

Student and Parent Handbook



Dear Parents and Students:

Below is a listing of the updates made to the 2017-2018 Student and Parent Handbook:

- **Pupil Appearance:** Undershirts worn by boys must be white.
- **Pupil Appearance:** Boys socks must cover their ankles. No golf socks.
- "Fidgets" and other items must be approved by Mrs. Guess or Mrs. Krystal, based on medical documented need. (Example - thinking putty, stress balls, etc.)
- Spinners are not allowed at school.
- The Home and School Opt-out fee is \$350 for each event. If you opt out of both obligations it is a \$700 fee.
- The Diocese moved the Catholic High School Entrance exam date to be held in December, rather than January.
- Athletic Eligibility schedule is posted on the website under the Athletics Tab.
- A third behavioral detention will result in an external suspension rather than an in-school suspension.

Sincerely,
Karen Meskill, Principal

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PHILOSOPHY

We, the faculty of Saints Peter & Paul School community who have been baptized into Christ Jesus believe that we must "teach as Jesus did."

We believe that each child is a unique creation of God with varying degrees of potential in human behavior and academic areas.

We believe that parents enroll their children at Saints Peter & Paul because we are a child-centered school that teaches values and morals based on the Catholic religion.

We believe that our students must not only have a comprehensive understanding of the Catholic faith, but must also have the opportunities to put those beliefs into practice.

We believe that the Church and Family share the responsibility for the total education of the child: spiritual, physical, mental, moral, individual and social.

We believe that each child is to be prepared for basic life skills to enable them to achieve future personal goals.

We believe it is important for children to learn how to function in group situations and that they learn the value of teamwork.

We believe this school has the responsibility of creating and maintaining an environment that assists each student in translating the knowledge he has acquired into purposeful Catholic witness and responsible citizenship.

We also believe that the students, parents, and faculty are partners in learning. We will do our best to ensure that parents are fully aware of student progress academically and socially to allow them the opportunity to fulfill their role as primary educators.

MISSION STATEMENT

Saints Peter & Paul Catholic School is a parish school serving students in grades K through 8. Founded in 1853, we are committed to excellence in preparing our students to think critically and become confident, sensitive Catholic leaders capable of leading, contributing to and serving the local and global community.

Student development occurs within a process of formation in the Gospel of Jesus Christ and a challenging academic curriculum calling each student to his or her highest potential.

VISION STATEMENT

Saints Peter & Paul Catholic School's vision is to deepen the faith life of all involved in the educational mission of our school – students, parents, faculty, and support staff. We will do this by promoting collaboration among these constituents.

Our school will be a place where students feel comfortable, safe, and accepted which in turn will foster the development of responsible, caring students who are lifelong learners that are prepared to meet the challenges of a culturally diverse society which is often in opposition with Catholic values.

CURRICULUM

Our aim is for each child to work at his own ability level and to compete with himself to develop a positive self-concept. Beginning in kindergarten, our goal is to make school an enjoyable experience and create an environment that will allow each student to have a solid foundation which will allow their abilities to surface as they progress to more challenging studies.

Religion, Reading, Language Arts, Science, Social Studies, and Math are taught daily. The students also have one special class every day, Physical Education, Music, Art, Spanish, or Computer. Foreign language is introduced to students in second grade, offered to all students in third, fourth, fifth, and sixth grade and was a grandfathered elective for 7th and 8th grade.

Because there is no entrance exam required to enroll in our school, we have students with a variety of ability levels, all of which we are staffed to address. Through a variety of programs and initiatives, we offer courses for students who need a slower pace of instruction as well as for those on the other end of the spectrum who absorb classroom instruction like a sponge. Diocesan standards are used for all subject areas.

Our **Project Discover** program provides additional reinforcement, either directly in the classroom, or in a small pull-out group setting, for children who need additional assistance.

Several accelerated programs are offered to eligible sixth, seventh and eighth graders, such as **LITERATURE PLUS**, **WRITER'S WORKSHOP**, and an **ALGEBRA MATH** track, based on student's prior academic scores, standardized testing and demonstrated motivation. For our primary students we have **PATHWAYS**, a program to move the children along an exciting pathway to higher level thinking skills and engage them in activities that will expand their horizons.

RELIGION

As the primary reason for the existence of Saints Peter & Paul School is the religious education, formation, and development of each child, each day begins with prayer, and the children have many additional opportunities to pray throughout the school day. Our goal is for our students to use their God-given talents and abilities to become "difference makers" in our parish, community, and society.

While the essence of this religious growth is centered around daily instruction, it is our belief that Catholic worship, the reception of the Sacraments, personal prayer, and social action are equally necessary factors in the total program of religious education.

As the Catholic Church remains increasingly more dependent on the laity, we seek to instill in our students the obligation that they have to utilize their talents and abilities on behalf of their fellow man. Consequently, we begin preparing them for active adult role in the Church by requiring all students to engage in service to the parish or community for which they are to receive no remuneration.

Grade level criteria include:

Kindergarten	- Collect socks and toiletries for the poor
1st Grade	- Provide books for an inner city school
2nd Grade	- Provide baby food for a poor family
3rd Grade	- Provide a food basket each month for the Food Pantry
4th Grade	- Perform 10 hours of community service
5th Grade	- Perform 10 hours of community service
6th Grade	- Perform 15 hours of community service
7th Grade	- Perform 20 hours of community service
8th Grade	- Perform 25 hours of community service

A special Christian witness record is kept in each child's cumulative folder and is signed by the homeroom or Religion teacher as the requirements are completed. This required service must be completed annually in order for a child to be promoted to the next grade.

Examples of the kinds of extra service our students have been involved in include: childcare helper or catechist helper for R.E. Sunday School and children's ministry, nursing home volunteer, pro-life projects, participating in the Feed My Starving Children program, parish choir, parish nursery baby-sitter, Knights of Columbus candy sale, and participation in area PADS programs. Serving at any parish Mass, whether it be on a school day (6:45, 8:00, 5:15, or funeral) or weekend, fulfills this requirement.

Other examples of in-school service include Patrols (15 minutes for each AM or PM patrol), lunchroom monitors (Gr. 1 & 2 – 30 minutes daily; Gr. 3 - 40 minutes daily), Morning greeters (15 minutes for each day); Morning Mail – 5 hrs. per half of school year; and Noon Mail – 2 hrs. per half of school year.

PRAYER TREE

Each Monday we update our prayer tree before we begin our morning prayers. The prayer tree is an opportunity for families to have our entire student body praying for the needs of a loved one. You are encouraged to call our office or email us to let us know when someone in your family (or a good friend) is in need of God's healing grace.

As a result of a bequest from the estate of Art Weisbrook'53, we now have a prayer tree on our campus which allows families to place a ribbon representing the disease the loved one is battling. These ribbons

are a powerful symbol to all parishioners, students, commuters, and neighbors that our parish is a faith-filled community that believes in the healing power of God. Contact the school office to request a ribbon.

MASS

Our entire student body attends an 8:00 a.m. Mass weekly. When there is not an all school Mass, students in K-3 attend Mass on Tuesday while those in grades 4-8 celebrate liturgy on Thursday. In addition, our student body gathers together to celebrate such events as holy days of obligation, special Church feast days, Ash Wednesday, May Crowning, Stations of the Cross, the Living Rosary, the Triduum, and other special celebrations such as Thanksgiving, Christmas, and Easter.

Parents are cordially invited and encouraged to attend these liturgies in which the students take an active part. A complete list of all school liturgies, the class which is preparing is posted on our our school calendar.

RECONCILIATION

A mandatory one-hour information meeting, required for all parents whose child is receiving this sacrament, is scheduled two separate evenings in early fall.

Our second grade students celebrate First Reconciliation in the Church. Students in grades 3-8 are afforded the opportunity to receive the sacrament with their homeroom during each semester.

As preparation for the sacrament of Reconciliation is a two-year process, first grade parents are also required to attend a meeting, for which there are also two dates offered.

FIRST HOLY COMMUNION

Similar to Reconciliation, a one-hour information meeting for all second grade parents of a child preparing to make their First Holy Communion will be held shortly after the Christmas vacation. Parents can fulfill this obligation by attending either gathering.

Our second graders will receive their First Holy Communion on a Saturday in the spring with their classmates. The second graders will receive the sacrament for the first time with the entire student body at an all school Mass.

As preparation for the sacrament of First Holy Communion is a two-year process, first grade parents are also required to attend a meeting.

CONFIRMATION

Similar to Reconciliation and Communion, Confirmation is also a two-year process beginning in seventh grade in our daily Religion classes and culminating in eighth grade. All eighth grade candidates, and their parents, are expected to attend any required meetings. The Religion teacher will also be communicating the dates and times of these meetings to students and parents. .

Seventh graders and their parents are also required to attend meetings in preparation for confirmation. The Religion teacher will also be communicating this information to students and parents. .

An all-day student retreat will be scheduled in the summer for our incoming eighth graders. Confirmation will be in the spring and the date will be communicated to you and your children via the Religion teacher.

All eighth grade Confirmation candidates are required to participate in the parish Harvest Sunday service project.

SERVICE TO OTHERS

The concept of worshipping God through service to others is further developed by encouraging students to participate in the following:

Community Outreach
Harvest Sunday
Feed My Starving Children
Disaster Relief Programs
Bucks for Babies Waterleaf

School Services
Altar Servers *
Student Council
Lunch Room Monitors *
Mail Delivery*
Morning greeters*

* Counts toward required service hours.

STATIONS OF THE CROSS

Stations and Benediction are attended by students in grades K-8 every Friday during Lent.

PRAYER SERVICES

During Advent and Lent our student body begins each week with a morning prayer service each Monday focusing on these special times in the Church season.

FAMILY LIFE

Another supplement to our religion curriculum is our Family Life program that is taught in early spring. This is a complete and comprehensive Catholic family life program for students in kindergarten through eighth grade. The program covers five major themes:

GOD'S GIFT OF FAMILY
GOD'S GIFT OF SELF
GOD'S GIFT OF LIFE
GOD'S GIFT OF SEXUALITY
GOD'S GIFT OF COMMUNITY

While we feel our teachers do an excellent job in covering these oft-time sensitive topics, we take steps to ensure that parents are given the option of working with the school on this subject. All school families are given an opportunity to preview materials before they are taught in the classroom. This will prepare you for any follow-up discussions at home you feel your child is ready for.

Even though the topics of sexuality and reproduction are part of the fifth and sixth grade curriculum, those themes are not covered in school. Rather, we provide each family with Benziger's Human Reproduction booklet so parents may instruct their children on these matters when they feel their children are developmentally ready. To assist parents, however, we will schedule an evening program that provides fifth and sixth grade parents with background information based on Church teachings.

PROTECTING GOD'S CHILDREN

Protecting God's Children, developed by the Virtus organization, is a program the Diocese of Joliet has adopted, along with 50 other dioceses throughout the nation. It offers a comprehensive sexual abuse prevention and education program to all diocesan and parish employees, and also to all volunteers who work with children. All parish and diocesan employees, and all volunteers who have significant or sustained contact with children, must participate in the 3-hour video-based workshop. Attendance allows participants both to be aware of the problem and to understand the plan the diocese has to prevent child sexual abuse.

Diocesan policy requires that parents, or adults over the age of eighteen, who will be working directly with children in such areas as coaching, chaperoning field trips, working in the sick room, serving as room mothers, dispensing hot lunches, directing school plays, teaching religious education classes, etc. are not allowed to fulfill these responsibilities without first going through the training and undergoing a background check. This must be done every five years in order to continue working with children in any ongoing capacity. Teachers and contracted support staff are required to submit to a fingerprinting check. All staff members also are required to partake in a monthly Virtus update which requires them to read information on a timely topic and answer questions. To read this policy in its entirety, and view other diocesan policies that govern all diocesan Catholic schools, visit the Diocese of Joliet website.

The Pastoral Policy Regarding Sexual Abuse of Minors has been in effect in the Joliet Diocese since 1998. We are required to provide all families with a copy of this document upon the registration of their first child and collect, and keep on file, a signed acknowledgment form. This information is also available for viewing on our web page.

School Board policy also requires all school parents to complete this course and submit to background screening within the first year of their child's attendance, and repeated every five years after. This allows our four leadership boards greater flexibility when seeking volunteers. You may also attend workshops at other parishes in the Joliet Diocese and can obtain a listing of those offerings by checking the parish website.

Each August, parents are encouraged to read a tri-fold entitled *Parent Guide to Understanding & Preventing Child Sexual Abuse*. Since this is a difficult topic for parents to speak to their children about, the material in the brochure is designed to give you background information about sexual abuse, to inform you about other ways to keep your children safe, and to provide you with tips for talking to your children.

SAFE ENVIRONMENT CURRICULUM

The mandatory student component of the Protecting God's Children program is entitled *Talking About Touching*, also known as the Safe Environment curriculum. As approved by the Diocese of Joliet, it is a mandated program for children enrolled in a Catholic school/REO program in grades K-8. Diocese of Joliet modifications eliminate the need for teachers to refer to private body parts by anatomically proper names. That instruction is reserved for parents.

Our teaching staff has been in-serviced on this program. Its primary goals are to teach children:

1. How to recognize unsafe touches
2. How to respond appropriately by saying "no"
3. How to tell a "safe" adult about what has happened

Age-appropriate materials used in this one-day program with children in grades K-5 will be available for parental viewing in Zuker Hall during fall Parent-Teacher conferences before they are presented to the children.

Jr. High students will receive a presentation from a local law enforcement official on the topic of Internet safety. Also included will be warnings about the dangers of social media.

In accordance with diocesan policy, parents can sign an opt-out form if they do not want their children to participate in this program.

TRINITY PLEDGE

The Trinity Pledge is a religion homework assignment in which students write a reflection on the Sunday scripture. The Reflection form is provided in class each week and is also located in the e-Envelope every Thursday. Students may complete the reflection by attending Mass, reviewing the study guide provided and posted on the e-Envelope each week, viewing Father Baron's *Word on Fire*, or visiting the www.usccb.org website for the weekly readings. This religion homework assignment is due the first day of each school week and is part of the religion curriculum grade.

SCHOOL BOARD

The School Board is a policy-making and regulatory body operating within its own area of competency in regards to the parish school and subject to regulations from the pastor and the Diocesan School Office. It consists of nine voting and two ex-officio members. They are a consultative board charged with among other things, establishing the school calendar, setting tuition rates, strategic planning, and creating the operational budget. Among the ways in which they differ from public school boards is that they do not deal with matters pertaining to curriculum or personnel.

All current school families are eligible to serve on the School Board and to vote in School Board elections. Term of office and potential vacancies will be listed in the principal's February newsletter so interested parents have ample time to decide on submitting their candidacy prior to May elections.

Regular meetings are held on the fourth Tuesday of the month except for December and July. All meetings are in Room U 217-218 of the Ministry Center, begin at 6:00 p.m., and are open to the public.

The agenda for each meeting will be included in the e-envelope the Thursday prior to the meeting. Minutes can be found on the school web page, under the Parent tab, click on School Board. For an issue or topic to be discussed at a board meeting, it must be submitted in writing to the president or secretary at least five days prior to a regularly scheduled meeting. Parents are reminded that if they have an issue with something which occurred in the classroom, they are to first contact the teacher directly. If the matter is still unresolved their next recourse is to go to the principal. As a final resort, they have the opportunity to approach the School Board. Similarly if there is a problem involving athletics, parents should first go to the coach, then the athletic director, and then the principal before coming to the School Board.

Current School Board members and related information can be found on the school website under the Parent tab, click on School Board.

HOME AND SCHOOL ASSOCIATION

All parents and guardians of children currently attending Saints Peter & Paul School, as well as clergy and teachers, are automatically members of our Home & School Association. This is a wonderful service organization whose activities are designed to provide "extra benefits" for our students, faculty, and school.

The purposes of the organization are:

1. The promotion of closer cooperation and communication between the school and home.
1. To help promote and financially support quality Catholic education.
2. To encourage high standards of family life.

This year's Home and School Association officers can be found on the school website under the Parent tab, click on Home and School

A regular business meeting is generally scheduled for the second Wednesday of each month at 12:45 in Rm. U 227 of the Ministry Center with the exact dates found on our website. All parents are welcome to attend. Minutes of previous meetings are posted on our school's web page.

The committees of the organization shall be as follows:

1. Services
 - a. Hot Lunch Program
 - b. Founder's Day
 - c. Fine Arts Festival
 - d. Room Parents
 - e. School Supplies
 - f. Uniform Exchange
 - g. Art Awareness
 - h. Mentoring/Welcoming
 - I. Campbell's Soup/ General Mills Labels
 - j. Noontime medical
 - k. Emergency Calling List
 - l. School Greeters
 - m. Hospitality
 - n. Secret Santa
 - o. Chess Club and Coding Club
 - p. Secret Santa

2. Ways and Means
 - a. Fun Run and Fun Fair
 - b. Auction
 - c. Blessings

By supporting Home & School fund raising efforts, you are directly supporting your children, the faculty, as well as the short-term and long-term future of our school. Each year, the Home and School commits \$110,000 to help balance the school's operational budget. Here is a look at how their tireless efforts help everyone:

Students

Home & School funds speakers for student assemblies; DJ's for Jr. High dances, games for Founder's Day, and underwrites some of the costs of faith experiences. They also provide money for room parents for class parties and special projects.

Faculty & Staff

Each teacher is provided with \$100 at the beginning of each year to purchase additional classroom supplies. They also give everyone a cash gift on his/her birthday and Christmas. Christmas is even merrier as they treat the faculty and staff to a special lunch, and they also celebrate teacher appreciation week each May with another delicious luncheon. Summers also get off to a good start for our faculty and staff as the Home & School treats everyone with a year-end dinner. A major portion of Home & School proceeds is used to fund the Professional Educators Benefit Plan (PEBP). Finally, a cash gift is presented to the support staff as a year-end bonus.

