place them in the designated collection site for the day. Devices are to be picked up at the end of the day. Students may not access their phones between classes or during lunch.
- Students are not allowed to use personal Smart Devices during off-campus, school-sponsored field trips that occur during regular school hours.
- The school will take reasonable measures to protect and secure personal Smart Devices during the school day. However, parents who send their children to school with a Smart Device accept the possibility of loss or damage and will hold the school harmless for any loss or damage.

## Transportation to and from School

### End of Day Dismissal and Pick-up

#### K-5 Buses loading at 2:40 PM

- Classes will line up in the school entryway to begin and then head outside.
- All bus lines are picked up between 2:45-3:00 PM.

#### K-5 Parent Pick up is at 2:40PM

- Students line up by the far kitchen entrance door.
- Parents should follow the drive through pick up for their child on Central Ave. and 1st St NE.
- If there is inclement weather students will wait inside until parent arrives.

### After School Care

- All after school care students will line up in the school gym at 2:40 PM.

### Bussing

District 750 operates busses for our students who live within the district boundaries. Information and sign-up forms are sent out annually. Families who intend to use the bus must complete the necessary forms on ROCORI School District's webpage.

Parents will be notified when and where the bus will stop for their children. The public school has sole discretion, control and management of scheduling, routes, bus stop locations, and discipline.

Riding the bus is considered a privilege. The bus is not a place to be rambunctious, and each student must do his/her part to keep the bus quiet, orderly, and clean. Students should remain seated at all times, except to board or leave the bus. The driver is in complete control and has the authority to enforce all rules of safety and conduct.

Parents need permission from the bus company to have friends ride home with their student(s).

## Admission/Enrollment Policies

### Enrollment for New Students

Saints Peter & Paul School accepts applications for new students year-round. Should more applications for admission be received than spaces are available, applications will be considered in the following priority:

1. Children of families who are currently enrolled.
2. Children of families who are registered members of Church of Saints Peter & Paul.
3. Children of families who are registered members of Centered on Christ Catholic Community.
4. Children of families who are registered members of other parishes who support the Diocesan Policy on inter-parish subsidy of tuition.
5. All other children.

Saints Peter & Paul School may admit students who are not Catholic, provided they understand and accept that participation in Catholic religious instruction and school religious activities is required, and that our faith is a part of everything we do at the school.

### Enrollment for Current Students

Reenrollment for current students is required each year.

### Registration Requirements

Enrollment is not finalized and an enrollment spot will not be saved until the following are complete:

- Online enrollment through Gradelink
- Current Tuition Agreement Form signed and returned to school office
- \$500 Enrollment deposit (non-refundable) for new families (deposit will be applied to tuition)

All documents MUST be received prior to the first day of school.

All Students:

- Immunization records
- Health summary (may be requested for Kindergarten and/or new students)
- Early Childhood Screening (prior to Kindergarten)

Students entering Kindergarten must be 5 years of age prior to the first day of September of the Kindergarten year.

## Probationary Period

All new and transfer students will be accepted on a probationary period of 90 days. This period is intended to allow both the family and the school the opportunity to determine whether the school is a good fit for the student. During this time, the student should maintain passing grades, display good behavior, have no disciplinary concerns, and no attendance issues. If there are academic or behavior concerns, the student may be asked to unenroll.

## Withdrawal Agreement

There is a \$500 withdrawal fee from Saints Peter & Paul School. Waiver of the fee may be considered for special circumstances such as relocation beyond a reasonable travel distance, family hardship, or student needs that SSPPS is unable to meet. Deposit refund must be approved by the principal, pastor, or school designee.

Withdraw on or before Labor Day

- \$500 Enrollment Deposit Non-Refundable

Withdraw after Labor Day:

- \$500 Enrollment Deposit Non-Refundable
- Tuition Assessed for Time Enrolled

## Financial Policies

### Tuition and Fees

The school relies on the tuition from families to fulfill our budget obligations. The school sets tuition rates and fees each year and communicates this to families in conjunction with annual enrollment.

