

Administration

<i>Pastor</i>	Fr. Steve Cook
<i>Associate Pastor</i>	Fr. Bryan Amthor
<i>Senior Priest-in-Residence</i>	Fr. Terry Bruce
<i>Principal</i>	Mrs. Mary Omecene
<i>Co-Principal</i>	Mrs. Angie Meyer
<i>Admin. Instructional Coordinator</i>	Mrs. Mary Stewart
<i>School Secretary</i>	Mrs. Stephanie Holcombe
<i>School Office Assistant</i>	Mrs. Carol Fryer
<i>Secretary/Health Rm. Coord.</i>	Mrs. Elaine Kovac

Teachers

ECLC/PK

Mrs. Nancy Ellermann
Mrs. Fran Lester
Mrs. Nicki Salido

Kindergarten

Mrs. Jan Hile Rea
Ms. Charlie Kline
Mrs. Stacey Stanley

First Grade

Mrs. Carmela Guthrie
Mrs. Annette Ruiz
Mrs. Lauren Wendel

Second Grade

Mrs. Cristin Culver
Ms. Katie Jett
Mrs. Michelle Tisdale

Third Grade

Mrs. Jenny Courville
Ms. Mary Kate Duffy
Mrs. Anna Edwards

Fourth Grade

Ms. Lee Fryer
Ms. Kayla Hogan
Mrs. Kate Morgan

Fifth Grade

Mrs. Michele Burton (*Religion/Social Studies*)
Mrs. Sue Dawes/Ms. Jenny Wagner (*Lang Arts*)
Ms. Jessica Jankowski (*Math/Science*)

Sixth Grade

Mrs. Patti Dearth (*Language Arts*)
Ms. Caitlin Hynson (*Math/Science*)
Mr. Walt Tabory (*Religion/Social Studies*)

Seventh/Eighth Grade

Mr. Michael Falgout (*7 Language Arts*)
Mrs. Kristen Blackton (*8 Language Arts*)
Mr. Bob Jacobsen (*7-8 Science*)
Mrs. Pam Serrone (*7-8 Religion*)
Ms. Dorothy Starnes (*7-8 Math*)
Mrs. Dianna Youngblood (*7-8 Social Studies*)



Auxiliary Teachers

Mrs. Jennifer Banta (*Library*)
Mr. Travis Grosdidier (*K-8 Physical Ed*)
Mrs. Janet Iliff (*Inclusive Ed Coordinator*)
Ms. Nicole Cavlovich (*K-8 Spanish*)
Mrs. Jessie Reimer (*K-8 Music*)
Mrs. Mary Beth Schmidt (*K-8 Art*)
Mrs. Rose Schneider (*Inclusive Ed/ALEKS*)
Mrs. Julia Starosta (*K-8 Technology*)
Ms. Jenny Wagner (*Inclusive Ed*)

ParaEducators/Classroom Aides

Mrs. Jennifer Batten
Mrs. Kelley Burns
Mrs. Lisa Cunningham
Mrs. Geri Frantze
Mrs. Carol Fryer
Ms. Sharon James
Mrs. Pam Jeselnik
Mrs. Margaret Juhnke
Mrs. Karen Smith
Mrs. Margy Sparks
Mrs. Christin Steffano
Mrs. Jennifer Stocks
Mrs. Sally Wirtz

Support Personnel

Counselor Ms. Marsha Scott
Social Counselor Mrs. Sue Dawes
Extended Care Mrs. Margy Sparks
Ms. Carolyn Valdez
Cafeteria Mrs. Suzanne Franke
Mr. Gus Heise
Mrs. Sheri Montelongo
Maintenance Mr. Paul Koelzer
Technology KC Helpdesk

Parish Administration & Ministry

Business Manager Mr. Warren Blevins
Parish Secretary Ms. Mary Pfeifer
Communications/Marketing Mrs. Anne Pautler
Development Coordinator Ms. Karen Conley
Music/Liturgy Mr. James Wagner
RCIA Fr. Bryan Amthor
Social Services Mr. Dan Needham
Youth Ministry Mrs. Toni Mitchum
Security Mr. Dennis Ryan

The Abuse of the Spiritual, Emotional, and Moral
Development of the Young Men or Women
of St. Peter's School shall not be tolerated.