Operational Budget

The Home and School helps mitigate large tuition increases by \$110,000 from their annual fundraising to the school's operational budget.

School

Once the aforementioned obligations are met, remaining funds are allocated to a capital project, and the Teachers' Endowment. Funds from the Home and School events have funded renovations of the bathrooms for our intermediate grade students, purchased new lockers in the junior high building, purchased science equipment, whiteboards in classrooms, technology, etc.

The main Home & School fundraisers include Fun Fair, Auction, and BLESSINGS. It is a mandatory obligation of all school families to assist in the manpower needs of two of these events. If the above obligation is not met, a non-participant fundraiser fee of either \$350 or \$700 will be added to the April tuition payments.

Attendance at these activities is optional and is offered to school families as either a service or a social opportunity for families to build community.

ADVANCEMENT BOARD

The goal of the Advancement Board, pure and simple, is to provide for the long-term financial needs of our school. Since 1989, members of this group have worked closely with school and parish leaders to create three endowments: Tuition Assistance, Teachers, and Capital Improvement. Our 2012 Annual Report found the total of these three funds to be in excess of \$10 million.

More importantly, 4% of the earnings on each fund are applied to our operational budget annually. Additionally, parent tax-deductible annual fund donations and net proceeds from our golf outing are also used to reduce tuition for all families. To date, over \$4.4 million have been applied to upgrading facilities, providing financial aid, and retaining our faculty by supplementing their diocesan-set salaries.

Contributions from earnings on our endowments, as well as the parent donations to the Annual Fund Drive, last year alone saved each school family more than \$1,000 in tuition.

The Advancement Board meets at 7:00 p.m. on the third Thursday of each month except in July and December.

Current Advancement Board members and information can be found on the school website under the Advancement tab.

ANNUAL FUND DRIVE

Each year, our Advancement Board conducts an Annual Fund Drive in an effort to afford parents, alumni, and parishioners the opportunity to support our school with a tax-deductible gift. Not only does their generosity allow us to purchase things that could not be included in our operating budget, but it also allows the School Board to keep the tuition increases smaller than they otherwise would be.

Contributions from alumni and parishioners are added to the Teachers' Endowment. Accumulated gifts up to \$60,000 from current school families are applied to our operational budget. Gifts in excess of this amount are applied to the Teachers' Endowment.

Donors who contribute \$1,000 or more annually are enrolled in the *MSGR. STENGER SOCIETY*, named after a former pastor who served our parish for twenty-four years and who built the Jr. High building in 1957.

The gift giving levels for annual contributions are as follows:

Lay Apostles: \$10,000 and above

Benefits:

- *A special dinner with other Lay Apostle members*
- *Two tickets to this year's school Auction*
- *Six seats to our spring musical at North Central College*
- *Four tickets to our dinner dance*
- *Two admissions to the dinner at the Golf Outing*
- *Your gift will be added to the Stenger Society plaque that hangs outside the school office*
- *A personalized invitation to next October's Donor Appreciation Gathering*
- *Listing in the Annual Report*
- *A personalized thank you letter from the principal*

Key and Sword Sponsor: \$7,500 - \$9,999

Benefits:

- *A special event to be determined*
- *Two tickets to this year's school Auction held on March*
- *Four seats to our spring musical at North Central College*
- *Four tickets to our dinner dance*
- *Four admissions to the dinner at the Golf Outing*
- *Your gift will be added to the Stenger Society plaque that hangs outside the school office*
- *A personalized invitation to next October's Donor Appreciation Gathering*
- *Listing in the Annual Report*
- *A personalized thank you letter from the principal*

Pastor's Partner: \$5,000 or above

Benefits:

- *A special event to be determined*
- *Two tickets to the school Auction*
- *Four seats to our spring musical at North Central College*
- *Two tickets to our dinner dance*
- *Your gift will be added to the Stenger Society plaque that hangs outside the school office*
- *Listing in the Annual Report*

- *Two admissions to the dinner at the Golf Outing*
- *A personalized invitation to the October Donor Reception gathering*
- *Listing in the Annual Report*
- *A personalized thank you letter from the principal*

Fr. Zuker Guild: \$3,000 - \$4,999

Benefits:

- *Two tickets to the school Auction*
- *Your gift will be added to the Stenger Society plaque that hangs outside the school office*
- *Two tickets to dinner at the Golf Outing*
- *A personalized invitation to the October Donor Reception gathering*
- *Listing in the Annual Report*
- *A personalized thank you letter from the principal*

Founder's Club: \$1853 - \$2,999

Benefits:

- *Your gift will be added to the Stenger Society plaque that hangs outside the school office*
- *Two tickets to dinner at the Golf Outing*
- *A personalized invitation to the October Donor Reception gathering*
- *Listing in the Annual Report*
- *A personalized thank you letter from the principal*

Msgr. Stenger Society: \$1,000 - \$1852

Benefits:

- *Your gift will be added to the Stenger Society plaque that hangs outside the school office*
- *A personalized invitation to the October Donor Reception gathering*
- *Two complimentary seats for our school musical at Pfeiffer Hall*
- *Listing in the Annual Report*
- *A personalized thank you letter from the principal*

Peter and Paul Club: \$500 - \$999

Benefits:

- *A personalized invitation to the October Donor Reception gathering*
- *Two complimentary seats for our school musical at Pfeiffer Hall*
- *Listing in the Annual Report*

Steeple Patron: \$250 - \$499

Benefits:

- *A personalized Thank You letter*
- *Listing in the Annual Report*

Blue and Gold \$25 - \$249

Benefits:

- *A personalized Thank You letter*
- *Listing in the Annual Report*

ADMISSIONS

As a parish school, Saints Peter & Paul offers an outstanding Catholic education to students from kindergarten through eighth grade. Because of the desire for the education offered and the fact that we have limited facilities, the school board has adopted the following criteria to be employed to determine which students will be admitted to the school.

Since we are a Catholic Parochial school, preference is given to Catholic students and active parishioners of Saints Peter and Paul Parish. All families who desire their children to attend Saints Peter and Paul School must be registered, active parishioners, must regularly practice their faith (attending Mass weekly) and must support their parish financially using their envelopes.*

When the demand for enrollment exceeds the openings we have available, the School Board policy on admissions is implemented.

- * ***Families who are not parishioners or non-active parishioners at Saints Peter and Paul will be assessed an additional \$1,000 per child.***

PLEASE NOTE: Children of families with delinquent tuition WHO HAVE NOT CONTACTED OUR PARISH FINANCE OFFICE can be denied admission at the start of each semester until such balances are brought current or a mutually suitable payment alternative is agreed to between the family and Pastor and Principal.

Prospective kindergarten students should be five years of age by September 1, and prospective first grade students should be six years of age by September 1.

Kindergarten registrations for the upcoming school term will be accepted during our annual celebration of Catholic Schools Week that is held the last week of January. We offer full-day kindergarten classes. Parents who desire only a half-day program will continue to have that opportunity by having their child placed in a class with full-day students. Families seeking this option will have to pick up their child from school at 11:30am.

Families seeking to transfer a child into grades K – 8 can sign up for a tour of our facilities with our Marketing and Enrollment Director.

The enrollment process for incoming students in grades K-8 includes a completed Application Form, \$100 registration fee, a review of report cards and standardized tests, required school medical forms, verification of student attendance in a parish religious education program, and a meeting with the principal. All of these steps are designed to determine the probability of a successful fit with our student body and the requirements and expectations of our school.

Incoming students are placed on probation for the first marking period to ensure a good fit with our school philosophy.

RE-REGISTRATION

Re-registration for the next school year will begin in February. A registration fee of \$100 per student will be collected with \$70 of the fee being applied to the first month's tuition. If a family withdraws prior to the start of the school year. The entire \$100 re-registration fee is non-refundable.

As a non-public school, Saints Peter & Paul reserves the right to re-enroll only those children who have exhibited the necessary cooperation and attitude required for the school to fulfill its educational mission. It is unfair to the students, parents, or teachers to allow individuals to consistently disrupt the teaching and learning atmosphere.

Students with academic deficiencies which are severe enough to require the services of a "special needs" teacher may also be unable to remain at Saints Peter & Paul School if their diagnosed needs cannot be met. Also, an application will be denied to any student whose behavior is not consistent with the expectations of a Catholic school. In addition, families must be current with all tuition payments. A letter of invitation will accompany all re-registrations. No student will be admitted whose purpose for seeking admission is due to ethnic, racial, and/or social prejudices.

Please refer to the Financial Arrangements page found in this handbook for clarification as to how re-registration is handled for families who have a history of tardy or chronically late tuition payments.

ENROLLMENT FORMS and TUITION PAYMENT PLAN

To facilitate planning, scheduling, new registrations, ordering of textbooks and materials, and hiring of staff, we have designated May as the month during which returning families and new families who have been accepted to Saints Peter and Paul School are required to complete all the necessary enrollment forms and a tuition payment plan for the ensuing school year. Families have until the designated due date, typically sometime the first week of June, to complete the enrollment forms and set up a tuition payment plan in order to guarantee a spot for their children for the coming year.

The goal is twofold. First and foremost, we are seeking a firm commitment from families as to their children's education for the coming year. Secondly, the completion of these forms prior to the closing of the current academic year streamlines the work of our clerical staff, the parish bookkeepers, and the incoming Home & School officers.

At the April School Board meeting the School Board approves the tuition rates for the upcoming school year. In addition, the School Board reviews and approves future revisions of this document in terms of new policies or procedures prior to the start of the new school year.

AdminPlus enrollment and FACTS tuition management are used to facilitate these processes. FACTS is used to streamline the tuition collection and management process. AdminPlus provides an on-line enrollment process for the upcoming school year. These services, AdminPlus and FACTS, reduce the administrative burden placed on our school and parish finance office staff as well as the parent volunteers who have tirelessly supported the registration process in years past.

For those families applying for tuition assistance, the enrollment forms and a tuition payment plan must be completed as well by the designated due date. Once a family learns that they were granted tuition assistance, they can contact the Parish Finance Office to make the necessary adjustments to their tuition payment plan. Tuition assistance cannot be applied if no tuition payment plan is set up in FACTS.

If all enrollment forms and a tuition payment plan are not completed in both AdminPlus and FACTS on or before the designated due date, a \$100 per student late enrollment fee will be charged to each family.

FINANCIAL ARRANGEMENTS

Our school is supported not only by tuition, but from the generosity of the Parish subsidy, endowments, fundraisers, donations, and miscellaneous fees. Tuition rates are approved by the Saints Peter and Paul School Board each spring for the upcoming school year. Refer to the Admissions section on the School website for current tuition and fee rates.

The actual cost of educating each child for the 2017-2018 school year is approximately \$7,857.

In 2017-2018, Saints Peter and Paul Parish will subsidize the parish school in the amount of \$539,918 which is approximately equivalent to \$2,125 per family or \$1,270 per child. In 2017-2018 the endowment funds and fundraisers will provide support in the amount of \$494,631 and \$220,000, respectively.

OUTGOING TRANSFERS FROM SAINTS PETER AND PAUL

Records of students leaving Saints Peter & Paul School, including graduates, will not be forwarded to another school unless all accounts are paid in full. Parents who are moving and wish to bring copies of their child's permanent records to the school they are applying to may request this information in writing.

PARENT COOPERATION CONTRACT

A child's best hope of reaching his (her) potential is when the parents and school educators work in tandem. The following list includes our expectations for all school families. As a condition of enrollment for their children, parents must sign this contract annually. Acknowledging that we are the primary educators of our children.....

We will attend Sunday Mass weekly, as well as Holy Days of Obligation, and be active in our faith as an example to our children.

We will ensure our children fulfill their service requirements and also be an example to them by our involvement in church and community events.

We will stay apprised of school events by regularly visiting the school web site and, in particular, the teacher pages.

We will attend school Orientation Nights, Parent-Teacher conferences, Sacramental meetings, Coffees with the Principal, and fulfill our Positive Coaching Alliance requirement.

We will furnish the school with all medical, dental, psychological and other pertinent information teachers need to help our children function successfully both academically and socially.

We will provide a balance between academic and extracurricular activities to ensure our children have ample opportunity to complete assignments and get the sufficient rest necessary to perform to their capabilities in school.

We agree to support Saints Peter & Paul through prayer, positive relationships, and the giving of our time, talent, and treasure, and will pay our tuition in accordance with timelines established by the School Board.

We will plan medical appointments and family vacations around the school calendar.

We will be supportive of the school, teachers, and principal in front of our children and parish community.

We will treat teacher correspondence about our child in the spirit that such communication is simply designed to inform us of areas where our child needs to do better and show improvement.

We will foster responsibility in our children by not acknowledging their requests for forgotten homework, lunches, personal belongings, etc.

We understand the intent of the Student Pledge, and accept the guidelines of the Steps to Respect program. In turn, we will stress the importance of our children developing positive relationships with all of their classmates.

We will monitor the media influences on our children's lives by scrutinizing their reading materials, as well as what they watch on television, videos, movies, and being aware of the music they listen to.

We accept the school's discipline code, as outlined in this handbook, and view it as a growth instrument for our children and being in their best long term interests by teaching them to accept responsibility for their actions with peers, professional staff, and volunteers.

We will acknowledge the School Board's efforts to minimize tuition increases by fulfilling our mandatory obligation to work either the Auction, Fun Fair, or Blessings, and by supporting the Annual Fund Drive to the best of our ability.

We will contact the teachers to schedule a conference as soon as we feel a problem exists. We will withhold judgment until speaking with the teacher whom we will always contact first before reaching out to the principal.

We have read the Student / Parent Handbook, accept the regulations and policies written therein, and agree to discuss appropriate areas with our children.

We understand that we are responsible to complete the necessary enrollment forms and a tuition payment plan using FACTS on or before the designated due date.

STUDENT CONTRACT

To be successful, a school must have its student body, parents, and faculty working in unison. To help impress upon the students the seriousness of their part of the equation we submit the following contract: As children reach the intermediate grades, they become a larger part of the equation for school success. Neither parents nor teachers can help them reach their overall potential without a child's serious effort, cooperation, and adherence to school and teacher rules. The following list includes our expectations for all children. Students who do not sign, or live up to this agreement, risk not being re-enrolled for the following school year.

I have read and discussed the Student/Parent Handbook with my parents and understand the expectations the school leadership and faculty has for me.

I will be respectful of my classmates and avoid any behavior that belittles, degrades, or humiliates others. I will also try to be welcoming and inclusive in my relationships with my peers.

I will conduct myself at all times in accordance with the Student Pledge and guidelines of the Steps to Respect program.

I understand the school's academic and behavioral requirements as outlined in the Parent/Student Handbook are designed to help me grow, and I accept them and their consequences as fair, just, and reasonable.

I agree to cooperate to the best of my ability with the administration, faculty, supervisors, volunteers, coaches, bus drivers, and all other adults working with our school.

I will do my best to always represent my family, school, and church in a Christian manner which will make them proud, whether it be during the school day or at an extracurricular or school sponsored activity.

I realize that school is my job, and I will be conscientious in completing my assignments and coming to class prepared with all necessary books and materials fully knowing that failing to do so will adversely impact my grades.

I will keep my desk and locker clean and respect all school and parish property and grounds as well as those items which belong to teachers or other students.

I will be compliant with the school dress code and uniform policy.

I promise to inform the appropriate adults of any situation that could cause disruption to the school day. This includes threats of vandalism, or damage to school or parish property, or anything else which might cause physical, emotional, or moral harm to any member of the student body, professional staff, or volunteers.

I pledge to abide by all school rules regarding the handling of computer equipment, programs, and the school's Internet policy. I understand that even posting negative or degrading information about school personnel or members of the student body from my home computer is subject to school sanctions.

I will be respectful of adults, especially those who have jurisdiction over me such as priests, teachers, coaches, bus drivers, chaperones, and all other school support staff.

I realize that my actions, language, and dress have an influence on younger children and I will always try to maintain the highest standards in each area.

As part of my Christian development, I will continue to witness my faith by making service to others an important part of my life, and participate actively in weekly liturgies and prayer services.

PROFILE OF A SAINTS PETER & PAUL SCHOOL GRADUATE AT GRADUATION

When parents are considering a school for their children, they often ask to see a profile of a graduate at graduation. In essence, this profile gives prospective parents an insight as to what they can expect their child to be like after spending the nine years with us from kindergarten through eighth grade. A committee of our faculty has centered on the following characteristics:

- Is well-prepared for the academic challenges of high school
- Is forming a Christian conscience and evaluating moral choices
- Acts with dignity, kindness, consideration, and truthfulness
- Understands the central role of God in human life
- Accepts the consequences of one's words and actions without blaming others
- Is more sensitive to the beauty of the created universe and is more caring about life and the natural environment
- Sets and achieves goals through commitment and hard work
- Has begun to develop an awareness and empathy for the less fortunate
- Has developed an organized approach to learning tasks
- Is learning how to communicate with God in various methods of prayer
- Recognizes a responsibility to care for the body, mind, and spirit
- Is developing a curiosity to explore new ideas and issues
- Understands that service to others is a good use of God-given talent
- Is knowledgeable about the responsible use and application of technology

STUDENT PLEDGE

To help our students realize their potential and to develop some of the skills listed in the Profile of a Saints Peter & Paul School Graduate at Graduation, following our prayers, announcements, and Pledge of Allegiance each morning, our student body will be asked to recite the following student pledge:

I promise to do my best today to be Christ-like and accept responsibility for all of my words, actions, and deeds. With Jesus as my role model, I will not only refrain from anything that can be hurtful to my classmates, but I will try to do my best to be kind, courteous, friendly, respectful, and welcoming with everyone I encounter.

FACULTY CONTRACT

As professionally trained educators, our faculty and staff play a significant role in developing the gifts that our children have been blessed with. To make each year a success, we promise....

To be witnesses to the Catholic faith and a role model to the children through our language, actions, and dress.

To support the liturgy and music programs of the parish and school with enthusiasm.

To regard each student with respect and fairness.