All tuition and fees must be paid on time. A family who has a delinquent tuition account will be contacted and we will work to resolve the situation with the family. If a resolution has not been achieved within 30 days of delinquency, a student may not be allowed to attend school, and the family may not be allowed to re-enroll for the following year.

### Cost of Tuition

#### **2025-2026 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 Requirements

In conjunction with parish, community, and family support, **fundraising is key to our operating expenses** and our ability to be an outstanding school. Through your commitment to participating in fundraisers, we are able to provide affordable tuition and amazing staff. Fundraisers are **ESSENTIAL** to our operating budget. Below are the requirements and descriptions for fundraisers.

1. Harvest Ball & Side by Side Raffle- the Saturday before Thanksgiving
  - a. Students will sell Dinner tickets for the Harvest Ball
  - b. Harvest Ball will include a plated dinner, music, silent auction, live auction, games, and more
  - c. Students will sell Side by Side raffle tickets.
2. Workathon-Last Saturday in April
  - a. What is the Workathon? The Workathon is a fundraiser for Saints Peter & Paul School where children and adults seek pledges for doing two hours of community service on the last Saturday of April.
  - b. How do we raise money? Students will request the support of friends, neighbors, and relatives by asking them to pledge/donate money to the school for the community service they will fulfill. Students will have a letter that they can send to friends and family requesting pledges. If they need more letters, students can get more in the school office.
3. Catholic Schools Raffle-Mid January to mid-March
  - a. Students will sell Catholic Schools Raffle tickets. 100% of the money stays in the school.

Parents are expected to take part in the fundraising efforts of the school (Workathon, Catholic United Raffle, and Harvest Ball/Raffle). If families do not participate in fundraisers they will be asked to pay full tuition.

If families do not want to participate in fundraisers they are required to pay the full tuition (an additional \$1400 per student).

## Financial Assistance

While we strive to keep tuition at an affordable rate, we understand that private school tuition can be a major expense for families. With this in mind, Saints Peter & Paul School has financial

assistance funds available. Distribution of funds is based on financial need and availability of funds.

Families wishing to apply for financial assistance should complete the tuition assistance application. Documentation of income, assets, expenses, and special circumstances may be required for the application. Families who experience a change in financial circumstances during the school year which makes fulfilling their tuition obligation difficult should contact the school office for assistance.

## **Academic Policies**

### **Integrated Curriculum**

Saints Peter & Paul School is dedicated to providing an integrated curriculum that is academically excellent and instills strong Catholic moral values. The curriculum is presented with a coherent vision of reality through the lens of the Catholic intellectual tradition. This comprehensive approach encompasses intellectual, physical, social, and spiritual development honoring the truth of what it means to flourish as a human person. The impact of this holistic formation is mature young men and women who are able to engage the civic, spiritual, moral and professional challenges of their society and, assisted by God's grace, use their success to transform our world for the good.

We review one each subject each year with a 7 year rotation.

### **Cards and Student Progress**

At the end of each trimester students receive report cards. These are intended to inform parents and students regarding the student's progress. This is an opportunity to assess how a student is progressing and to set goals for the year. Report card grades are final. If a student or parent has questions or concerns about report cards, they should contact their teacher.

### **Promotion/Retention**

Promotion and graduation take place when a student demonstrates satisfactory completion of grade level work. The decision to retain a student at current grade level will be made only after an evaluation has been made which indicates the student would benefit from retention.

### **Student Records**

Saints Peter & Paul School maintains and manages student records following its policies and practices and in accordance with federal and state law. Student records may include identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized tests, health data (maintained as separate records), teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

Parents can make a request with the school office to review their child's record. Such requests will be responded to in a reasonable amount of time.

No one except appropriate school personnel, parents of minors, and students who have reached legal age shall have access to student records without either a subpoena or appropriate written authorization from the parent.

# Behavior Policies

## Student Conduct Guiding Principles

Each student is responsible for behavior that maintains a respectful, welcoming, and joyful learning environment within the school. Respect for oneself, others, authority, and property is expected from each student. Students are to behave in a manner that is morally responsible and brings credit to themselves, their families, and the school community, and to maintain a safe and healthy learning environment.