Missouri Child Abuse
and Neglect Hotline
1.800.392.3738

The Diocesan Victim Advocate
1.816.361.2666

Local Police
1.816.234.5510



The Catholic Diocese of Kansas City—St. Joseph

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Q U I C K F A C T S

<i>School Office Hours</i>	7:45 – 4:00 pm
<i>Regular School Day Hours</i>	8:00 am – 3:20 pm
<i>Extended Care—Before School/After School</i>	7:00-7:45 am/3:20-6:00 pm
<i>Early Learning Center/PreK</i>	8:00 am – 3:05 pm
<i>School Lunch Hours</i>	11:00 am – 1:30 pm
<i>Kindergarten</i>	11:00 – 11:30 am
<i>1st & 2nd Grades</i>	11:30 am – Noon
<i>3rd & 4th Grades</i>	Noon – 12:30 pm
<i>5th & 6th Grades</i>	12:30-1:00 pm
<i>7th and 8th Grades</i>	1:00 – 1:30 pm
<i>School Phone</i>	816-523-4899
<i>School Office Email</i>	<i>school@stpeterskc.org</i>
<i>School Fax</i>	816-523-1248
<i>School Web Address/Parish Web Address</i>	www.stpeterskc.org / www.stpkc
<i>Parish Office Phone</i>	816-363-2320

DIOCESAN THEME FOR THE 2016-2017 SCHOOL YEAR—“LIVE LIKE JESUS”

“If we do not teach our children to follow Christ, the world will teach them not to.”



ST. PETER’S PARISH MISSION STATEMENT

We of St. Peter’s Parish are a faith community who has as our model our Lord Jesus Christ and the fulfillment of His mission. We profess who we are by our shared belief and understanding of the Gospel. As people called to conversion, we come together to celebrate and bear witness to God’s redemptive activity in our lives. We live out this mission of Christ through prayer and worship and through our baptismal call, which challenges us to minister to and with others.

ST. PETER’S PARISH VISION STATEMENT

St. Peter’s will be a welcoming parish, a catalyst for spiritual formation, the living word for the community, and an advocate for those in need.

In fulfillment of St. Peter’s Parish Mission and Vision, St. Peter’s School works to accomplish the following:

ST. PETER’S SCHOOL MISSION STATEMENT

While providing God’s children superior educational opportunities in an accepting and loving Catholic environment, St. Peter’s School serves its parish community and the greater Kansas City metropolitan area as a leader in preparing children for a morally responsible and educationally sound adulthood, grounded in the spirituality of Jesus Christ.

PHILOSOPHY

Burning in each child is the light of Christ. Our commitment is to keep that light burning brightly through our staff’s professionalism and dedication. Our parents, students, faculty and staff pride themselves on making St. Peter’s a home for excellence and achievement fostered by the appreciation of God’s presence in each individual. At the heart of our mission is our desire to bring all children to a deeper knowledge and love of God. All St. Peter’s students are led by their parents and teachers through an exploration of the Catholic faith. This endeavor is designed to reveal God’s desire that we love unconditionally, appreciate each individual’s uniqueness, accept the responsibilities of a Catholic Christian, and develop an awareness and reverence for God’s people and the Earth we share.

***FISH!* PHILOSOPHY**

St. Peter’s School is committed to providing superior educational opportunities in an accepting, loving, inclusive Catholic environment—our parents, students, faculty and staff pride themselves on making St. Peter’s a home for excellence and achievement fostered by the appreciation of God’s presence in each individual. We strongly believe that St. Peter’s School can be a safe and nurturing environment for all. One of our goals is to replace negative behaviors with skills that involve treating others with Christ-like behaviors. To promote positive, favorable relationships among all in our community, St. Peter’s School also implements the *Fish! Philosophy*. The *Fish! Philosophy* embraces four main concepts:

1. Be There—be emotionally present for people.
2. Make Their Day—find simple ways to connect with others, to serve or delight them in a meaningful way
3. Play—tap into your natural way of being creative and having fun.
4. Choose Your Attitude—take responsibility for consciously choosing how you want to show up in the world, no matter the situation.