To foster a loving and nurturing classroom through a positive attitude designed to create a comfort zone for each child to participate without fear of failure or ridicule.

To organize classes and instructional groups to stimulate thinking and make use of effective learning purposes.

To respect the privacy of students and their families and avoid gossiping.

To respect the confidence of my students and utilize such confidences to build trust and understanding so as to aid the children.

To learn about each student as an individual so as to be able to relate to each child as a total person and not strictly in an academic setting.

To encourage the diverse interests of our students by being present at activities such as band concerts, athletic events, the school play, or the Fine Arts Festival.

To support our school community by attending, and volunteering, at events such as the Fun Fair, Auction, and Fish Fry.

To update our web page weekly, in accordance with administrative policy, so that parents are informed of teacher expectations for their children.

To establish rapport with the parents, and to respond to their concerns, by keeping them informed of their children's successes, classroom progress, and challenges in a reasonable period of time.

To check e-mails and phone messages daily and try to respond to all parent inquiries in a timely manner.

To help students learn from their mistakes by returning all tests, homework assignments, and projects in a reasonable time frame.

To come to class each day in a positive frame of mind, fully prepared to instruct students in a meaningful and informative manner.

To be available before or after school to offer assistance to students with academic or personal difficulties.

To increase my competence and update myself professionally by taking classes, workshops, attending institutes, and reading professional journals.

To understand that my personality and presence are major influences in setting a positive, happy, and productive tone in the classroom. To that end, I would never implicitly state or infer negative things about an entire class. I will strive to be positive in offering constructive criticism.

FINANCIAL ARRANGEMENTS

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Saints Peter and Paul Tuition Policy

Please refer to the Registration and Enrollment page on the school web site and click on the link for tuition and fees sheet and payment schedule.

For a one-time tuition payment plan, the payment is due in full, utilizing the FACTS system, on either July 5th or July 15th.

For the monthly tuition payment plan, the payment is due through FACTS on either the 5th or 15th for the months July, August, September, October, November, December, January, March, April and May.

There is NO tuition payment due in February. The February tuition payment will be skipped as this is the month that the \$100 per student re-registration fee for the following school year will be due.

1. Families who are a non-parishioner/non-active parishioner at Saints Peter & Paul will be required to pay an additional \$1,000 per child.
2. A late enrollment fee of \$100 per child will be added to the tuition agreement if a family does not complete the enrollment process and set up a tuition payment plan on or before the designated due date.
3. If a family does not fulfill their fund raising obligations as committed to during enrollment, a non-participant fund raiser fee of either \$350 or \$700 will be added to the April tuition payments as directed and approved by the Home and School Association president. The amount will be determined based on the extent the family fulfilled their original participant commitment during enrollment.
4. FACTS only accepts the following forms of payment.
 - a. ACH withdrawal from either a checking or savings
 - b. Credit card - VISA, MasterCard, Discover or American Express are accepted
 - c. For those paying with VISA, MasterCard, Discover or American Express, FACTS will assess an additional 2.85% convenience fee.

Tuition – Payment Obligation

1. All tuition payments are due on either the 5th or 15th of each month via FACTS Online Tuition Management System, depending on which date is selected by the family. It will be each family's responsibility to remember when payments are due.
2. Automatic payments are made as follows.
 - a. ACH withdrawal from either a checking or savings accounts
 - b. Credit card either through VISA, MasterCard, Discover or American Express
3. FACTS does not accept check payments.
4. If one of the accepted credit cards is the chosen method of payment, FACTS will assess a 2.85% convenience fee for each payment.
5. There is an invoice option that is available ONLY to those families who elect to make a one-time annual tuition payment.

Tuition – Making Changes to Your Payment Plan

1. Families can change their preferred method of payment via FACTS Online Tuition Management System; however, the change needs to be made at least four (4) business days prior to the next payment date.
2. Any other types of changes to the FACTS tuition payment plan must be handled through the Parish Finance Office. These changes must be communicated to the Parish Finance Office no less than four (4) business days prior to the next scheduled payment date. You can contact either Christine LaMourie at (630)718-2102 or Tom Boler at (630)718-2100.

Tuition – Non Sufficient Funds/Returned Payment, Convenience & Late Fees and Non-Participant Fund Raiser Fees

1. FACTS will assess a \$30 "Non Sufficient Funds / Returned Payment" fee if a payment attempt fails. *A \$30 fee will be assessed for each failed attempt.* There will be three (3) attempts per payment.
2. *FACTS will assess a 2.85% convenience fee* for each tuition payment made either by MasterCard, Discover or American Express.
3. *FACTS will assess a \$30 late payment fee* when the one-time annual tuition payment is not received on either July 5th or July 15th.
4. *A late enrollment fee of \$100 per child will be assessed* and added to the tuition payment plan for families who do not complete the enrollment process and set up a tuition payment plan on or before the designated due date.
5. If a family does not fulfill their fund raising obligations as committed to during enrollment, *a non-participant fund raiser fee of either \$350 or \$700 will be added to the April tuition payment as directed and approved by the Home and School president.*

Tuition - Delinquent Tuition

1. Families experiencing difficulties making their tuition payment on time **must** call Tom Boler, Parish Finance Manager at (630)718-2100 before the first of the month. Any and all discussions will be kept confidential. If the family believes this situation is expected to last longer than 3 months, it is strongly encouraged that the family take the following steps.
 - a. Contact Tom Boler to discuss their specific situation
 - b. Apply for financial aid through FACTS as soon as practical
2. Any family, who falls behind the equivalent of *three (3) monthly tuition payments without contacting the Parish Finance Manager to make agreed upon arrangements, will not be permitted to have their child/children continue their education at Saints Peter and Paul School.* At the time in which a family is three (3) monthly tuition payments late, the family will be formally notified that their child/children will no longer be permitted to attend Saints Peter and Paul School effective the following Monday. The emphasis of this policy is to encourage communication from the family to the parish finance office , so that a mutually agreed upon payment arrangement can be made.
3. In order to pre-register for the next school year: *All tuition payments, school related fees, late enrollment and late payment fees, and non-participant fees must be paid in full through and including the January tuition payment.*
4. In order to finish the school year in good standing and receive the final report card(s) of the year: *All tuition payments, school related fees, late enrollment and late payment fees, and non-participant fees are to be paid in full through and including either the May 5th or 15th payment or the registration for the next school year will be cancelled.*
5. Records for students graduating or transferring will not be released, as allowable, until all outstanding tuition, school related fees, late enrollment and late payment fees, and non-participant fees are collected.
6. If a family with unpaid tuition and/or fees withdraws from the school at anytime and has not been responsive or cooperative to communications from the Parish Finance Manager consideration will be given to utilizing a collection agency. The Parish Finance Manager must provide the details of the situation, respecting the identity of the family to maintain confidentiality, and make a recommendation to the School Board. The School Board must approve the use of a collection agency.

Tuition - Delinquent Tuition – 8th Grade Families

1. Families with eighth graders must only owe one monthly tuition payment as of May 1st.
2. No eighth grader is eligible to attend their class trip and/or receive their diploma unless all tuition, school related fees, late enrollment and late payments fees, and non-participant fees are paid in full on or before May 15th.

Tuition – Refund

1. If a student(s) leaves the school after the school year has started and before the end of the school year, the amount of tuition that is still due or to be refunded will be determined after the family's tuition payment plan has been reviewed by the Parish Finance Office.
2. If an enrolled student does not begin the school year at Saints Peter and Paul, and tuition has been paid, the tuition will be refunded to the family.

ACTIVITY FEE – Home and School Association

The Home & School Association initiated this \$25 fee per child a number of years ago to eliminate some of the many minor requests for money that often occur. Among other things, the activity fee is designed to provide room parents with resources for parties at Halloween, Christmas, and Valentine's Day. The \$25 per child fee will be included in the FACTS billing along with tuition.

ATHLETIC FEE

Our athletic program is funded entirely through participation fees and fundraisers. Each sport has a specific fee per participant, and a specific registration date. The fees, which are listed in the Fees section of this Handbook, reflect the subsidies, uniforms, and equipment provided by the Athletic Association members through their hard work on various fundraisers such as the Trojan Classic Tournaments. Anyone eligible for tuition assistance is also eligible to receive a reduction or waiver of athletic fees. Please contact Father Milota for more information regarding assistance.

BAND FEE

Students interested in this program are assessed an annual tuition fee of \$260 per child in grades 4-8 is due by the designated due date during the enrollment process.

FOREIGN LANGUAGE FEES

All students in grades 2-8 are afforded the opportunity of studying Spanish. Junior high enrollment for these classes is in lieu of Art. Since Spanish is an elective in grades 6, 7, & 8, students must be earning satisfactory grades in other academic areas in order to remain with the program. All Jr. High students are assessed a fee of \$200 which is due by the designated due date during the enrollment process. No student is admitted after sixth grade unless they have had prior course work in this area.

FIRST RECONCILIATION AND FIRST COMMUNION

Second graders receive the sacraments of Reconciliation in the fall and First Holy Communion in the spring. There is a \$25 fee for each child. The \$25 fee per child will be included in the FACTS billing along with tuition.

CONFIRMATION RETREAT & FAITH EXPERIENCE – Gr. 8

In preparation for receiving the sacrament of Confirmation our eighth grade students participate in an all day retreat. The fee for the retreat and Confirmation robe is \$100 per child. The \$100 fee per child will be included in the FACTS billing along with tuition.

RE-REGISTRATION FEE

Students must be re-registered each year which begins with Catholic Schools Week. Applications are then sent to the home parish to ensure that all families remain registered, practicing, and contributing parishioners.

Approval from each pastor is needed before new or re-registrations can be accepted. Families must also have successfully met all of their financial obligations before being allowed to have their children re-enroll for the fall term.

A non-refundable re-registration fee of \$100 per student will be collected with \$70 of the fee being applied to the first month's tuition.

YEARBOOK FEE

Every year, our eighth graders put out a yearbook comprised of activities participated in by the Jr. High. The cost of the yearbook is \$55.

INSURANCE

Accident Insurance (optional) for either school hours or full-day coverage is offered in August for your consideration. Underwritten by the Markel Insurance Company, it also offers a 24-hour Dental Accident Coverage. For those parents who have children in the athletic program, some kind of coverage is strongly recommended.

FINANCIAL AID/ FACTS

Families seeking a Catholic education for their children often incur unforeseen financial setbacks as a result of job loss, health issues, divorce, or even death of a spouse. Due to the generosity and foresight of alumni, former faculty, as well as past school parents, we have sixteen partial scholarships that have been endowed to assist families who would otherwise not be able to send their children to Saints Peter & Paul School for a Catholic education. Nearly \$24,000 in financial aid is available annually via the:

*MARGARET AND DON P. BERKES MEMORIAL SCHOLARSHIP
FR. JIM BURNETT SCHOLARSHIP
PHIL AND LORAYNE FLYNN MEMORIAL SCHOLARSHIP*

HOWARD AND VIRGINIA ESSER MEMORIAL SCHOLARSHIP

*DENNIS AND MARGIE FLYNN SCHOLARSHIP
FRANK AND LORNA FOLK SCHOLARSHIP
RAY HAYES MEMORIAL SCHOLARSHIP
GARRY LEICHT MEMORIAL SCHOLARSHIP
FR. JIM LENNON SCHOLARSHIP
HAROLD AND MARGARET MOSER SCHOLARSHIP
JIM AND SANDY MOSER SCHOLARSHIP
DAVE AND JEANNE RECHENMACHER SCHOLARSHIP
JUDGE LEROY L. RECHENMACHER SCHOLARSHIP
RITA POWERS MEMORIAL SCHOLARSHIP
LOUISE SPINNER MEMORIAL SCHOLARSHIP
PAUL PAVLISHIN MEMORIAL SCHOLARSHIP
TOM AND ALMIRA POWERS SCHOLARSHIP
JOHN AND KATHLEEN SCHROEDER SCHOLARSHIP
ART WEISBROOK '53 SCHOLARSHIP*

In addition, the Golf Outing also provides approximately \$80,000 in financial aid.

As you know, Saints Peter and Paul offers tuition assistance to many families throughout the year who may be in financial need. The deadline for applying for tuition assistance is March 1st. When you apply by March 1st, your application is processed both by the parish and then the Diocese of Joliet. Both the parish and the Diocese offer assistance, but the assistance from the Diocese requires that you apply before March 1st. This can make significant difference in the amount of assistance that you receive so please apply early. If you are unsure whether you will need assistance next year, it is encouraged that you apply for assistance. You can always reimburse the parish or the Diocese should the funds not be needed.

Tuition Assistance Process

The following are the FACTS Tuition Assistance reminders.

- FACTS does not accept paper applications. Only electronic applications will be accepted.
- The tuition assistance login is found at the same location as your FACTS financial enrollment
- For tuition assistance, you simply use the login you use to enroll for FACTS tuition management
- FACTS will charge a \$30 processing fee to all applicants. Please notice that there is only one fee per family no matter the number of institutions for which a particular family is applying for assistance.
- There are a series of input questions which allow you to give more information about your situation.

PLEASE NOTE THAT TUITION ASSISTANCE APPLICATIONS FOR EACH SCHOOL YEAR CAN BE FILED TYPICALLY BEGINNING MID-JANUARY AND SHOULD BE FILED BEFORE MARCH 1.

For additional information regarding diocesan aid, you may reach Ms. Jane Lager at either j.lagger@dioceseofjoliet.org or call her at (815) 834-4033.

Finally, eighth graders planning on continuing their Catholic education in high school may apply each spring for the Mabel Grimes Scholarship that provides \$1,000 annually for four years. Our parish also funds the St. Cecilia "Patroness of Sacred Music" and St. Ambrose "Father of Hymnody" scholarships. Two eighth grade students in our school choir, who will be matriculating to a Catholic High School, are selected for these awards by Mr. Matthew Sprinkle, our Director for Sacred Music.

ACADEMIC INFORMATION

A. Academic and Student Interest Opportunities

Recognizing that not all students are limited in their interests to athletics, our school offers a growing number of extracurricular academic opportunities to our student body in the areas of Science, Math, Spanish and other areas of student interest.

B. Catholic High School Test Review Class

All of the area Catholic high schools require a placement examination in early December as part of their registration process. In an effort to help our eighth grade students realize their true potential on these tests, we offer a skills review class focusing on Verbal and Quantitative Skills, Reading, and Math. The class is offered after school for a fee, based on interest and number of students signed up for the class.

C. School to Parent Communications

1. AIMSweb

AIMSweb is the benchmark and progress monitoring system we use for all of our students. It is based on direct, frequent and continuous student assessment of Math and Reading. The results are reported to teachers and administrators to determine the response to intervention.

The AIMSweb system components provide one comprehensive progress monitoring and RTI Solution.

1. Benchmark – Assess all students three times per year for universal screening (early identification), general education progress monitoring, and AYP accountability.
2. Strategic Monitor – Monitor at-risk students monthly and evaluate the effectiveness of instructional changes.
3. Progress Monitor – Write individualized annual goals and monitor more frequently for those who need intensive instructional services.

2. Orientation Nights

Early each school year, separate Orientation Nights are scheduled where parents are invited to learn about current school goals, visit the classrooms, meet each of their children's teachers, view the textbooks, learn what new material will be introduced, and listen to the particular requirements of each staff member. These dates are on the calendar.

3. Study Habits and Homework Form

Commonly referred to as an "ACADEMIC", this is a tool that is designed to notify parents when their child's daily academic work is unsatisfactory. It is used to identify trends in student performance such as incomplete or missing work, sloppy written work, inattentiveness, missing supplies, poor study habits, etc. This form indicates the teacher feels the child is not working up to potential and that a continuation will lead to lower grades and poor achievement unless corrected. To underscore the importance of being adequately prepared for school, students who receive four of these forms throughout the school year will receive an Academic Detention. Consequences for this infraction will be to spend one hour after school on the following Wednesday. To help the fourth graders adjust to having multiple teachers, their infractions will not begin to accumulate until the second trimester.

4. Discipline Forms

Depending on the nature of the offense, a student misbehaving will be issued either a Demerit or Detention (Grades 3-8) or a Sad News Note* (Grades K-2). Parents are required to sign this form indicating their awareness of the situation and return it to the issuing teacher. The discipline forms issued by the school are still enforced whether signed by the parent or not. * *Severe violations may warrant a demerit, detention or even a suspension.*

5. Open Houses – Kindergarten

Several times throughout the year, beginning in the fall, we will hold an Open House designed for families whose oldest child will be eligible for kindergarten in the next several years. They will be able to tour the school, speak with the principal, and meet with our kindergarten teachers and our teacher aides. To help answer questions, other members of our staff will also be present. Registration materials will also be available.

Throughout the school year, preschool age children and their parents are invited to attend an onsite event tied to the current season or religious holiday. These events are open to new and current families. Please contact the Marketing and Enrollment Director with any questions.

6. Progress Reports / Eligibility

Students in grades 5-8 have their major subject grades posted on Schoolspeak weekly each Thursday afternoon at 4:00 p.m. beginning no later than the third week of each marking period. To avoid unnecessary academic pressure, parents of students in grade 4 only receive this weekly information beginning in the second trimester. Mid-term progress reports are issued to third grade parents each trimester and to the fourth grade for the first trimester.

Eligibility checks are made on the third Thursday of each month, beginning in September, after grades are posted. (Schedule is posted on the website under the Athletics Tab) Students with a grade of D- or lower will be ineligible to practice or participate in games for one week. If the deficiency is not corrected in that time-frame, however, that child will become ineligible for the next week, at which time an eligibility form will be issued again. The assistant principal will contact the Athletic Director or respective faculty moderator of a student activity (student council, band, play, etc) so he can make the coaches aware of the situation.

Because work submitted, papers turned in, and tests taken during the last week of a marking period cannot be reflected on that week's online progress report, the teachers will make every effort to contact parents if poor performance in these areas would dramatically impact the previous week's grade.