As a Christ-centered school, we value learning, respect, and responsibility. Our general school conduct expectations are:

Be respectful

- Speak and act with respect to everyone and all property
- Follow directions in a timely manner and without argument
- Be attentive and respond appropriately when greeted or spoken to

Be responsible

- Be on time, prepared and ready to learn
- Complete work carefully and punctually
- Be in control of your own words and body

Be safe

- Follow school rules
- Avoid conduct that could hurt someone else
- Seek an adult if you see anyone being unsafe

Be like Jesus

- Be kind to others
- Include others and make everyone feel welcome
- Be a peacemaker
- Be willing to forgive

## Discipline Policy

### Minor Misconduct

Consequences for minor misconduct will typically be managed by the classroom teacher. Generally, minor misconduct or policy violations will result in lighter discipline. This may include, but is not limited to, a verbal warning, time-out, written warning, call to parents, reparation of damage, loss of privilege, detention, or being placed on a behavior plan. Continued infractions, aggravating factors, or more severe behavior may result in more substantial discipline. Because each child and situation is unique, in determining the appropriate response to a disciplinary situation the school may consider contextual factors such as the age of the student, the type of misconduct, the frequency of the student's misconduct, and the severity of the problem.

Examples of minor misconduct include (but are not limited to):

- Inappropriate language (e.g., cursing)
- Work incompleteness.

- Disrespect
- Minor property damage (e.g., breaking a pencil)
- Misuse of materials
- Lying & cheating
- Teasing, taunting (e.g., physical and/or verbal)
- Disruptive: excessive talking, making noises, talking out or to peers
- Not prepared for class
- Stealing small classroom items such as pencils, crayons, or paper.
- Scuffling/Mild physical aggression (e.g., pushing and shoving that doesn't require a visit to the nurse)
- Off-task behavior
- Irreverence at mass
- Academic dishonesty
- Technology violation
- Excessive blurting

### **Major Misconduct**

There are certain behaviors that, due to the severity of the action, are considered major misconduct, and more substantial and immediate consequences are necessary. Discipline may include any minor misconduct disciplinary actions, as well as immediate removal of the student from the classroom, meeting with parents, in school or out of school suspension, and expulsion. Disciplinary actions for major misconduct are determined by the principal. If necessary for the safety of other students or to avoid significant disruption to the school's social or academic environment, the student may be placed on a temporary out of school suspension pending appropriate resolution.

Examples of major misconduct include (but are not limited to):

- Indirect or direct aggression. Such aggression may include but is not limited to assault, physical threat or harm, and harassment. Requires a visit to the nurse. Behavior **doesn't** meet the bullying definition.
- Forgery
- Theft
- Major property damage (breaking an electronic device)
- Vandalism (irreversible destruction of school property)
- Violation of district technology guidelines
- Abusive language (threat of physical harm, offensive racial/sexual comments)
- Sexual touch
- Arson
- Bomb threat, false alarm
- Use, possession of unauthorized prescription or non-prescription drugs
- Use, possession of weapons
- 3 Minors within 4 weeks = A Major Behavior

Students, employees, or volunteers who are aware of major misconduct should report it to the principal as soon as possible.

## **Guidelines**

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 discretion of the teacher or administration. The school has the right to discipline or require student withdrawal for any reason. Failure to comply with expected standards of conduct will subject the student to potential disciplinary action, up to and including expulsion or dismissal.

## **Behavior On & Off Campus**

The 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 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.

## **Harassment**

Saints Peter & Paul School, in partnership with families, strives to create and maintain a positive learning environment where students are treated with dignity and respect so that they can celebrate and grow in their faith, discover their academic potential, and become concerned, respectful, and responsible young people. This philosophy is the foundation of our harassment policy.

### **Harassment Definition**

Harassment is any unwelcome behavior (verbal, physical, written, or electronic) which has the intention or effect of intimidating, degrading, humiliating, or offending another person, or that interferes with another person's academic performance or participation in school activities. Whether an action constitutes harassment is determined by school administration, and not by the intentions of the accused.