Eligibility of students who qualify and participate in Project Discover is based upon grades, effort and in consultation with the student's teacher and Student Services Coordinator.

7. Parent Survey

Periodically we provide an online opportunity for parents to affirm the good things the school is doing and also to point out areas that need to be addressed and improved upon. The feedback we receive from surveys are one of the components used to help us to set school goals.

8. SCHOLARS

SCHOLARS is an after school program created to provide assistance for students who need additional support in getting organized and preparing homework assignments. It is staffed by faculty members and is offered after school Monday through Wednesday each week beginning in September for students in grades 4-8. There is no charge for this service. Scholars is not offered on early dismissal days, the day before a school holiday or the last week of school.

9. School to Home Communication via Thursday E-Envelope

Thursday is the primary day of the week when parents will receive current information by going to our website and linking to the Thursday E-Envelope. Periodically an email blast will be sent to families if information is needed prior to the Thursday E-Envelope. The Thursday E-Envelope and the school webpage are able to be viewed using our school app.

10. Newsletters

a. Principal's Weekly Electronic Newsletters

These are emailed to our parents on Fridays and are also posted on Schoolspeak.

b. THE 'e' BLUE AND GOLD

The "e" Blue and Gold" newsletter is written and e-mailed periodically by the Advancement Board to current families as well as to over 5,000 graduates. As a major part of the Advancement Board's efforts they try to maintain an active association with our alumni.

Our goal is not only to keep everyone abreast of the successes of the men and women who received their religious and academic foundation at Ss. Peter and Paul, but to inform the alumni about the quality Catholic education still being offered at their alma mater.

Alumni are invited back each spring in late May to serve as speakers for our Jr. High Career Day program.

11. Parental Concerns

Situations occasionally arise whereby a parent will be confused as to the circumstances surrounding a student grade or disciplinary action taken by a teacher.

We ask that you follow the following process when you seek more clarity on something which you may question or dispute:

- First, contact the teacher with your questions or concerns.
- If you are not satisfied with the explanation/ resolution you receive from the teacher, then that would be the time to contact the principal.
- Should you still not be comfortable with the resolution, you then have the recourse to ask for the matter to be brought to the attention of the School Board.
-

Homeroom Placement

Students are assigned to homerooms at the end of each school year. Teachers discuss academic ability, learning style and peer relationships when creating homeroom lists. If a parent has a concern about their child being in class with another student because of previous behavioral issues, the parent must complete the appropriate form detailing the concern and turn it into the current homeroom teacher by May 15. The required form will be available on the website under the Links and Forms section for parents to complete and sign. These concerns will be taken into consideration when the students are assigned to homerooms. Change requests for any classes will not be accepted in August.

D. Counseling Services

We employ the services of a full-time counselor. She works with students who may be having difficulties either socially or academically during the day. Upon a referral from a teacher or administrator, she may have an initial meeting with the child. Should she feel that additional sessions would be beneficial, families will be contacted for authorization.

The counselor also provides classroom presentations to help provide students with tools and strategies for handling difficult situations with school, friends and classmates.

E. Field Trips

Field trips are an extension of the classroom and are designed to broaden the students' learning through exposure to various educational, historical, social, or cultural events. For safety concerns, all children will remain in uniform as it makes them more identifiable to chaperones. If there is a field trip that does not require uniforms, teachers will communicate that to parents. Also, parents cannot chaperone without having completed the diocesan Protecting God's Children requirements and a background check.

All students who are in good standing with the discipline code are expected to participate. Parents should contact the principal to discuss financial payment options as needed for their child to participate in school field trips. (This does not include the 8th grade graduation trip or extra-curricular trips.)

F. Foreign Language Program

All students are introduced to Spanish as a second language in second grade for 20 minutes once a week. This introduction continues through the third grade. In fourth and fifth grade, students receive 45 minutes of weekly instruction and will receive an effort and achievement grade.

From sixth through eighth grade, students are offered the opportunity to continue their Spanish studies.

There is a \$200 fee for Spanish class, due at the time of registration.

1. Course Description

Spanish is an academic program with Honor Roll status for 6th, 7th, and 8th grades. Grades are weighted at 50%. All conversational, written and reading skills will be included in the student's academic grade. Student's attitude, effort, and cooperation are an important factor in a student's academic achievement.

2. Goals

- a. To acquire comprehension, speaking, reading, writing skills that can be used in everyday situations in Spanish.
- b. To help the students discover and develop an understanding of the Spanish culture.
- c. To ensure that students are prepared for Spanish at the high school level.

Students who enrolled in Spanish in sixth grade in the 2016-2017 school year are expected to remain in the program through eighth grade unless there are special circumstances discussed with the teacher.

G. Graduation Requirements

The following criteria must be met for a student to receive a diploma from Saints Peter & Paul School as opposed to a certificate of attendance. A candidate for graduation must indicate he/she is working up to his/her ability as specified:

A child must pass each subject (Religion, Reading, Math, Science, Social Studies, Language Arts) with a cumulative average of D in each subject area. This also includes Spanish, Spelling, Vocabulary, Physical Education, Music, Art, and Technology.

In addition, eighth graders are required to perform 25 hours of community service as outlined by our religion coordinator and be in compliance with school attendance requirements.

Students failing to meet our standards are still allowed by the local high schools to matriculate into 9th grade; however, they will be issued a certificate of attendance and not a diploma. Students receiving a certificate of attendance may later receive a diploma upon the successful completion of a summer school class completed through their local public school district. Online courses are not an option.

H. Homework

With the vast amount of knowledge, concepts, and skills that young people are expected to master, homework is a contributing factor to the learning process. It is designed to supplement, complement, and reinforce classroom teaching and learning.

Because students have different learning styles, as a guideline, your child can expect the following homework on a daily basis:

Gr. K-2	15 minutes
3	30 minutes
4	45 minutes
5	60 minutes
6	105 minutes
7	120 minutes
8	140 minutes

It is expected that spelling words, math facts, and extra practice recommended by the teacher be studied as needed. Our teachers also strongly recommend 15 minutes of silent reading daily when possible.

Oftentimes, the back-to-school adjustments in August may find a child exceeding the suggested limits. If this pattern continues with regularity after the first two weeks of school, please notify the teacher. While we feel homework has value, we want the children to have opportunities for family and other non-academic activities.

Teachers of students in grades 4-8 will coordinate test dates electronically in order to avoid an excessive amount of assessments on the same day.

While assigning homework over the holidays and vacations is not encouraged, it is sometimes impossible to avoid.

Orientation Night will also be a no homework night for students in K-5.

I. Honor Roll

Next to religious training, academic achievement is the single most important function of our school. Although each child is singularly blessed by God with individual learning capabilities, it is the job of every teacher to recognize where a student is academically and to see that each child reaches the full measure of his or her potential.

1. Our Honor Roll acknowledges the academic achievements of our Jr. High students and is based on the following criteria:

Religion - 100%
Reading - 100%
Mathematics - 100%
Science - 100%
Social Studies - 100%
Language Arts - 100%
Spanish - 50%

2. Gym, Music, Art and Technology will not be included in the calculation.

3. No student will be eligible for either First or Second Honors if any of his/her grades are less than a C in any of his/her classes, including specials.
4. First Honors: Based on an average of 3.5 to 4.0.
5. Second Honors: Based on an average of 3.05 to 3.49.

A+ =	4.0	A+ =	100%
A =	4.0	A =	99-96 Outstanding
A- =	3.7	A- =	95-93
B+ =	3.3	B+ =	92-91
B =	3.0	B =	90-88 Very Good
B- =	2.7	B- =	87-85
C+ =	2.3	C+ =	84-83
C =	2.0	C =	82-79 Good
C- =	1.7	C- =	78-77
D+ =	1.3	D+ =	76-75
D =	1.0	D =	74-72 Improvement Needed
D- =	0.7	D- =	71-70
F =	0	F =	69-0 Little or No Progress

J. Incomplete, Late and Missing Assignments:

In order to insure a student's steady academic progress, and as part of fostering responsibility, all assigned homework must be completed. If a student receives an Academic notification as a result of missing or incomplete homework, the form is to be signed and returned to the issuing teacher with the completed homework assignment. Failure to do so may result in the issuance of a demerit.

Students are responsible for making up and completing all assigned work and tests given while they are absent. Students returning after being absent for an EXCUSED reason will be given an additional number of days to make up homework or take missing tests, equal to the number of days they were absent. In case of extended absence (generally longer than three days), the teacher has the discretion to assign an alternate test or form of homework to assure the student's progress.

In order to receive full credit, work must be handed in on the day it is due. Homework is considered late if not given to the assigning teacher before the beginning of the next class period that day. Thus, a student who left an assignment in an outside locker during a third period Math class, for example, may retrieve it at the end of that class and turn it in before the beginning of next class (Reading for example) without any penalty. Afterwards, it is considered late. After Labor Day, such omissions will also result in the issuance of an Academic so the parents can be apprised of the situation.

After the date assignments are due (and allowing for any absence), missing or incomplete work will be treated as late and up to ten points will be taken off for every day the assignment is overdue, until a maximum of forty points is lost. Teachers will also issue an Academic to keep parents informed, and if necessary email parents, to increase the likelihood of the assignment being turned in the next day prior to the assessment of additional penalties. Should such intervention fail to produce the desired result, we will have our counselor intervene.

Students absent for UNEXCUSED reasons for ONE DAY ONLY must turn in homework and take any tests that were due or scheduled for the missed school day ON THE DAY THE STUDENT RETURNS TO SCHOOL. (For example, if a test is scheduled for a Friday and the student has an unexcused absence on Friday, the student will need to take the test on Monday, or the first day back to school.)

For a longer period of any unexcused absence, any homework assigned PRIOR to the absence which is due during the period of absence will be due on the day of the student's return to school. Work assigned during the period of absence is due, and any tests given while absent will be given, by the end of the second day after the student returns to school.

Students absent for excused reasons at the end of a marking period who have missing homework or tests will receive a report card with the student's incomplete grade and an updated report card will be issued once the work is completed and graded.

K. Library

A wide variety of age-appropriate books are available for student use in our elementary library. Any student responsible for damaged books or a lost book will be expected to pay the replacement cost. Students with overdue books, overdue fines, or overdue pink slips will temporarily be unable to check out additional library materials. Privileges will be reinstated after the student has resolved his/her library issues.

L. Math & Language Arts Small Groups - Lit Plus & Writer's Workshop

To assist with Math instruction in grades 4-8 and Language Arts instruction in grades 6-8 we offer small group instruction to provide the best learning environment for our students. Students are placed in small group based on Iowa Assessment scores, classroom performance, year-end test, and teacher input.

Junior High students are placed in Math and Language Arts (Writer's Workshop and Literature Plus) groups as a result of their daily classroom performance as evidenced by grades on their report cards, Iowa Assessment scores, a mid-year, and a year-end comprehensive test.

M. Project Discover

The Project Discover program offers assistance to students who may be experiencing academic difficulty. The Project Discover staff works closely with classroom teachers to help students function to their full potential in the classroom.

To qualify for this program, the student must require additional support in order to achieve success in the classroom. The need is determined by evaluating achievement test scores, report card grades, and teacher recommendations. It is not unusual for children to receive some of this assistance at some point throughout the year, especially students in grades K-5. Parents will be contacted by either the homeroom teacher or our Student Services Coordinator when it is felt that the student would benefit from this program.

Should the Student Services Coordinator, the classroom teachers, or parents feel the Project Discover intervention is not allowing the child to make appropriate academic gains, it may be necessary to take the next step and determine whether the child's progress is being impacted by a learning disability. This request can surface from either school personnel or the child's parents. However, the Student Services Coordinator is the only one authorized to initiate and coordinate the necessary paperwork with D 203 for any child whom either the teacher or parent feels is being impacted by a learning disability or speech / language difficulties.

* Testing for identifying a learning disability is administered by District 203 regardless if the family resides outside of D. 203 boundaries or not. D. 203 is responsible for providing assistance and recommendations for our students, however the only direct service provided to our students by D. 203 is

in the area of speech / language. Parents of students in need of speech assistance are also able to privately contract with Mrs. Nadine Heraty to have those services provided on site.

Occupational therapy services are available through Suburban Pediatric Therapies. Suburban Pediatric Therapies accepts most major insurance plans and provides services at our school to students in need of this assistance at a time that is least disruptive to their academic day.

N. Promotional Requirements

As we do not allow social promotion, the following criteria must be met in order for a student to be promoted to the next grade indicating he/she is working up to his/her ability as specified:

- A child must pass each subject (Religion, Reading, Math, Science, Social Studies, Language Arts) with a cumulative average of D in each subject area. This includes Spanish, P.E., Music, Art, and Technology.
- Students in each grade must fulfill an annual service and school attendance requirements.

Any child failing to meet these criteria will not be allowed to re-enter the school in the fall unless they receive some form of summer remediation through an accredited summer school class. In the case of service requirements, they may also be completed in the summer.

O. Pathways

Pathways is designed to enhance our existing curriculum to our first and second grade students. Our first and second graders will gather in small groups and be exposed to exciting concepts such as a study of dinosaurs, space and planets, logic, non-verbal exercises, and hands-on Science experiments.

P. Plagiarism Policy

Plagiarism is defined as "the practice of taking someone else's work or ideas and passing them off as one's own." Each case of suspected plagiarism will be reviewed. Students who plagiarize will receive a zero for the assignment until it is redone appropriately to earn as much as 50% of the original credit. There will also be an automatic school detention for the first offense. Continued offenses will lead to progressively more serious consequences.

Q. Recognition

J.O.Y. AWARD - This is awarded to a student who is observed going above and beyond the expectations of Christian virtues during the school day or when representing the school. Students receive a certificate from the staff member indicated the virtue they exhibited and the students will be recognized monthly over the PA system as well. There will be a visual display of the J.O.Y. awards in the lobby of the JH building and the elementary building as well.

HONORS ASSEMBLY - Shortly after trimester grades are finalized and posted, junior high students will be recognized for their achievements and accomplishments in academics.

CITIZENSHIP AWARDS - This will be awarded to students who complete the entire school year without receiving a demerit or a behavioral detention.

8TH GRADE RECOGNITION ASSEMBLY - Held during the week of graduation, it spotlights all of the accomplishments of our eighth graders in the field of service, extracurricular activities, and academics. It

includes the following honors and concludes with the announcement of school, parish, and community awards recipients.

Meghan McDonagh '77 Award - Presented in honor of a deceased alumna who participated in every theatrical production during her years at Saints Peter & Paul. The recipient(s) is selected by the Music teacher and director of the school play.

Janice McCarron "You've Got Style" Award – Presented in gratitude of our former Music teacher who directed numerous school plays for nearly two decades.

John Philip Sousa Award - Presented by our band director to an eighth grade student who is diligent in practice, faithful in attendance, and who consistently strives to reach their full potential.

Band Director's Award - Presented by our band director to an eighth grader who exhibits a dedication to music and who exhibits leadership with other students.

Louis Armstrong Jazz Award – Presented by our band director to an eighth grader who shows great promise in our Jazz Band.

Blue & Gold & Trojan Awards - These awards are presented to individuals from each athletic team whose effort, determination, dedication, and improvement were vital to their squad. The Blue and Gold is presented to the Most Valuable Player and the Trojan to the Most Improved.

Presidential Award for Outstanding Academic Excellence - Recognizes graduation candidates who have averaged a 3.5 GPA throughout all marking periods in Jr. High.

Presidential Award for Outstanding Academic Achievement - Recognizes graduation candidates who have averaged a 3.0 GPA throughout all marking periods in Jr. High.

Academic Awards – Presented at the eighth grade Recognition Assembly to members of the graduating class who have a cumulative 95 or better average throughout eighth grade in core subjects and Spanish, if applicable. Awards will be presented for Music, Art, Physical Education, and Technology as well.

Mike Karos '90 Memorial Sportsmanship Award – is presented in honor of a deceased alumnus annually to one eighth grade boy and girl who best exemplify effort, attitude, respect for teammates, coaches, and officials, and sportsmanlike conduct during their participation in school athletics.

Christianity in Action Award - presented to eighth graders who accumulate one hundred or more hours of volunteer time on behalf of school, parish, or community service projects. These are students who go well beyond the normal expectations or graduation requirement.

Romeo Blanchette Honor Society – Named after a former Bishop of our diocese who was a strong advocate of Catholic education during the thirteen years he served our diocese. Those who consistently exhibit high standards of leadership, integrity, service, responsibility, and scholarship are inducted into this Honor Society.

To be nominated, a member of the graduating class must complete an application which includes a brief personal essay, submit two letters of recommendation from non-school personnel or non-family members by May 1 and meet the following criteria:

ACADEMICS - must have at least a 2.75 cumulative average and average a grade of C or better in all subjects for all three trimesters and not receive an Academic Detention.

CITIZENSHIP - Must be eligible for the annual Citizenship award -see criteria above.

SERVICE - must volunteer at least 45 hours of service in activities determined by the religion teacher.

ACTIVITIES - must be involved in a combination of three in-school or after-school activities

It is from the members of the Romeo Blanchette Honor Society, that the school selects the recipients for the school, parish, and community awards a member of the graduating class may receive, such as the Pastor's, Principal's, VFW, American Legion, Rotary Club, and Chris Schmitt Memorial Awards.

VFW - is presented to one boy and one girl from each graduating class who best displays the traits of citizenship, scholarship, and attendance.

American Legion - is presented to the one boy and one girl who represent the qualities of courage, honor, leadership, patriotism, scholarship, and service.

Rotary Club – is presented to one boy and one girl who best demonstrate the ideals of truth, fairness, goodwill, friendship, and service.

Pastor's Award - is presented to two graduates who exhibit a deep respect for Christian ideals, and who demonstrate great service to the school, parish, and community.

Principal's Award – presented to two graduates who demonstrate a love of the school, a compassion for children of all ages, and a desire to help the school continue to improve.

Chris Schmitt Memorial Award - is named in honor of a former student who died from cancer in 1976 at the age of 12. This is the most prestigious award a graduate from Saints Peter & Paul can receive. This award combines the qualities listed for the American Legion and adds a Christian dimension of service and respect for self and others.

R. Report Cards and Parent-Teacher Conferences

In conjunction with diocesan regulations, each student's academic report is issued by the principal, pastor, and parish priests three times a year.

Conferences are scheduled in late October or early November. Parents register online for all of their conferences. Conferences are ten minutes in length and parents may sign up to meet with some or all of their child's teachers. Conferences will be held in Zuker Hall (lower level of the Jr. High building.)

While formal conferences are not scheduled for all grades after the fall, our teachers are available to meet with parents if concerns and questions arise, be they academic or social.

The parents are encouraged to confer with the teacher more often when the child displays a lack of interest in his work or a change of attitude toward school. It is important to remember that your child is

an individual and the information should not be compared with any other child's report card; this is especially true for children in the same family.

S. School Supplies

Children should be supplied with the necessary items on the first day of school. To help parents avoid the hassle of driving all over town to buy the necessary supplies at sale prices, our Home & School Association provides the ability to order the school supplies and have them delivered to your home or to school. Order forms are placed online each spring.

Students who lose or damage equipment or supplies that are the property of the school will be required to pay for the cost of replacement.

T. Standardized Testing Program

The Iowa Assessments is the standardized testing program for all diocesan schools. While the Catholic Schools Office only mandates testing in grades 3, 5, & 7, we test all students in grades 3 -8 annually in the last week of September and the first week of October. This helps us assess student growth, as well as the effectiveness of our curriculum. Batteries of tests are also administered in second grade. Results are mailed home in a self-addressed stamped envelope.

Results can be discussed at our fall parent-teacher conferences or at a later date if more convenient. An analysis of school results on these standardized tests is presented to the School Board at their January meeting.

Our fifth and eighth grade students take the ACRE tests in February. ACRE is an acronym meaning Assessment of Catechesis & Religious Instruction. These test results provide us with objective information as to the effectiveness of our religion curriculum.

U. Technology

Technology usage is an integral component of our curriculum. Each building has a PC lab that can accommodate more than thirty students with desktops. We also have mobile laptop labs in both the elementary and junior high buildings. Both buildings have WIFI, thus allowing the laptops to be used in every room.

This allows instant access to word processing for note-taking, composition and research; spreadsheets to record and chart data; presentation and desktop publishing software to create dynamic projects; and wireless Internet access for research, virtual field trips, inquiry-based projects, and curriculum reinforcement.

In addition, our students have access to Kindles and Ipads for their classes to supplement and enhance their learning.

All classrooms have Smartboards for interactive instruction.

School and School Board continually try to enhance our technology offerings to provide students with current technology hardware, software, and real-world applications.

Each parent must sign the Joliet Diocesan Student Agreement for Internet Access and Related Technology Use annually. If a parent elects not to sign this form, their child(ren) cannot participate in any Internet related lessons or projects.

Parents are also provided with a PERMISSION TO USE PERSONALLY IDENTIFIABLE STUDENT IMAGES AND WORK form that allows the school to publish a child's personally identifiable image and work in places and via electronic, video, auditory, print, and other media accessible by the public (including SSPP's Internet and print publications.) This form does not have to be returned unless you choose to have your child "opt out" of this opportunity.

V. Textbooks

Textbooks are generally reviewed every six years. To protect the substantial investment we make in textbooks, please make sure that the books are properly covered and labeled with your child's name. Any books which are damaged in any way must be replaced at the expense of the one causing the damage, or an appropriate fine will be imposed. Students will not be issued a final report card until all books (library and text) are returned or paid for.

SCHOOL DAY PROCEDURES

School Day

7:30 am	Student Arrival and K-5 students enter school as they arrive
7:40 am	First bell, students in grades 6-8 enter the Junior High
7:47 am	Homeroom and tardy bell - attendance is taken
7:48 am	Prayers and Announcements
11:30-12:15pm	Recess and Lunch for Kindergarten
11:40 -12:20pm	Gr. 1 & 2 Recess and Lunch
11:56-12:28pm	Lunch hour and recess for Gr. 3-8
2:15 pm	All students dismissed
2:20 pm	Extended Day begins
6:00 pm	Extended Day concludes

Elementary students will report directly to their homerooms at 7:30 every day. They are expected to put their coats in the lockers, get their first period materials ready, and go to their seats. Junior High students need to be in their homeroom by the 7:47 bell.

Patrols, student greeters, and assigned teachers will be at their posts at 7:30. Children are not allowed to arrive before this time as there will be NO supervision. Children must also go home immediately after school unless they have signed up for the Extended Day program. For the safety of the students, students who are not picked up by 2:30 pm will be brought to the office and the parent will need to come to the office to pick up the student. This does not apply to students involved in supervised after-school activities occurring at 2:30 p.m. Student-athletes who want to stay for an activity beginning at 3:00 (or later) because it doesn't make sense to go home and have to come right back must sign up for the Extended Day program, as we do not offer a supervised Study Hall.

A. Attendance - Absence - Sickness - Tardies

It goes without saying that regular attendance is important if a child is to benefit fully from school. Illness is understandable, and an argument can even be made for the value of a family vacation on school time. However, absences for medical appointments which can be made on off days or after hours or even time away from school because of schedule conflicts with non-school sports teams can play havoc with the learning process. Reading a textbook and completing homework cannot replicate the learning that takes place in the classroom where teacher directed discussions or debates, or the viewing of videos or the presence of speakers adds much to the learning process.

If a student is ill and must be absent from school, the parent or guardian must call the Attendance Line (630-355-0113) before 8 a.m. Please listen to the message and follow the prompts. If a child is not present in his homeroom for the 7:47 am attendance bell, he/she must report to the office with their parent to be signed in for the school day and receive a tardy slip to be given to their teacher. Due to safety concerns, a school representative will call all non-reported absences daily.

Parents of students who cumulatively miss thirty or more days in any given school year will have to meet with the school's administrative team to determine if the student qualifies for promotion to the next grade. Excused absences are reserved for illness, family emergency (death or visiting a dying relative), or approved school activities such as field trips, Science Fair and Math competitions.

Unexcused absences refer to such things as family vacations and out of town tournaments for club sports. Students missing school for more than one day for one of these reasons will be expected to complete any missed tests on the **second day** of their return to school. If a student has an unexcused absence for one day and a scheduled test was missed or an assignment was due, the test or assignment due on the day of the unexcused absence will need to be made up or turned in on the first day back to school. While parents may feel there is value to participating in club sports, our experience is that even the best of students will see a drop off in grades no matter how conscientious they or their parents are about attending to school work while traveling. Teaching lessons, presentations, experiments, discussions, and group work cannot be duplicated by simply making up late work.

Every child who is well enough to be in school is expected to play outdoors at recess time. The recess is part of the whole school program. It is essential to the physical, social, and mental well-being of each child to be out in the fresh air with classmates. During inclement weather, or on very cold winter days, all pupils remain indoors. Whenever a child is absent, however, they are not allowed to participate in any extracurricular activities that day. (A child absent on a Friday, however, is eligible to play on Saturday or Sunday). This would include athletic practices and games, school dances, and band concerts.

Any place where children gather on a regular basis can become a breeding ground for the spread of germs. Although many communicable childhood diseases cannot be avoided, our teachers stress the importance of hand washing after using the washrooms and the avoidance of sharing combs and hats. Parents will be notified whenever a case of lice, strep, or chicken pox breaks out in the class. We also ask parents to have the courtesy to inform the school when they discover a case of one of the above. That information will be sent anonymously to the homes of all classmates.

In each child's best interest, and to prevent the spread of contagious diseases, he/she must be kept at home if they show any symptoms suggestive of acute communicable diseases such as:

- | | | | |
|----------------------|-----------------|--------------------------------|----------------------|
| a) sore throat | b) running nose | c) cough | d) rash or eruptions |
| e) nausea & vomiting | f) fever | g) inflamed or discharging eye | h) diarrhea |

Prior to returning to school, children must be symptom free for twenty-four hours, without medication.

A1. Missing Person and His/Her School Record (from the Diocese)

Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State police.

The procedure is as follows:

Upon notification by the Illinois State Police of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

B. Appointments (medical)

Please avoid making doctor appointments during school hours. If it is absolutely necessary, notify the school office by note at least one day ahead of the appointment. Children who are late for school due to an early morning doctor's appointment will be marked tardy. Parents are asked not to schedule routine medical and dental appointments during school hours.

C. Dropping Off and Picking Up Children From School

Parking for our church, Ministry Center, and school is very limited. We continually review our procedures for children being dropped off in the morning (via car and bus) as well as being picked up at dismissal.

Morning Drop Off:

Parents are asked to use the drop off lane in front of the elementary building on Ellsworth St. There are members of our student body, along with facilities manager, who will open the doors and greet them.

Afternoon Pick-Up:

Parents who are driving their children home are to park in the lot south of the elementary building. Non bus students will be dismissed after the bus students.

Patrols are on duty to facilitate student safety and a smooth traffic flow in the morning and afternoon. We expect all parents to respect the safety-vested student patrol leaders and the teachers assigned for AM arrival and PM dismissal.

To allow the D.203 buses to emerge safely into traffic, and to make sure that students are not placed in harms way, we ask that parents refrain from parking along either side of Ellsworth Street along the Jr. High building or parking lot after 12:15 p.m. Drivers are also not allowed to drop off or pick up students in the parking lot on the east side of the Jr. High near the rectory.

D. Emergency Cards

In case of emergency, parents are contacted first. Therefore, providing accurate and current information about work and cell phone numbers is extremely vital. If a parent cannot be contacted, however, then a person designated by the parent on the child's emergency card will be contacted. Parents have the responsibility to keep the emergency cards up to date with phone numbers for both the mother and father. Since we use electronic communication so regularly, we now require all parents to include their email address on these cards.

The school will notify parents when it is observed or reported that a child has sustained an injury to the head.

E. Emergency Closing - Late Start Schedule

Our calendar is driven in large part by D. 203 due to our reliance on busing. For most days with inclement weather, they are inclined to schedule a late arrival rather than cancelling the entire day. Late arrival, in essence, means is that the school day will begin two hours later than usual. All of our students who ride D. 203 buses will be picked up at their regular stop two hours later than normal.

Those students who walk or are driven to school should not arrive prior to the drop off times where we would have school personnel ready to greet them and admit them into the buildings. We would thus expect students to arrive at school by 9:30 with classes formally beginning at 9:53. Dismissal times remain the same. Those children who are only enrolled in half-day kindergarten would NOT report to school on such days.

Whether a 'late arrival' is declared or whether other conditions such as a blizzard or broken water main necessitate school being shut down completely, we will try to communicate our response to these circumstances as early as possible, usually no later than 6:00 a.m. Families will be notified in the following manner:

1. Posting 'late start' or 'school cancelled' information on our web page
2. Sending an 'e' blast to all school families
3. Utilizing our emergency call system to place a phone call to all school families

In an effort to ensure that all families receive notification of a school closing in a timely manner, we employ the services of One Call Now. The biggest advantage of this system is their ability to call all school families simultaneously. Each year we need to verify parent home numbers and daytime work numbers to maximize the benefits of this system.

We will include this information on our school's website.

F. Extended Day

Our Extended Day program begins immediately after school and runs until 6:00 p.m except on early dismissal days or days when school is not in session. The extended day director will communicate any change in this schedule in advance. This after-school program is housed in Zuker Hall, on the lower level of our Jr. High. It is staffed by our teacher aides and paid staff who are Virtus trained and background checked. Families who wish to use this service must register each year and pay a registration fee. The cost of the program includes a snack.

Although this is not a social gathering, the children will have time daily for either indoor or outdoor play immediately after dismissal. Following this leisure break, they will snack, and then devote time to doing their homework, reading, or playing quiet games until picked up by their parent at the southeast door of our Jr. High. (alley by gym). There is ample opportunity for students who apply themselves, and who are with us to 6:00 p.m., to complete all of their homework.

Fees need to be paid in advance. If days are not used, they may not be used later in the week due to staffing and snack planning and expense. If a family is delinquent in their payments, the use of extended day may be disallowed until the account is made current. This is at the discretion of the principal.

G. Leaving Schools Grounds

Since the school is responsible for the child during the entire school day, no child is permitted to leave before or during the school session. If for reason of illness or appointments, parents are to meet their child in the office and sign them out. A written note for early dismissal must accompany the child on the day of the appointment and be given to the homeroom teacher. Please also inform the office via email or a phone call.

H. Medication

In compliance with the Illinois School Code, and based on the RECOMMENDED GUIDELINES FOR MEDICATION ADMINISTRATION published by the Illinois Department of Public Health and the State Board of Education, we are not allowed to dispense non-prescription medication such as headache tablets to our students.

A legal opinion by a legal advisor to the office of Superintendent of Public Instruction, advises that the improper administration of medication by school employees (overdose, underdose, failure to follow directions, etc.) could be construed by the courts as negligence, subjecting the school and its employees to a tort suit.

When a child requires daily or regular medication, the responsibility for administering such medication rests solely upon the parents. The Health Department recognizes the need to cooperate with the parents in the medical treatment necessary for each child's physical, emotional and intellectual growth and well-being and suggests the following guidelines:

"Only medicines which are essential for the child to remain in school should be given under the conditions outlined below and with the approval of the school administration. Supervision must be provided when the child takes medication. We recommend that parents consult with their doctor to see if mid-day medication can be adjusted and given at another time. When a question arises regarding exceptions to these guidelines, the school nurse should be involved in the decision."

A. The following should not be given by school personnel:

1. Medication for recovery from acute illness
1. Aspirin or pain relievers
3. PRN medication (medicines to be given "as necessary")
4. Injections

B. Prior to giving medication at school, the School Medication Permission form should be completed by the parents and physician authorizing the school to administer the medication. Permission forms shall be renewed annually and filed in student's health record. Furthermore, such medication will only be given if contents are contained in the original pharmaceutical container.

C. A permanent daily log should be kept on all medications given:

Name	Age	Medication	Dosage	Date	Given by Whom
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The log will be reviewed regularly.

For the sake of safety, all medications will be kept in the office and administered there by the aide or secretary. Children are never permitted to independently carry or take medication (including aspirin). The only current exception to this allowed by law is for INHALERS. Students who need this potential life saving device are now allowed by law to carry them on their person. However, parents must submit a form from the doctor annually informing us of the need for the child to have the inhaler in school. All medication is to be picked up by a parent on the last day of school.

I. School Parties

On special days throughout the year our students take a break from their studies to celebrate an appropriate holiday or event. Traditionally these have included Halloween, Christmas, and Valentine's Day. Depending on the grade level, most parties include games, a craft activity, and treats.

Due to insurance regulations, and in consideration of safety concerns, room parents will coordinate the adult volunteers for each classroom event, all of whom must first have successfully completed the Protecting God's Children program and complete a background check. All non-school age children cannot be present at parties in order to ensure their safety.

J. Street Closing

On school days, Ellsworth Street is blocked to through traffic. This allows for our students to cross safely between buildings and also provides for a safer playground experience. On days with funerals, however, the barricades are taken down during the Mass of Resurrection until the time the cortege leaves the church. Therefore, we caution the children to stay in the habit of crossing only at the corners after first looking both directions for cars. We do not want our students to ever become careless and just run out onto the street.

K. Security

Safety and Security remain a major priority for school and parish leaders. Students annually practice lockdown, fire, severe weather, and bus evacuation drills. There is also a standing committee in the parish and school, which includes representation from the Naperville Fire, Police, and Emergency Response departments, as well as North Central College, to assist in efforts to keep our buildings safe and secure for our students and faculty.

Visitors cannot gain access to our building without first identifying themselves via the video and intercom system. In addition, cameras have been placed on all floors in the Jr. High and elementary this buildings.

Teachers have access to telephones in each classroom and at the greeter's desk. There is also a teacher on each floor of each building with a two-way communication phone, and all classroom doors can be locked from the inside.

In a further effort to maintain security, as well as the integrity of the academic environment, all parent meetings are scheduled in the Ministry Center. This includes such things as parent coffees, Daisy's, Room Mothers, Home & School meetings, and sacramental meetings.

All visitors, including parents, are required to sign in at the visitor's desk in the JH building and wear a visitor pass.

L. Telephone Usage including Cell Phones

We do not call children or teachers from their classrooms to the phone. In our efforts to teach responsibility, under normal circumstances, students will NOT be permitted to call home for homework assignments, gym clothes, art supplies, permission to visit a friend after school, etc.

As a means of accepting responsibility, student use of the office phone should be rare. Neither should students use cell phones from the time they arrive at school until after dismissal.

Our phone system includes voice mail so you can leave your confidential message directly with the teacher. There are also phones in each classroom with each teacher's extension listed at the end of this handbook in the section that identifies our staff and the subjects and grade level they teach. While teachers are requested to check their voice mail before and after school and aim to return all calls within twenty-four hours, they are to turn off the phones when teaching and cannot be reached directly between 7:30 am – 2:15 pm. We ask that when you call to please include the time of your call along with your message. Also, please do not call our teachers at home. Email is sometimes the best mode of communication. Please discuss this with your student's teacher.

M. Cell Phones

Cell phones must be turned off and kept in the student's backpack during the school day.

If parents feel it is absolutely necessary for their children to have cell phones in school, they should only be used to call parents at dismissal or at the conclusion of any after-school activities. They are not to be used at any point during the school day, including the lunch period. They are also not allowed to be brought on field trips as texting, taking pictures, and phoning are distractions to the goals of the educational experience.

Also, having cell phones turned on during a real emergency can impact communication between school authorities.

Should any student be seen making or receiving a call or text message during the school day, the phone will be confiscated, and the student will meet with the teacher and principal and the appropriate consequence will be given based on the severity of the violation (Refer to the Disciplinary Policy within this handbook.)