Harassment includes, but is not limited to:

- **Bullying:** Intimidating, threatening, abusive, or harming conduct that is objectively offensive and: (1) an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or (2) 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.
- **Cyber-Bullying:** Bullying performed using technology or other electronic communication.
- **Hazing:** Any activity undertaken by a student or group of students towards another student or group of students with the purpose of "initiation" into the school, a student organization, a team, or a social group, including but not limited to, any physical, sexual, verbal or psychological abuse that is demeaning, harming, or embarrassing anyone as a "rite of passage."



- Physical: Unwelcome physical force or unwanted touch that shames, hurts, alienates, threatens, intimidates, or attacks another person, or stealing, damaging, or destroying another's property.
- Psychological: Humiliating or abusive behavior that lowers a person's self-esteem or causes torment or emotional harm.
- Sexual: Includes unwelcome sexual advances, gestures, jokes, comments, actions, or symbols, unwelcome sexual questioning, remarks, or touching, pressuring for sexual activity, displaying sexual images, videos, or sounds, and/or promoting rumors of a sexual nature
- Verbal: Face-to-face or otherwise spoken harassing action, including the use of offensive speech, taunts, name-calling, put-downs, intimidation, slander, and threats of any kind toward another person or group.
- Written: Written statements that taunt, name-call, put down, intimidate, slander, or threaten another person or group.

### **Procedure**

Any student who is a victim or witness of harassment is encouraged to deal with the situation immediately by politely and firmly advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly, if the harassment is severe, or if a request to stop is not respected, the student should report the incident to the principal, or any teacher or staff member.

Teachers and staff members who witness harassment or receive a report of harassment should make reasonable efforts to promptly address the harassment and must inform the principal as soon as possible.

The school will promptly initiate an investigation into any reports of harassment. The investigation may include interviews with the complainant, the alleged harasser, and others who may have knowledge of the alleged incident. The investigation will be conducted in a confidential manner to the extent possible, but confidentiality cannot be guaranteed.

The school may take immediate steps, at its discretion, to protect the victim, complainant, or others pending completion of an investigation of alleged harassment.

The school will determine, based on the preponderance of the evidence ("more likely than not"), whether the alleged conduct occurred and was a violation of this policy, and if so will take appropriate disciplinary action. If appropriate, an investigative report documenting interviews, conclusions, and outcomes will be completed. The complainant, victim, alleged harasser, and their parents, will be informed of the outcome of the investigation, to the extent permitted by law. However, the school may not disclose private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school.

### **No Retaliation**

Retaliation of any form against any person making a good faith report of harassment or participating in an investigation regarding harassment will not be tolerated.

## Technology and Acceptable Use Policy

Saints Peter & Paul School offers students access to the internet and other technology resources, which are essential learning tools in 21st-century education. Our school is committed to improving students' educational experience using technology. Student use of technology is a privilege and must be consistent with the school's mission and values. Using digital tools correctly and responsibly is very important. All student policies, including this policy, apply to all students using school technology resources, including computers, tablets, and the internet. Parents are encouraged to discuss this policy with their children and to monitor their technology use at home. Ensuring that students understand and adhere to these guidelines is a shared responsibility between the school and families.

Violations of this policy may result in disciplinary action, including but not limited to loss of technology privileges, detention, suspension, or expulsion.

### General Guidelines

- **Educational Use:** Technology must be used to support learning and adhere to Catholic values. Students must follow all school policies when using technology, including appropriate language and respectful communication.
- **Behavior:** Users are expected to act respectfully, responsibly, ethically, morally, and legally. Respect for others is paramount.
- **Internet Safety:** Filtering software may be installed to block inappropriate content. Users must report access to inappropriate sites immediately.
- **Equipment Care:** Treat all technology equipment with respect. No food or drink near devices.
- **Supervision:** When possible, staff will supervise student use of technology to ensure it is appropriate for their age and aligned with educational goals.
- **Personal Information:** Do not share personal addresses, passwords, or phone numbers.
- **Privacy:** Users have no expectation of privacy in their use of school technology. The school reserves the right to monitor and review all technology use to ensure compliance with this policy or in conjunction with any disciplinary matter or investigation.