N. Vacations

In the interest of pupil success, regular attendance is imperative, even for a straight "A" student. While we realize the benefits that derive from a family being together for the occasional "trip of a lifetime" and understand that all parents often cannot schedule their vacations around school holidays, we discourage such absences. It is usually not in the best scholastic interests of children to have their academic schedule and routine unduly interrupted. This is especially true in the Jr. High. Students leaving school because of commitments to traveling sports' teams has also resulted in numerous unexcused absences.

At times, a family feels they have no alternative but to schedule a vacation during the school year. While we understand this, we do not share the same opinion of absences due to sporting events. In either

case, please know that the teachers cannot be expected to provide work to accompany each child. While we realize that parents have the best intentions in mind, and don't want their children to lose their academic edge, this is a time consuming, and almost impossible, request for the teacher to honor. As stated earlier, children out of school for unexcused absences will be required to make up all tests and submit all homework upon the second day following their return to school. Furthermore, although parents may feel there is value to participating in club sports, our experience is that even the best of students will see a drop in grades no matter how conscientious they or their parents are about attending to school work while traveling. In addition to a fatigue factor, teaching lessons, presentations, experiments, discussions, and group work cannot be duplicated by simply making up late work.

In the primary grades there are so many skills introduced that lesson plans may change several times during a week. We have found that children stay on track more easily if they make up work after a vacation and not during. As disappointing as this may be, WE ARE NOT ABLE TO PROVIDE HOMEWORK FOR VACATIONEERS. While this request may salve the parent conscience, it places a difficult, if not unreasonable, burden on the teacher.

Upon a student's return arrangements can be made with the teacher regarding any missing school work.

O. Greeter's Desk and Visitors - (including parents)

As stated in our philosophy, we realize the importance of working in tandem with our parents. We are also cognizant of the need for a steady dialogue between home and school and we are happy to meet with parents, as long as these meetings are pre-arranged and not impromptu.

Even more paramount, however, is the need to provide a safe school environment for our students and staff, as well as to protect the integrity of the teaching day. To that extent, we ask your cooperation when visiting the school since all doors are locked. All visitors will be asked to sign in at the Greeter's Desk and wear a visitor's badge while on campus. Our greeters also have a phone and monitor to communicate with visitors.

For your convenience, we have a mailbox outside the main Jr. High entrance. Parents needing to return forms (tuition payments, field trip permission slips, Annual Fund donations, etc.) are asked to use this drop box.

If a child forgets something for school, it is each child's responsibility to check the greeter's desk when they know a parent will be dropping something off. Examples include lunches, gym clothes, and anything a parent realizes a child forgot to bring to school. Lunches dropped off for primary students will be delivered to them.

You are more than welcome to schedule an appointment or ask a teacher to return a phone call whenever you feel the situation warrants. Parents wishing to confer with teachers are asked to email the teacher directly by using the email in the school directory. It is unfair to the teacher and his/her students for a parent to approach the teacher before, during, or immediately after school for an unscheduled, impromptu conference. Not only is this unprofessional, it is also unproductive if the teacher is unprepared, and more importantly, it is dangerous for the teacher to leave his/her other students unattended.

IN THE INTEREST OF SECURITY, WE MUST INSIST THAT ANY PERSON, INCLUDING PARENTS, ENTERING EITHER THE ELEMENTARY OR JUNIOR HIGH SCHOOL BUILDING FIRST RECEIVE CLEARANCE FROM THE OFFICE OR GREETERS DESK. . ONCE ENTERING THE JR. HIGH BUILDING, YOU WILL BE REQUIRED TO SIGN IN, AND THEN WEAR A SCHOOL VISITOR PASS THAT IDENTIFIES YOU AS SOMEONE WITH AUTHORIZATION TO BE IN THE BUILDING. YOU WILL ALSO BE REQUIRED TO SIGN OUT WHEN YOU LEAVE THE BUILDING .

SCHOOL CODE SEC. 24-25

All visitors are required to report directly to the principal's office to identify themselves and state their business. Any violators found in the building without permission are subject to prosecution as specified in the school code or by city ordinance.

P. Visitors - (Alumni & Former Students)

Through our development efforts we strive to maintain harmonious relationships with our graduates and are pleased when they drop by to visit their alma mater. In the interest of academic continuity, however, we must insist that such visits take place after the student body has been dismissed. Normally this is not a problem except on those days the high schools follow an early dismissal schedule.

In addition, we often get requests from families who are visiting Naperville with children who once attended our school before they moved to another community. While they are anxious for their children to visit their former friends, it is disruptive to the school schedule to have them visit during the school day. Arrangements to visit former classmates should be made outside of the school day.

STUDENT INFORMATION

A. Bicycles

Bicycle racks are found on the junior high playground. Bikes are to be walked when on school property and must be kept locked in the rack. The school is not responsible for stolen bicycles. Bike riders may not leave school grounds until the buses are dismissed.

B. Big Buddy Program

To promote relationship building between older and younger students, we have a Big Buddy Program that is coordinated by teachers. 1st and 7th graders and 2nd and 8th graders work together in this program.

Throughout the school year these students gather for social, educational or spiritual activities. The response to this program continues to exceed our expectations as to the number of new friendships that have developed and flourished.

C. Birthdays

Each morning we announce birthdays over the P.A.

Due to ongoing concerns about allergies, a recent state law forbids parents to bring in homemade treats to school. If parents want to do something special for their children, we ask that you consider donating a book to a homeroom or school library on which we will affix a special birthday insignia.

D. Bus Service

Because transportation is provided by the public school district, they reserve the right to discipline students whose behavior interferes with the driver's concentration and passenger safety. After a student has been warned, continued misbehavior will lead to a demerit. Should the poor behavior continue, a student may have bus privileges suspended by District 203, according to their policy, as well as receive a detention from school. Please note that cameras are installed on buses and may be used to verify an unruly or continued disturbance.

Students are assigned an AM and PM bus in the fall and are not allowed to deviate from that bus at their discretion for any reason. Insurance regulations and limited seating prohibit children from taking a different bus after school to visit a friend to play or do homework together. Only on RARE occasions would this ever be allowed. Such an occurrence would require a written parental note signed by the office, and submitted to the bus driver. Neither D. 203, nor our school, will allow such requests if they are made over the phone. Students who are ineligible for busing never have this opportunity.

D. 203 does not provide busing on days when their students are not in class. While we try to mirror their calendar as much as possible there are several days when busing will not be provided. That information will be on our school calendar.

Problems with routes, times, and driver professionalism should be directed to D. 203 transportation director, at 420-6464.

DISTRICT 203 BUS REGULATIONS

DON'T LOSE YOUR RIDING PRIVILEGE - FOLLOW THESE RULES:

1. Observe same conduct as in the classroom.
2. Be courteous, especially to younger children; use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Do not be destructive. No writing on the seats.
6. Stay in your seat. No standing.
7. Keep hands, head, and feet inside bus.
8. Bus driver is authorized to assign seats.
9. Be respectful of the driver and other riders.
10. District 203 reserves the right to deny bus service to anyone who continually violates any of the above rules and regulations.

The bus driver is responsible for the safety and welfare of his passengers. He is acting in loco parentis as an agent of the school and has the authority and responsibility to maintain discipline and order.

Should the driver find it necessary to report a student's misbehavior to the principal, it will be deemed serious and will be dealt with accordingly:

1st offense: a demerit

2nd offense: suspension of bus privileges for 2 weeks plus a detention

3rd offense: suspension of bus privileges for remainder of semester plus a detention

This policy is in effect because we do not want to risk the safety of our students.

E. Founder's Day

Sponsored by the Home & School Association, this special day for students in grades K-7, will be held on school grounds on the last day of school. It honors our school's founder, Fr. Charles Zuker, whose birthday was in early June. It is a day of fun, games, food, competition, contests, music, and merriment for our entire student body. This event is scheduled in lieu of individual year-end class picnics.

F. Health Program

The State of Illinois requires a physical before entering Kindergarten or first grade and sixth grade. These forms are given out in the spring and should be returned as soon as possible, but no later than the first day of school. Transfers from out of state must have a physical within one year of starting school.

The school office monitors records of the children's health forms. If the required physical forms are not submitted to Saints Peter & Paul by October 1 of each school year, then the child will not be permitted to attend school until the forms are submitted.

The State of Illinois also requires all students in grades K, 2nd & 6th to have proof of a dental examination on file at the school. An eye examination is required for students entering Kindergarten. The dental and vision forms can be found on our website.

During the lunch hour we are fortunate to have many volunteer parents who regularly help in the Health Room should any child come in from the playground with an injury. They assist our secretaries in addressing any minor ailments or injuries which may occur when the children are at recess. Parents will be notified should a child come to the office reporting a head injury.

G. Hot Lunch

Every Monday, the Hot Lunch committee will offer the opportunity for students to preorder a hot lunch. A varied menu is designed to delight the children. Parents can place the order online. Pizza will also be available for pre-order one Friday per month. Sign up and ordering is online on our e-envelop.

H. Lockers

Only Jr. High students may decorate the inside of their locker with items such as a mirror, calendar, school schedule, or pictures of classmates. They may not, however, decorate in such a manner that would be considered offensive to school authorities or classmates. Tape is not allowed to be used in the lockers. We periodically conduct random locker checks to ensure these standards.

I. Lost and Found

Lost articles will be placed in a special box on the lower level of the Jr. High outside of Zuker Hall. Marking articles of clothing, uniform, gym clothes, art smocks, books, and supplies will forestall wasting time identifying and searching for lost articles. We encourage parents to check the lost and found during conferences in November. All unclaimed items will be donated to a charity in December and May.

J. Lunch Period

Eating

Because of our limited outdoor facilities, our lunch period is staggered between students of each building. Our all-day kindergarten students' break for recess at 11:15 am, afterwards they will enjoy lunch. At 11:40 our first and second graders go outside for play. At 11:55 am they return to their classrooms to eat their lunch under the supervision of the classroom aide with assistance from eighth grade monitors.

Students in the Junior High begin their outdoor recess at 11:56 am at the same time grades 3-5 are eating lunch in the Zuker Hall. This set-up is reversed at 12:12 pm.

All children bring their lunches from home and those from grades 3-8 eat in Zuker Hall under faculty supervision. To help our students to become more responsible for their environment, make for a cleaner and more pleasant setting, and to assist our noon supervisors in knowing where our children are at all times, everyone will have assigned seating.

Parents are encouraged to write their children's names on all bags so they can be easily recognized.

Because we have some students with peanut allergies, we have a designated "peanut free" area in the lunchroom for these students and their friends to enjoy their lunch and lessen parent fears about their children coming into contact with food sources that could cause a reaction. Keep in mind that children with severe allergies should always wear a Medic-Alert bracelet explaining that they are allergic to and how they should be treated.

Students are not permitted to bring in special lunches for their select friends as a birthday treat. Time is limited and the singling out of a limited number of classmates for a special lunch treat causes hurt feelings.

Food is only to be eaten in the "lunchroom" and never on the playground or in the corridors. Unacceptable behavior during the lunch period, including eating food outside, will result in a demerit being issued.

Part of their responsibilities of the teacher aides includes lunch supervision for the primary students both indoors and out. We have staff members monitoring lunch in Zuker Hall for grades 3-8 and staff members outside supervising the playground.

Outdoors

After spending four hours in the classroom each morning, our students need a break to play, run, jump rope, and socialize with their classmates. The lunch period recreation provides our students with a needed break from their studies, rejuvenates them for their afternoon classes, and gives them an opportunity to get to know each other in a relaxed atmosphere.

Each grade has an assigned area of the playground in which to play during the outside portion of their lunch break. Children are not to leave this area without the specific permission of the adult supervisor. Although the streets are blocked off from traffic, the children still have to watch out for the occasional parent volunteer or funeral attendee who parks on Ellsworth Street and needs to leave during the lunch hour.

Rough play or misbehavior of any kind is unacceptable. Tackle football, the use of hardballs, or any objects that could prove harmful to students or would cause damage to school property will not be allowed. This includes snowballs in the winter.

Children are allowed to play on the "commons" in front of the Ministry Center as long as the ground is not wet. During the winter, when wind chills prevent us from going outdoors, the students in grades 3-8 compete in various athletic contests in the gym to keep them occupied in a socially constructive manner. The general guideline for going outside is if the combined air temperature and wind chill factor is above zero (0) degrees, students will go outside for recess. Monitors will assess the conditions daily before going outside. Please be sure your child brings appropriate winter gear (boots, hats, mittens, and coats) each day.

Our numbers also necessitate adherence to the following regulations in order to guarantee everyone's safety.

1. School boundaries - No one is allowed beyond:
 - North - on east side of Ellsworth - to Miller home next to jr. high parking lot
 - South - to Benton (corner by church)
 - East - up to (but not including) the alley
 - West - Ellsworth corner north of FranklinKindergarten, first and second graders will play on the elementary playground before Gr.3-8 begin recess.
2. No one is allowed in either of the school buildings, the Ministry Center, or church.
3. Students are not to bring bats, balls, skateboards or Frisbees. All necessary playground equipment will be furnished by either the physical education or classroom teacher.
4. Dodge ball and keep-away are forbidden.

5. Throwing of rocks and snow is forbidden.
6. No food is to be eaten outside.
7. Students are not allowed to congregate on the landings of any of the entrances.
8. Balls are not to be thrown at the school building.
9. Students are expected to be respectful of trees, bushes, and flowers.

Disregard for any of these regulations may lead to a demerit or detention.

K. Morning Snacks

While childhood obesity is recognized by pediatricians as a growing problem, research is also available on eating disorders. Making sure children eat well-balanced nutritious meals is a challenge all families face. Doctors and nutritionists recommend a healthy breakfast to provide the body with nourishment and to help one's metabolism. Because of our long mornings, our elementary students only are allowed to bring nutritional snacks for a mid-morning respite while engaged in seat work.

This break is designed to re-energize our students so commodities such as candy, potato chips, and donuts will not be allowed. Healthy foods such as granola bars or pre-sliced fruit would be ideal, as would water. Our hope is to achieve a balance that will help the child but not disrupt the lesson or dirty the desk or classroom. It is also understood, that due to a large number of students who have peanut allergies, peanut butter and other peanut derivative snacks cannot be allowed. While we have a peanut free zone in the lunchroom, our classrooms are too small to make such accommodations.

L. Orientation of New Students and Families

Each year we welcome numerous new families and children to our school community.

In an effort to make them feel welcome and as comfortable with their new academic environment as possible, we offer the following:

1. 6th grade Ice Cream Social – Students and Parents
Incoming 6th grade parents and students are invited to meet the principal, teachers and tour the junior high building to familiarize themselves with their new surroundings before school begins. It is a fun, casual 1 hour event.
2. New Family Orientation
On an evening in August, new families are invited to an informal informational meeting. Representatives from School Board, Home and School, Athletics, and Advancement Board will be present to share information about their respective boards and answer any questions. This is a great opportunity to meet other new families and answer any outstanding questions you may have before the first day of school. The meeting last approximately an hour.
2. First Day of School -Full-day of classes
All students in grades 1-5 will be greeted by their teachers on the playground at 7:30 am on our first day of school. New students will also be assigned a classmate to accompany them around the school for a few days until they feel comfortable in their new surroundings. Kindergarten students go directly to their classrooms upon arriving at school each day including the first day.

3. First Day Welcome Coffee-all families

From 7:45 a.m. - 9:00 a.m. in the Ministry Center, all families are invited to a Coffee with the Principal. Here you will meet new friends and reconnect with other families.

M. Pupil Appearance

Pupils are expected to be groomed and dressed acceptably for their age level and in a manner which is conducive to a good school atmosphere. All pupils in grades K-8 are expected to be in complete uniform every day.

Uniforms will be worn from the first day of school until the last day. Because all classrooms are air-conditioned, we make no provisions for a special dress code due to hot, humid weather.

Students are required to be in complete uniform coming to school, in school, and going home. Students may not go to the Ministry Center to change clothes at any time as there are generally events taking place and because there is also no adult supervision.

Students who remain after school for any school-sponsored activity (Extended Day, Yearbook, play rehearsal, Science Olympiad, band, etc.) are required to be dressed in complete uniform including having their shirts buttoned and blouses tucked in.

Our current uniform code is a result of recommendations from a committee of teachers which also welcomes student and parent input. Their findings are designed to give our students a look which is neat, clean, age appropriate and befitting the image of a Catholic elementary school.

As you read over the uniform code, you will also find an addendum listing expectations regarding hairstyle, jewelry, and appearance among others. Because we cannot anticipate societal trends and fads, we reserve the right to restrict certain fashion statements that might not be specifically addressed in this handbook.

Students are allowed to wear gym shoes starting the Monday following May Crowning. Students must wear matching solid white or black mid-calves (crew socks) with their gym shoes during these last weeks of school. No golf or tennis socks permitted.

Based on a recommendation of our faculty uniform committee, students will be in school uniform all year, including the day for school pictures, the Christmas party, and May Crowning (with the exception of 2nd (Communion clothes) & 8th graders.

N. Out of Uniform Days & Spirit Wear

Throughout the year, our Student Council seeks to promote school spirit and raise funds for needy causes by sponsoring out-of-uniform days. While we understand how much the students enjoy wearing more casual clothes, we will endeavor to keep these exceptions to a minimum, as we know students behave much differently when not in their school uniform.

Our Home & School Association sells a variety of spirit wear in the forms of tee shirts and sweat shirts which are generally acceptable for such special days only since they are not part of the regular uniform. Here are a few guidelines to follow:

- Jeans and sweat pants are allowed
- No Yoga pants
- Gym shoes are okay

- Uggs are okay
- No open toe shoes, flip flops, crocs, or slip-on-shoes without backs.
- No article of clothing can be worn that is ripped, has holes, is too tight, or shows the midriff, shoulders, or cleavage.
- No tank tops
- No clothing with inappropriate wording.
- No leggings or jeggings.
- No shorts.