### Unacceptable Uses

- **Illegal or Unethical Behavior:** Engaging in activities that are illegal or violate school policies.
- **Inappropriate Content:** Accessing, downloading, or distributing material that is inappropriate, offensive, or immoral.
- **Off-Task Use:** Using technology for non-educational purposes during instructional time.
- **Inappropriate Communication:** Sending or receiving messages that are harassing, threatening, obscene, or that use offensive language.
- **Plagiarism and Cheating:** Using others' work without proper attribution or engaging in academic dishonesty.
- **Unauthorized Access:** Attempting to access restricted areas or other users' accounts.
- **Tampering, Security:** Disabling filtering software, altering device settings, or installing unauthorized software. Attempting to bypass or undermine network security measures,

including unauthorized access to restricted areas of the network, the introduction of malware, and other activities that could compromise network integrity.

- Privacy and Misuse Violations: Sharing personal information or accessing others' information without permission or using another person's password or device.
- Misuse of Resources: Misusing or damaging technology resources. This includes physical damage to devices and tampering with software or hardware configurations.
- Personalization: Altering school devices without explicit permission from staff.
- Harassment: Using technology to harass, bully, or mistreat others.
- Commercial Use: Using school technology for commercial or political purposes.
- Malware: Introducing or spreading viruses or other malicious software.
- Copyright Infringement: Copying or distributing copyrighted material without permission.
- Violations: Engaging in activities that violate laws or school policies.
- Encouraging Misconduct: Helping others violate these guidelines.

## Weapons/Dangerous Items

The school strictly prohibits the unauthorized carrying or possession of weapons on its premises. For the purpose of this policy, the term "weapon" shall include, but not be limited to, firearms, ammunition, knives, explosives, or any device, material, or substance that is used for, or readily capable of, causing death or serious injury or any other object that can reasonably be considered a weapon (including replicas).

Any student violating this policy will be subject to discipline, up to and including detention, suspension, and/or expulsion. Local law enforcement may be contacted.

## Drug Use Policy

The use, possession, sale, purchase, transfer, or being under the influence of tobacco, nicotine, alcohol, marijuana, mood altering chemicals, or any other illegal or controlled substance by students on school grounds, or at any school event is strictly prohibited.

When it is determined that a student has violated this policy, the following actions may be taken:

- Parents notified
- Law enforcement officials notified
- Required drug screening at a facility approved by the school, with results of the screening shared with the school
- Chemical use evaluation
- Referral to an outside agency for treatment/counseling options
- Detention/suspension/expulsion
- Parent-student conference with the principal required before the student can resume attendance at school

## Theft, Vandalism, Destruction of Property

Theft, vandalism, or destruction of school property or the property of others will result in discipline. Students are expected to exercise reasonable care in the use of school property and school provided resources and equipment. Students may be required to pay for damage to desks, lockers, other equipment, or property.

## Property Searches

Saints Peter & Paul School is committed to maintaining a safe learning environment. To help ensure the safety of students and compliance with school policies, the school reserves the right to inspect and search student lockers, desks, and any other school property provided for student use (including electronics) at any time, with or without notice, to ensure compliance with school policies. The school reserves the right to search students' personal property, including backpacks, purses, other containers, and electronics, when there is reasonable suspicion that the search will uncover evidence of a violation of school rules or laws. Students should not expect privacy for personal belongings brought onto school premises.

## Safety and Well-Being Policies

### Entry Information and Visitors

All entrances to the school are locked during the day, except during designated arrival and dismissal times.

All visitors (including parents) may enter from the main school doors on the east side of the building. You must ring the bell and be buzzed into the building. All visitors must report to the school office and sign in.

Any person in the building or on school grounds without permission will be considered a trespasser. If any student believes a person is in the school building or on school grounds without permission or without having followed visitor procedures, they should immediately inform a teacher or staff member.

Students should not open an exterior school door to anyone, even if they know the visitor.

Visitors must ring the bell and be buzzed in by the school office.

### Fire, Tornado, Lockdown and Safety Drills

Saints Peter & Paul School participates in fire, tornado, lockdown, and safety drills. When an alarm sounds or other emergency alerts are raised, students are expected to act quickly, quietly, and in an orderly fashion and to follow the directives of teachers and staff. All details for safety drills are in the Crisis Management Plan.