School teams who receive t-shirts commemorating winning a league or tournament championship may wear those shirts (with their school pants and skirts and school shoes) on a date designated by the Principal. Cast members of our school play may wear their t-shirts on the day of dress rehearsal. Band students wear their Band shirts on concert days.

Cosmetics and nail polish are not allowed.

As students in grades K-3 are allowed to bring a costume to school to wear for afternoon Halloween parties, we urge parents not to purchase clothing which glorifies violence. Accessories that include guns, swords or knives are not permitted at school.

O. School Uniform

The school uniform is designed to ensure that neatness, modesty, and the Saints Peter and Paul School identity are evident at all times. The intent of the uniform is to keep students' appearance simple, modest, and free from the distraction and competitiveness of brand name comparisons. Another advantage of uniforms is they eliminate the hassle and costs of buying clothes.

The following uniform code has been in existence since the 2013-14 term.

Girls: Kindergarten thru Gr. 3

Boys: K thru Gr. 5

Plaid jumper dress Maximum 2 inches above the top of the knee	Navy pants w/tag from EO Black or brown belt for Gr. 3-5
White Peter Pan collared blouse	Light blue oxford shirt w/school logo
Seasonal Option: Navy pants w/tag from EO White Peter Pan collared blouse Navy sweater (V-neck or cardigan) or, Navy vest, or Navy fleece (embroidered school logo required on sweaters, vest, and fleece.)	Optional: Navy sweater (V-neck) or, Navy vest, or Navy fleece (embroidered school logo required on sweaters, vest, and fleece.)

Girls: Gr. 4 & 5

Plaid pleated box skirt Maximum 2 inches above the top of the knee	
White Peter Pan collared blouse	
Navy vest	
Seasonal Option: Navy pants w/tag from EO White Peter Pan collared blouse Navy sweater (V-neck or cardigan) or, Navy vest, or Navy fleece (embroidered school logo required on sweaters, vest, and fleece.)	

Girls: Gr. 6 & 7

Boys: Gr. 6 & 7

Plaid pleated box skirt Maximum 2 inches above the top of the knee.	Khaki pants w/tag from EO Black or brown belt
Light blue oxford blouse	Light blue oxford shirt w/school logo
Navy vest	
Seasonal Option: Navy pants w/tag from EO Light blue oxford blouse Navy sweater (V-neck or cardigan) or, Navy vest Navy fleece (embroidered school logo required on sweaters, vest, and fleece.)	Optional: Navy sweater (V-neck) or, Navy vest, or Navy fleece (embroidered school logo required on sweaters, vest, and fleece.)

Girls: Gr. 8 *	Boys: Gr. 8 *
Plaid pleated box skirt Maximum 2 inches above top of the knee	Khaki pants w/tag from EO
White oxford blouse	Black or brown belt
Navy vest	White oxford shirt w/school logo
Seasonal Option: Navy pants w/tag from EO White oxford blouse Navy sweater (V-neck or cardigan) or, Navy vest, or Navy fleece (embroidered school logo required on sweaters, vest, and fleece.)	Seasonal Option: Navy sweater (V-neck), or Navy vest ,or Navy fleece. Tie for all K-8 Masses (embroidered school logo required on sweaters, vest, and fleece.)

Shoes: Girls and Boys

Dress/school shoes must be made of a solid, one color(brown, black, navy)

- Sturdy suede, leather or leather-like with a non-marking soft sole.
- The sole may be crepe or leather.
- Acceptable shoes would be loafers or tie shoes.
- Gym or soccer style shoes are not acceptable.
- Heavy suede boot-type shoes are to be worn only during seasonal cold or inclement weather.
- Fabric, patterned, or metallic shoes are not allowed.

Socks: Girls

Navy knee socks or navy blue tights – no logo

Socks: Boys

Navy socks that cover the ankle – no logo

Gym Uniforms:

Gym Uniforms: Students in grades 4-8 are required to dress for physical education in Saints Peter & Paul gym uniforms that can be purchased through Educational Outfitters online. Failure to dress properly for PE will potentially lower a student's grade.

All students are expected to be dressed in accordance with our uniform code on all school days. If a teacher notices a child is non-compliant, a Uniform Code Violation (UCV) form will be issued from the school office that will not identify the teacher, thus making it easier for the dress code to be enforced. Upon receiving a third UCV, a demerit will be issued. Five UCV's will require the offender to lose out of uniform privileges the next time such an event is scheduled.

The official Saints Peter & Paul uniform must be worn by everyone and must be purchased through Educational Outfitters online at lansing.educationaloutfitters.com. Direct contact information can be found on the Educational Outfitters website.

UNIFORM SHOES

All students are expected to wear dress shoes. Dress/school shoes must be made of a solid, one color sturdy suede (either blue, black, or brown) leather or leather-like with a non-marking soft sole. The sole may be crepe or leather. Acceptable shoes would be loafers or tie shoes. Gym or soccer style shoes are not acceptable. Heavy suede boot-type shoes are to be worn only during seasonal cold or inclement weather. Fabric, patterned, or metallic shoes are not allowed.

EXAMPLES OF ACCEPTABLE SHOES include:



EXAMPLES OF UNACCEPTABLE SHOES include:



Not solid, nor one color Not solid, not one color, and not a dress shoe.

Moccasin

Other helpful reminders to take note of with the shoe policy are:

1. Shoes must be a DRESS shoe.
2. Many of the popular Sperry-type shoes will not be acceptable because they are not a SOLID color. The only acceptable shoe will be one that consists of only ONE color. The shoes that contain a contrasting color on the side or tongue of the shoe are not permissible. The only Sperry-type shoe that is acceptable is the style that is ONE solid color made of ONE type of leather or leather-like material.
3. The popular moccasin shoe (that resembles a house slipper) is not acceptable.
4. Shoes manufactured by an athletic company (i.e. Nike, Reeboks, Puma, etc.) are not acceptable.
5. The popular Sketcher-type shoes are only acceptable if they consist of ONE SOLID COLOR and are a DRESS shoe. The soccer style shoe with a lighter or contrasting stripe will not be permissible.
6. Shoes with ANY pattern are not acceptable (i.e. Coach shoes).
7. Shoes that have embellishments (i.e. sparkles, glitter, and beading) are not permissible.
8. As a general rule when shopping for shoes, if you question if the shoe will be acceptable, it is probably not acceptable. It will be in your best interest to choose a different shoe.

IN ADDITION:

- * Girls do not require the school logo on their blouses as the girls never wear a blouse without a jumper, sweater, vest, or fleece over it.
- * If the fleece is not worn in school, then the girls in grades 4-8 must wear the uniform vest.
- * Socks—all girls wear navy knee socks, boys navy socks that cover ankle – no logos
- * All clothes must be clean and fit properly with waistbands at waist; no baggy blouses and shirts.
- * Blouses and shirts must be tucked inside skirts and slacks.
- * Turtlenecks are not allowed.
- * Parents will have to buy a new skirt if the length of the current one is more than 2 inches above the top of the knee.
- * Boys' hair is to be clean, neat, tapered, and not hanging below middle ear or below the middle of the forehead. No fad haircuts allowed. It is expected that everyone's hair would be his/her natural color. Any headband embellishments must be less than 2".
- * Shoes with more than 1½ heels are unacceptable, as are sandals, clogs, or backless shoes.
- * For modesty, all girls are required to wear shorts under their skirt or jumper but they must not be visible.
- * Boys may not wear earrings and girls may not wear dangling earrings.
- * Multiple wristbands are not allowed.
- * Neckbands are not allowed.
- * Only uniform slacks may be worn in school during cold weather; no sweatpants nor flannel-type pants maybe worn.
- * Undershirts worn by boys should be white only.
- * Boys socks must cover their ankles.

As each teacher's priority is to educate your child, please make sure that he/she is dressed appropriately before leaving home so the teachers can focus on his/her lessons and not policing the uniform.

P. Vision and Hearing

These exams are administered in the school by the DuPage County Health Department. According to state law, the following students are evaluated each year:

Kindergarten – vision* & hearing
1st Grade – hearing only
2nd Grade – vision and hearing
3rd Grade – hearing only
4th Grade – vision only
8th Grade – vision only

* Only those that do not have a form on file. This will not replace the requirement from the state for Vision testing entering Kindergarten.

Parents are notified if results indicate the need of a more complete examination.

STEPS TO RESPECT

Although our students are generally polite and well behaved, they are still children with much to learn and often in need of correction due to their age and lack of maturity. Thus, they are not always sensitive to the feelings of others and may, at times, say or do something that is hurtful. Today, our society considers this a form of bullying. While such behavior may not be unusual among young or even adolescent children, it is still inappropriate, unacceptable, and in need of change. Thus, our teachers make it a priority to focus on identifying and correcting bullying type behavior.

Steps-to-Respect is a researched based effort to address the social needs of students, parents, and teachers. The primary goal of the program is to help create a safe, caring, and respectful learning environment in which bullying is not tolerated. Students will learn skills to help them build friendships and deal with language and actions that can be cruel, hurtful, or mean.

Steps to Respect manuals offer a variety of lessons and classroom strategies for all grade levels. Included among them are scripts, videos, handouts, and charts. A specific curriculum is taught to our students in grades 4-8, generally during Religion classes.

The following expectations are the cornerstone of our program:

1. Children will be courteous to teachers, classmates, and visitors. Rudeness, insults, swearing, teasing, or spreading of gossip, or conscious ostracizing of classmates is unacceptable.
2. Children will show respect toward others. There will be no kicking, hitting, biting, pushing, tripping, or throwing things at others.
3. Children will ask before borrowing or taking something that belongs to another.
4. Children will not intentionally exclude others from activities. They will learn how to make friends, join group activities, and manage conflicts.
5. Children will learn to recognize, refuse, and report bullying ---whether it happens to them or someone else.
6. Children are expected to help others who are being bullied by either speaking out or by seeking help from adults.

Students who do not adhere to these expectations will be subject to being disciplined with demerits, or detentions.

For respect of students' feelings, students may not distribute invitations to parties unless all classmates are invited.

We have a full time counselor to help students navigate through social, emotional and friendship issues. Students should share their concerns with their teacher or the counselor as situations arise.

DISCIPLINE

The environment of a Catholic school should be one where respect for all individuals prevails. Children need to feel relaxed and comfortable in order to do their best work. If student behavior consists of outbursts, teasing, taunting, bad language or especially threats, harassment or bullying, it should be reported immediately to the teacher. All reports will be taken seriously and the matter looked into. While we do not have a zero tolerance policy, we do expect growth from our children and cooperation from parents. Students who do not learn from their mistakes, and repeat the same inappropriate behavior repeatedly have their actions addressed by our discipline policy and are subject to not being invited to return for the upcoming year.

Registration for admission to our school acknowledges the parents' role in fostering in their children a willingness to "obey the rules" and conduct themselves in a gentlemanly and ladylike manner. Corporal punishment, bullying, or ridiculing the students is never acceptable or allowed.

In guiding your child's growth in habits of virtue and in Christian attitudes, we work to emphasize the positive rather than the negative. The essence of Christian discipline is self-discipline. To accomplish this, all students must recognize their individual responsibilities and obligations and carry them out in accordance with school regulations.

Also, anytime students are participating in a school-sponsored or teacher-directed activity, on or off of our school grounds, and even if the activity may be outside of normal school hours (athletic events, field trips, Nichols Library, musical performances, on the bus, downtown, etc.), everyone is subject to the same rules, regulations, and discipline as if unacceptable behavior occurred here on campus.

A continuing challenge for administrators at all levels these days is determining whether the school should be involved in discipline for behavior that took place off school grounds on non-school days. Legal advice which Joliet Diocesan principals have received advises that conduct, whether inside or outside of the school, that is detrimental to the reputation of Saints Peter & Paul School or Parish, the Catholic Church, students, faculty, staff, or administration is to be dealt with by either the school and/or police.

This includes, but is not limited to blogging, texting, the misuse of the school logo, as well as derogatory pictures or videos of, or comments about, students, faculty and principal (current or past), priests, staff, and parents (either current or past) placed online. Students need to be aware that such conduct may also lead to criminal prosecution. Students accused of violating state, civil, or federal law will be placed on home study pending the outcome of the matter.

As stated earlier in our Philosophy on page 3, "We believe this school has the responsibility of creating and maintaining an environment that assists each student in translating the knowledge he has acquired into purposeful Catholic witness and responsible citizenship." Students who demonstrate a consistent disregard for school rules will not be invited to return for the following school year.

In keeping with these beliefs, we have the following expectations for our students:

EXPECTATION OF MANNERS & DECORUM

In order to help our student body grow in terms of learning acceptable behavior in group social situations, we have developed guidelines that reflect the kind of behavior we expect at:

Church

1. Use the restroom before Mass.

2. Be silent when entering or exiting church except to greet the celebrant. If the congregation is reciting the rosary, join in with them.
3. At the direction of the teacher, genuflect as a class before entering the pew.
4. Take off coats so that only school uniforms, sweaters, or sweatshirts are visible.
5. Be gentle with kneelers. Use hands to raise or lower them.
6. Actively participate in prayer and song.
7. Be respectful during the sign of peace.
8. When receiving Communion, make sure hands are clean, make eye contact with the Extraordinary minister, and upon receiving the Eucharist, bow, make the sign of the cross, and say Amen.
9. Before leaving, check pews to make sure worship aides should be brought back to the classroom.

Hallways

1. Always be aware of traffic flow. Stay on right side of the hall.
2. Do not walk between two people who are speaking.
3. If you're going through swinging doors, hold them open for the person behind you.
4. Pick up any litter you may see on the floor.
5. If you find a textbook, notebook, or article of clothing next to a locker, try to identify it and return it to the office, or the greeter table. Don't leave anything on the floor in front of your locker.
6. Keep your hands to yourself.
7. Feel free to carry on a conversation with someone walking with you, but not with someone ten feet in front of you.
8. Be polite and say hello to the Jr. High greeter and any adults you may encounter.
9. Keep your locker clean, especially if it's located in the hall.

Athletic Events

1. When entering the gym, wait for a pause in the action before taking a seat in the bleachers.
2. Do not talk to the players when they are on the court.
3. Cheer for our team, but do not boo the opponents.
4. Be respectful of all referees' decisions.
5. Give the opponents the same courtesies as our team during serves and free throws.
6. Watch the game---do not fool around in the bleachers---it is distracting to the players and fans.
7. Only leave the gym to go the bathroom or concession stand.
8. You are not permitted to congregate in the halls, stairways, Zuker Hall, or outside.
9. Remove your garbage when leaving the bleachers.
10. Do not walk on the court at any time, including half-time or between games.
11. Remain in gym until your parents pick you up.

Assemblies

1. Everyone is to sit in his/her room's assigned area with their homeroom teacher.
2. Give full attention to the speaker.
3. Show your appreciation by polite applause, not stomping your feet on the bleachers.
4. Wait until all those being honored receive their recognition before applauding.
5. Assist students walking through the aisles to get to the stage.
6. Pick up all papers or programs.

DISCIPLINE POLICY

1. Student behavior at school liturgies and in the classroom should create and maintain an environment for worship and purposeful learning.

2. Behavior to and from school, including the bus, should be representative of the good training given at home and at Saints Peter & Paul School.
3. Junior High students are to enter the building at 7:40 a.m. and report to their assigned homeroom. All students must be in their seats ready for prayers and announcements at 7:47 a.m.
4. Students should come to and leave school in complete uniform unless indicated otherwise by the school.
5. School bells should be responded to promptly and orderly.
6. Order is expected when entering and leaving church, the Ministry Center, either school building, in all halls, stairways, washrooms, and in the lunchroom. Please walk at all times.
7. Food is eaten only in the lunchroom, after prayer, during the lunch period. Students are given assigned seats and may only leave the Zuker Hall to use the washroom after getting permission from an adult. Gum chewing is not allowed on the school premises at any time even after school.
8. Proper respect should be shown for priests, administrators, teachers, aides, librarians, secretaries, parents, coaches, volunteers, visitors, bus drivers, classmates, students, and anyone who is encountered in school, church, or in an extra-curricular pursuit.
9. Respect must be shown for school property and the property of others at all times. No one is to handle the property of another person without that person's permission. Students should also be respectful of their work when it is returned by the teacher. Art work, architectural projects, research papers, and other such materials should be taken home and shared with parents before deciding whether they are to be kept or discarded.
10. Students must have the teacher's permission to be out of the classroom at any time. Students absent from class without parent/teacher approval will be considered truant.
11. Students may not leave the school without the parents' or school's written permission.
12. Students are restricted to their assigned areas on the playground.
13. Students are not to bring any non-educational electronic devices (other than a cell phone) to school as there is no time during the school day when they are allowed to be used. Furthermore, there is the risk of their being damaged, lost, or stolen. All such materials will be confiscated by the teacher, a demerit issued, and may not be returned until the end of day. Cell phones may be brought to school but cannot be turned on or used until after school.
14. Students should leave the school grounds promptly, and in complete uniform, at dismissal time and go directly home. Students who want to stay for an activity commencing at 2:45 pm or later must first go home or enroll in the Extended Day program. At 2:30 pm, remaining students will be brought to the school office and parents will need to come to the office to pick their child up.
15. All academic and discipline forms are to be signed and returned to the teacher or staff person who issued it by 8:00 a.m. the following school day. Failure to do so may result in the issuance of a demerit.

16. Homework and tests submitted by a student must reflect his/her own achievement.
17. Students who vandalize or destroy school property will be required to pay restitution, including labor, for restoration, in addition to receiving an appropriate punishment. They will not be allowed to be promoted or graduate until their accounts are settled.
18. Most infractions of our discipline policy can generally be dealt with by the issuance of a demerit. Some misbehavior might be determined to be of such a serious nature, however, that the offender will receive a more severe punishment, such as a detention or even a suspension. This can occur even if there is no prior record of discipline code violations. For purposes of administering our discipline code, students who find themselves in the aforementioned situation and commit an act that results in a direct suspension will suffer the appropriate consequences and then have their punishment equated to a particular step on our policy.
19. More serious infractions of any of the above offenses will be directed to the administration and a faculty advisory board (consisting of a teacher from the primary, intermediate and junior high). Punishment will be determined by this group and a penalty could result in placement anywhere on steps 1-6, as seen below, including expulsion. Any disciplinary action taken beyond a demerit would automatically disqualify a student from Citizenship for that trimester.