### Crisis Management Plan

Saints Peter & Paul School has a crisis management plan in place should a crisis situation occur. These plans are reviewed annually with all employees. Safety drills are practiced in accordance with state laws. The school will use alarms or coded signals through the PA system to alert staff of situations. The crisis plan includes procedures for severe weather, fire emergencies, hazardous spills, safety threats and lockdown procedures, and bomb threats.

### School Closing

In case of an emergency or severe weather, the school will notify families by email and text message using Gradelink. As we share busing with the public school district, if the school district closes schools or has a late start or early closing due to weather, in most cases our school will act accordingly.

## Emergency Contact Information

To ensure that the school can contact families should the need arise, and especially in case of emergency, families are responsible to keep their contact information current in Gradelink. Each school year, emergency information must be completely filled out for each child, including parent phone numbers and emergency contact phone numbers. Parents must notify the school office of any changes in address or phone number.

## Health Services

The school nurse, secretary, or principal may approve the dismissal of a student who becomes ill or hurt during the school day. Parents will be contacted when a student reports to the office or school nurse with an illness. If a parent is unable to come for the student, arrangements for a relative or other authorized person must be made to pick up the student. No student will be sent home due to illness if no one is at home to be with the student.

## Accidents/Injuries

If a student is injured at school, our first concern is to care for the student's comfort and safety, followed by contacting the parents. If it is determined that the injury requires immediate emergency health care, 911 will be called for emergency vehicle transportation to the hospital or to the urgent care center identified by the parents.

## Health Records

Health records are required for every student. This includes results of required health exams, screenings, immunizations, and specific health concerns or conditions. Health records are maintained and managed as confidential documents.

## Medication During the School Day

Medications, both prescribed and over-the-counter, should be taken at home if at all possible. If medication must be taken during the school day, there must be a current form signed by a licensed physician and a parent regarding the medication.

Any such medication must be sent to school in a labeled prescription bottle or in the original over-the-counter container.

Administration of the medication during school hours may only be performed by qualified personnel and in a manner consistent with instructions on the label. Students may *not* self-medicate (other than an inhaler or EpiPen as provided in this policy).

Students who wish to carry and administer their own inhaler or EpiPen must have on file in their health record written consent from the parent, physician, and the school nurse to carry the medication.

## Illness and Staying Home

We believe it is important that children are in school as often as possible in order to provide the best opportunity for learning and development. However, it is everyone's responsibility to help stop the spread of contagious conditions and communicable disease. We ask that parents refrain from bringing children to school if they are sick or displaying symptoms of illness such as: fever (100 F degrees or higher), vomiting or diarrhea, rash, eye drainage, uncontrolled coughing, sore

throat. If a student develops these symptoms during the school day, parents will be called to pick up their child and bring them home.

**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.

## Reporting Child Maltreatment

Out of concern for the care of children and to abide by legal requirements, staff and members of the clergy are required to report a suspected case of child maltreatment to the local law enforcement agency or local welfare agency within 24 hours. This must be done if they know or have reason to believe maltreatment is occurring presently or has occurred within the past three years. If the report is made verbally, a written report must be filed within 72 hours of the verbal report.

Maltreatment is defined by Minnesota Statutes Section 260E.03 and includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, mental injury, and maltreatment of a child in a facility.

## Background Check Requirements

School policy requires that all employees and volunteers, as well as any vendor who interacts with students, must successfully undergo a background check, complete safe environment training, and sign a Code of Conduct before beginning employment, volunteering, or providing services. This is also an ongoing requirement which must be completed at least once every five years.

## Leadership and Governance

### Head of School

The principal is the head of the school and is responsible for day-to-day operations and management of the school and its activities. The principal has decision-making authority on all matters related to students, staff, facilities, curriculum, textbooks, athletics, discipline, health and safety, and extracurricular activities.

## School Structure

Saints Peter & Paul School is a parish school. This means that we are an integrated mission of the Saints Peter & Paul Church, and the school does not have a separate corporate identity.

## Pastor

The pastor is responsible for governing the school, providing high level oversight of all school operations and ensuring the Catholic identity of the school now and well into the future. Daily management and decision-making authority are generally delegated to the principal; however, the pastor remains the final authority on all school matters. Parish councils provide consultative support to the pastor in his role governing the school.

## School Advisory Council

The school board serves in an advisory and consultative capacity to the pastor and the principal. The council consists of five to nine members who are appointed for three-year terms by the principal, in consultation with and after receiving the approval of the pastor.

## Parent Involvement, Roles, and Responsibilities

Parents are the primary educators of their children. Parents possess the right and obligation of educating their children and selecting a school that best matches their vision for their child's flourishing. Parents are invited to cooperate closely with teachers in the growth and maturation of their child's total development.

## Parent/Guardian

For purposes of this handbook, the term parent includes both parents and legal guardians of a child.

## Parent Conduct

Our school community is a special place, rich with opportunities for learning, growth, and belonging. It takes all members of our community, working together, to maintain our strong school environment. We expect all parents of our students to commit to support the faith, support the school, be respectful and positive, and follow school policies.

If the partnership is no longer viable in the principal's opinion, the school reserves the right to ban the parent from school grounds/events, require the parent to unenroll their child, or to not accept registration for the next school year.

## Non-Custodial Parents

It is the school's policy to comply with federal and state laws regarding parental rights. If a court order exists which limits a parent's access to a student or to student or school information, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. In the absence of a court order to the contrary, the school will provide a non-custodial parent with access to records and other school-related information regarding the child upon request.



If a legal document is on file for a student limiting non-custodial access to the child, but arrangements are made between the custodial and non-custodial parent to pick up or see a child, the custodial parent must inform the school.

## Volunteer Policies

Our school is kept going daily through the efforts of many volunteers, and we are so grateful for parents who volunteer their time and talent to help make our school a special place! There are many opportunities throughout the year to volunteer. Please see contact the school office for more information.

### Confidentiality

Volunteers at Saints Peter & Paul School are expected to treat student matters that they happen to observe or be involved in with confidentiality, to refer all discipline matters to school employees, and to follow all applicable employee policies while serving as a volunteer.

### Safety Requirements

All volunteers at our school must follow the St. Cloud Diocese's requirements for school volunteers. This includes undergoing a background check, completing safe environment training, and signing a Code of Conduct, every five years. All volunteers are also required to complete the Safe Environment Training. Please contact the school office for more information on volunteer safety requirements.

Information about scheduled training in the VIRTUS Protecting God's Children program will be provided when sessions are scheduled.

## Family Grievance Policy

As we work together in partnership to educate children, difficulties and differences of opinion and approach inevitably arise due to human nature. When concerns or conflicts arise, all members of our community are expected to work together in good faith to find solutions. Whenever possible, concerns should be raised first with the person with whom you have a concern or complaint, to try to come to an understanding or mutually agreeable resolution. Only after this has been attempted and is unsuccessful, should concerns be brought to the principal.

*Note: if at any time concerns exist regarding student safety or mistreatment, such concerns should be immediately brought to the principal's attention.*

When a concern is brought to the principal in accordance with this policy, the principal will determine appropriate action, which may include but is not limited to mediating a conversation between the parties, proposing a resolution, or investigating the issue.

Throughout the process, all parties are expected to remain respectful, professional, and to act in good faith. While parents of course may discuss the situation at home, they should remember that their child must still function within the school setting and that these conversations can undermine the administrator's and teacher's authority to do their jobs. Just as the teacher or administrator is responsible to respect the child and parents even when difficulties arise, the parents are responsible to see that the problems do not affect the child's respect for the position of the teacher or the administrator.

## Communication Between Home and School

As parents are the primary educators of their children, we place great importance on open and frequent communication between the school and home. The following are just some of the many ways we communicate with parents: school website, student/parent handbook, school newsletter, weekly teacher newsletter, phone calls, email, and school events.

When parents have questions or concerns about anything happening at the school, they should communicate respectfully and openly at the appropriate level – teacher, staff, or leadership. As a community, we assume the good will of others and work together to address issues with the appropriate parties, and refrain from gossip.