If the school rules listed are not adhered to, one of the following steps will be taken:

1. Demerit Form issued
2. Uniform Code Violation (3 UCV's = 1 demerit)
3. Detention Form issued as a result of accumulation of 3 Demerits
4. Detention issued
5. Double Detention issued due to gravity of offense
6. External Suspension
7. Expulsion

Discipline forms will be sent home to be signed by a parent and returned to school by 8:00 a.m. the following school day. Failure to comply can result in an additional demerit or detention.

As our discipline policy is enforced, demerits and behavioral detentions are cumulative from August-June. The following progression of detentions applies to consequences related to demerits/detentions associated with student behavior not academic detentions.

Discipline Policy:

1st behavioral detention - REFLECTION (write two-page essay on Wednesday from 2:20 - 3:20)

No extra-curricular activities, including practice or school dances, for one week.

2nd behavioral detention - Wednesday at school Detention

No extra-curricular activities, including practice or school dances, for one week.

3rd behavioral detention - 1 DAY SUSPENSION

No extra-curricular activities including practice or school dances for two weeks.

Probation letter on field trips

Parent/Teacher/Pupil/Principal Conference

4th behavioral detention - 1 DAY SUSPENSION*

Ineligible for extra-curricular activities for remainder of year
Not allowed to participate on any field trips, faith experience, or Founder's Day
Probation Letter for Re-Registration
Parent/Teacher/Pupil/Principal/Pastor Conference

5th behavioral detention - 2-DAY EXTERNAL SUSPENSION*
Re-registration Denied

6th behavioral detention - EXPULSION

The principal reserves the right to determine the appropriateness of the action if any doubt arises.

* On rare occasions a child may commit an act that would result in the issuance of an external suspension even though the child may not have received one demerit prior to this aforementioned offense. Such decisions would not necessarily automatically include all of the consequences the handbook lists for a child who reaches this point via incremental steps in our discipline policy.

As it is impossible to anticipate all forms of unacceptable behavior, the school administration reserves the right to impose disciplinary action on conduct not specifically covered in our discipline policy or listed explicitly in this handbook.

Diocesan Policy 1440: Reporting Drug Violations to Authorities

Each school shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the superintendent of the school or his or her designee shall report all instances of "drug violations" to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

- a. A "drug violation" is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity:

- A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or

- A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or

- A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 *et seq.*

- b. Reporting. Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately **and** to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System ("SIRS"), a web-based application used by schools to report incidents electronically. Note that reporting through

SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B

Diocesan Policy 1450: Reporting Firearms on School Property to Authorities

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident **and** to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System ("SIRS"), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/27.1A, 5/34-8.05

Diocesan Policy 1460: Reporting Attacks on School Personnel to Authorities

Upon receiving a written complaint from any school personnel, the superintendent or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack **and** to the Illinois State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-21.7

INCIDENTS OR THREATS OF VIOLENCE

One of the dilemmas facing schools today is determining the seriousness and intent of offhand remarks, derogatory comments, drawings, and writings made by students. This is often further complicated if the threat is in the form of an electronic communication sent to the home. Any student, faculty member, or administrator who at any time (in or out of school) becomes aware of an actual or perceived threat of harm by a student to themselves, another child or adult, or to the school buildings shall report the incident to the principal as soon as possible.

We reserve the right to inspect the student's desk, locker, backpack, and other belongings when suspicion arises that something stolen or harmful may be in a student's possession.

In response, the principal shall investigate the matter and in consultation with the pastor, if it is deemed appropriate, the student alleged to have made the threat will be removed from school for an undefined period of time during the investigation. This investigation will, at a minimum, include an interview of each person involved, the student making the alleged threat and the person(s) reporting it. If it is determined the reported actions can be verified, then the offending party will be removed from school for a minimum of two weeks and be required to be evaluated by a certified therapist. The offending party would not be allowed to re-enter school until it is determined, after consultation with the certified therapist, Catholic Schools Office, principal and pastor, that the offending party is not a danger to him(her)self or others.

DETENTION (Behavior & Academic)

Detentions will be served on Wednesday from 2:20 pm to 3:20 pm in the room of the assigned teacher monitor. (Primary grade students serve only from 2:20 pm to 2:50 pm, although third graders will serve a full hour beginning December 1st). During this time students will not be allowed to do school work of any kind. Rather, they will be required to write a reflection detailing the events that resulted in their detention and devise a strategy as to a better way of dealing with those situations should circumstances

cause them to occur again. Students are to be picked up promptly at the conclusion of the detention period.

Failure of a student to serve a detention may result in the issuance of another detention. Lack of compliance with our discipline policy will automatically result in the re-registration for all children of this family being rejected for the next school year. Parent signatures on disciplinary forms indicate their awareness, and not necessarily their agreement, with actions taken by school personnel. Forged signatures on demerits, academics, permission slips, etc. will also result in the issuance of a detention..

Academic and Behavior punishments are treated separately and not co-mingled in terms of accelerated consequences.

EXTERNAL SUSPENSION

1. Student will not be allowed on school property for the duration of the suspension.
2. Student will be required to complete all homework assignments and complete any missing tests the first day back.
3. Attendance at, or participation in, school-sponsored activities or organizations is forfeited for the time of the suspension.
4. Students receiving their 4th or 5th detention on a Friday will be suspended from school on the following Monday and will not be allowed to participate in any school activities during the intermittent weekend.

* On rare occasions a child may commit an act that would result in the issuance of an internal or external suspension even though the child may not have received one demerit prior to this aforementioned offense. Such decisions would not necessarily automatically include all of the consequences the handbook lists for a child who reaches this point via incremental steps in our discipline policy.

EXPULSION

The reasons justifying expulsion from a Catholic school should be as serious as they are rare. As soon as it becomes evident that expulsion of a particular child might be necessary, the administrator will notify the pastor, diocesan superintendent, School Board president, and the parents of the child. Possible reasons for expulsion include:

1. When the moral, academic or physical well-being of the student body is endangered.
2. When there is a prolonged, consistent, and open disregard for school authority.
3. A violation of local, state, civil, or federal law.

ELIGIBILITY

It is our philosophy that students attend our school primarily for religious development and formation, and, secondly, for the academic education we offer.

We recognize that one of the by products of a Catholic education would be to instill a positive self-concept in each child. Whereas some students may experience difficulties in the classroom; they very often shine in extracurricular endeavors. Consequently, we try to offer a wide range of activities for student involvement.

Nonetheless, we feel that student participation is an honor and not a right. Students should remember that involvement in extracurricular activities assumes that they can adhere to school-directed policy. As participants in such activities, they represent the student body, the school and the community. Consistent violation of rules indicates that the student cannot exhibit the self-discipline and responsibility necessary to be in such a position of leadership or representation and will lead to removal from extracurricular activities.

Any Student Council member who receives one behavior detention will be removed from office.

SUSPENSION FROM EXTRACURRICULAR ACTIVITIES

Academics

Students receive three report cards annually that become part of their permanent record. At the mid-point of each marking period, a child who is experiencing academic difficulties will have those struggles clearly communicated to the parents via the Thursday progress report.

To ensure that our children understand that their main responsibility is to their studies first, and extracurricular activity second, we adhere to the following guidelines:

Progress Reports

Students in grades 5-8 have their major subject grades posted on Schoolspeak weekly each Thursday afternoon at 4:00 p.m. beginning no later than the third week of each marking period. To avoid unnecessary academic pressure, parents of students in grade 4 only receive this weekly information beginning in the second trimester. Mid-term progress reports are issued to third grade parents each trimester and to the fourth grade for the first trimester.

Eligibility checks are made on the third Thursday of each month, beginning in September, after grades are posted. (The schedule of eligibility dates is on the school website under the Athletics tab) Students with a grade of D- or lower will be ineligible to practice or participate in games for one week. If the deficiency is not corrected in that time-frame, however, that child will become ineligible for the next week, at which time an eligibility form will be issued again. The assistant principal will contact the Athletic Director or respective faculty moderator of a student activity (student council, band, play, etc) so he can make the coaches aware of the situation.

Because work submitted, papers turned in, and tests taken during the last week of a marking period cannot be reflected on that week's online progress report, the teachers will make every effort to contact parents if poor performance in these areas would dramatically impact the previous week's grade.

Eligibility of students who qualify and participate in Project Discover is based upon grades, effort and in consultation with the student's teacher and Student Services Coordinator.

Report Cards

Since the grades on the report card are part of a child's permanent record, anyone with an achievement grade of less than D (which is the minimum grade needed for promotion or graduation) in any class will be suspended from all extracurriculars (practices as well) for two weeks for each grade in question. Ineligibility due to academic grades will begin on Monday immediately following the issuance of the report card.

The affected students will also be issued an eligibility form. If the deficiency is not corrected at the conclusion of two weeks, the student will still not be allowed to participate (play or practice) for the following week. A student with a D- or F on the report card will have a weekly update of eligibility until the deficiency is removed and will not be allowed to play or practice until earning a passing grade.

All student-athletes with academic deficiencies prior to any school vacations are ineligible to play or practice during the school vacation.

Students who qualify for our Project Discover program will be judged on the basis of EFFORT only, for which they must earn at least an APPROPRIATE.

Behavior

Our discipline policy is cumulative from August through May. Suspension from all extracurricular activities for issuance of behavior detentions will be handled as follows in accordance with our Discipline Policy:

- 1st Detention - cannot play or practice for one week *
- 2nd Detention - cannot play or practice for one week *
- 3rd Detention - cannot play or practice for two weeks*
- 4th Detention - cannot play or practice for the remainder of the school year

**Starting on date of issuance.*

Health

Any child who, for reasons of health, is not present in school for the entire day may not participate in any activity that night. This includes athletic practices and games, school dances, play rehearsal, and scouting activities.

EXTRACURRICULAR ACTIVITIES

In addition to athletics, the following activities are offered at Saints Peter & Paul:

Student Activities

1. Altar Servers – Gr. 4-8
2. Safety Patrol - 8th grade
3. Student Council - Junior High
4. Band – Gr. 4-8
5. Yearbook – Junior High

6. School Musical - Entire Student Body
7. Math Club – Gr. 3-8
8. Choir – Gr. 2-8
9. Fine Arts Festival – Gr. K-8
10. Spanish Club – Gr. 6-8
11. Chess Club – Gr. K-5
12. Science Olympiad-Junior High
13. Coding Club - Gr 2-5

STUDENT COUNCIL

The purpose of this organization shall be to provide practice in good citizenship, encourage scholarship, promote school spirit, provide positive leadership to student body, demonstrate practical application of democracy, advance the welfare of the school and its members in every possible way, and serve as the official liaison group between the administrative staff and the student body.

Students who are elected to represent their peers in student council must conform to the highest of standards.

The Student Council Constitution contains the following criteria to determine eligibility to run and/or serve:

Academic: Scholarship must average a C with no grade lower than a D.

Conduct: In conjunction with the Student Council constitution, the issuance of a behavioral detention (or the automatic placement of a student on Step 2 or higher on our discipline system) during the school year will necessitate that any officer or representative shall be immediately removed from office and become ineligible to run the following year.

Experience: To be an officer, it is preferable, but not mandatory, for a candidate to have prior Student Council experience.

BAND

Beginning in fourth grade, students who are musically inclined may have those talents developed through our band program. There is an additional fee for this program. Individual lessons will be offered during the school day beginning the first full week of school through the Memorial Day parade.

Jr. High students take the lessons in lieu of attending music class and they may also have to forego art class as well. Fourth and fifth graders rotate to different periods weekly so they will only miss the same class once every seven weeks. A schedule will be provided for each band member at the beginning of each trimester.

The cadet band will practice after school on Tuesdays from 2:20 pm– 3:05 pm while our concert band practice on Thursdays, also from 2:15 pm to 3:05 pm. The jazz band will begin in mid-October and go from 3:15 pm – 3:50 pm.

In addition to performing concerts for the student body and parents in the winter and spring, our band also represents our school in the Naperville Memorial Day Parade and competes in the local Solo Ensemble and Band Festival.

Membership in the Band Parents Association, an organization of parents working to enhance our band program, is open to all parents whose children are involved in our band program.

EDUCATIONAL FIELD TRIPS

Field trips are a valuable educational tool. They are scheduled to correlate to the curriculum and are not just someplace to go or something to do.

Class trips are activities designed to broaden or reinforce the children's exposure to various educational, historical, social, or cultural events. In addition to our various one day field trips, our School Board has also authorized our seventh graders to have an outdoor educational Science experience at Camp Timberlee in East Troy, Wisconsin. Also, should 60% of the seventh grade parents approve, their children will visit Washington DC when in eighth grade.

Each grade will be allowed one field trip (at any time of the year except the final week of May) and one faith experience. Students who disregard school rules to the point of receiving multiple detentions during the year will not be allowed to participate in any educational field trips, their class faith experience, or Founder's Day.

ATHLETICS

Philosophy

The philosophy of our interscholastic athletic program is based on the strong belief that athletics are educationally sound and that they play an important part in the development of the participant's physical, mental, emotional and moral growth. Though the element of competition and winning exists, it should not be the sole determining factor in developing the scope and nature of the Athletic Association's programs. We are pleased that all of our student-athletes who desire to participate in sports are afforded that opportunity as our athletic department sponsors "A" and "B" teams in volleyball and basketball. The basic principles of good sportsmanship and high ethical standards should prevail at all times in order to enhance the moral growth of the student participants.

Athletic Association

Our athletic program is administered by the Athletic Association. This group of hard working and dedicated parents works directly with our athletic director. To ensure that athletics is kept in the proper focus, the Assistant Principal represents the administration at all meetings.

The primary function of the Athletic Association is to help coordinate and fund all interscholastic and intramural athletic programs. They regularly meet at 7 PM on the first Monday of each month in the Ministry Center's Council Room.

Current Athletic Board members are listed on the school's webpage.

Diocesan policy requires all student-athletes to have a physical prior to trying out or practicing with their teams. As the state of Illinois requires a physical for all incoming sixth graders, this basically applies to student athletes in fifth, seventh, and eighth grade. These physicals are to be returned to the school office by July 15.

The athletic fees are per sport and per individual participant, not family. These fees can be found on the Athletic Board website.

** This football fee is in addition to the St. Raphael Football, Inc. registration fee.

1. Fall Activities
Cross Country - 5th, 6th, 7th, 8th
Tackle Football - 5th, 6th, 7th, 8th
Girls' Volleyball - 5th, 6th, 7th, 8th
Boys' Volleyball - 5th, 6th, 7th, 8th
2. Fall/Winter
Cheerleading - 5th, 6th, 7th, 8th
3. Winter Activities
Boys' Basketball - 5th, 6th, 7th, 8th
Girls' Basketball - 5th, 6th, 7th, 8th
4. Spring Activities
Boys' & Girls' Track & Field - 5th, 6th, 7th, 8th
Intramural Basketball - 1st, 2nd, 3rd, 4th
Intramural Volleyball - 3rd, 4th

The philosophy, by which the Athletic Association sponsors our interscholastic and intramural programs, recognizes the concept of the student/athlete, values student participation, teaches fundamentals, emphasizes good sportsmanship, and stresses teamwork. They strive to foster competitiveness without making winning the ultimate goal. To help maintain such high standards, the Athletic Association seeks parents, parishioners, and alumni to coach who understand these concepts. The school requires all participants be "student-athletes" and maintain both their grades and conduct in order to participate. At the conclusion of each season, the Athletic Committee offers parents the opportunity to anonymously evaluate both the program and coaches.

INTRAMURALS

At the conclusion of the interscholastic basketball season in mid or late March, our Athletic Committee sponsors an intramural basketball program for all boys and girls in grades 1-4. It is designed to be instructional and not competitive. The program runs four to six weeks and includes practices and simulated games.

In May, the Athletic Association also sponsors an intramural volleyball league for boys and girls enrolled in third and fourth grade.

ASBESTOS MANAGEMENT PLAN

Please be advised that the Asbestos Management Plan for Saints Peter and Paul School required by 40 CFR 763.93 and the Illinois Asbestos Abatement Act is available for inspection during normal business hours by representatives of the U. S. Environmental Protection Agency and the State of Illinois, the public, including teachers, other school personnel, and their representatives, and parents at the following location: 201 E. Franklin Ave., Naperville, IL 60540.

During 2015, Saints Peter and Paul School underwent the required asbestos re-inspection process. The results of that are included in a document available from the school office. If our school conducted an asbestos removal project, that information is also contained in the asbestos management plan.

If you would like a copy of the asbestos management plan or other asbestos management documentation, please contact 210 E. Franklin Ave., Naperville, IL. We will provide a copy within 5 working days after receipt of a request for inspection. The school may charge the reasonable cost of making any copies requested.

If you have any questions about the school asbestos management plan or its contents, please contact the principal, Karen Meskill at 630-355-0113; or Richard Kaffka, the school asbestos designated person at 708.334.0585

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Diocese of Joliet

Father Thomas Milota, Pastor
Father Maciej Stelmach, Parochial Vicar
Father Marek Herbut
Deacon Ron Brown
Deacon Michael Crowell
Deacon Will Marrero
Deacon Kevin Neis
Deacon Roger Novak
Deacon Tom Rehak
Deacon Joe Verdico
Mrs. Karen Meskill, Principal

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Diocesan Policy 5110: Non-Discrimination

Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, gender, national and ethnic origin, and immigration status to all the rights, privileges, programs and activities generally available to students at the schools. The names of the elementary and secondary schools can be found in the OFFICIAL CATHOLIC DIRECTORY, published annually.