SPIRITUAL DEVELOPMENT

We recognize that parents are the primary educators for their children, and we work to complement the values taught at home. At the heart of our mission is our desire to bring all children to a deeper knowledge and love of God. Participation in the religious program of the school is required for everyone. All children, Catholic and those of other faiths, attend religion class, liturgies, and any programs involving their grade levels. All-school Masses and prayer services are scheduled throughout the year; times for these special services are listed in the school calendar. Parents and friends are invited to attend at any time. Teachers will share with parents the responsibility of preparing Catholic second graders for the reception of the sacraments. Parents are required to attend a meeting that focuses on the readiness of their children for reception of First Reconciliation and First Communion.

CHRISTIAN BEHAVIOR POLICY

We are representatives of Christ on Earth, and the core of our mission is to live a Christ-centered life. Therefore, our expectation for behavior of faculty, staff, students, and families is the high bar of the Gospel. Students, staff, and community are expected to behave in a manner which witnesses Christian charity and values. Each person's dignity must be valued and guarded, in our speech and our actions (340.3, Diocesan Administrative Manual).

PARENT-TEACHER COVENANT

Because our school strives to be a faith community, parent cooperation and good parent-teacher relations are essential. As members of a faith community, our first instance is to assume that all of us—teachers, administrators, parents, guardians and other caregivers—have the child's best interest at heart.

While our school is excellent in many ways, no one within our community is perfect and problems and misunderstandings will occur. When a problem or disagreement arises, we will make every effort to contact you to clarify the situation. Parents, guardians, and family members who experience problems, or who are confused with some matter regarding your child's educational experience, are asked to show similar respect by a) striving first to learn the reasons behind a policy; b) inquiring about the teacher's or school's understanding or decision before judging or forming an opinion. Those who are not satisfied with what they have learned are asked to approach the administration to investigate the matter. In this way, positive resolutions can be reached.

Parents and guardians are asked to follow these guidelines for expressing concerns over a school matter:

1. If the problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, then the parent is asked to contact the teacher first. Parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day. Teachers are allowed to discuss information relating to only your child, and not information regarding any other child(ren).
2. If the problem is more serious, the parent or guardian should inform the administration. Due to school responsibilities, the principal may not be available immediately; therefore, patience in setting appointments or in expecting a return phone call or e-mail is requested. Since concern for your child is uppermost in all our minds, we will make every effort to address your concerns in a timely manner. We simply ask that you understand that many children and other parents may also be requiring our immediate attention at the time.
3. All staff members of our school promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. That is, we promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically, and physically, and also the welfare of other students.

With this in mind, parents and guardians are expected to show the same concern and respect for the staff of our school, as well as the other children and families of our community. The following behaviors, therefore, are unacceptable within our community and will not be tolerated:

1. Assaults or harassment of a staff member, student, parent, guardian or family member.
2. Intimidation or verbal abuse of any member of the community, in person, in writing, or via electronic media.

Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary action. Likewise, misconduct on the part of a parent, guardian, or family member may lead to a warning or one of the following actions:

1. Limiting or refusing permission to enter or use school grounds or facilities;
2. Asking that someone other than the person exhibiting poor behavior represent the child's interests on school matters;
3. Refusing to allow the child to re-register, and in extreme cases, initiating procedures to ask the family to withdraw the child from the school.

Perhaps the fastest means of miscommunication is by false information, soiled reputations, mistrust, or confusion. No one likes to be the victim of rumors, yet our human nature is prone to speed the path of its progress. In a Catholic school setting, rumors impede the mission of the school and the working together of staff and parents for the good of the children. We are asked as a school community, therefore, to guard against rumors. We rely on the good faith and sincere efforts of everyone in the school community to keep the spirit of this covenant so that we may become the genuine faith community we strive to be.

LIFELINES

INTEGRITY:	To act according to a sense of what is right and wrong
PATIENCE:	To wait without complaining
KINDNESS:	To be helpful and caring
HONESTY:	To be truthful
INITIATIVE:	To do something of one's own free will
FLEXIBILITY:	To be willing to alter plans when necessary
PERSEVERANCE:	To keep at it
ORGANIZATION:	To plan, arrange, and keep things orderly and ready to use
SENSE OF HUMOR:	To laugh and be playful without hurting others
EFFORT:	To do your best
COMMON SENSE:	To use good judgment
PROBLEM-SOLVING:	To create solutions to difficult situations and problems
RESPONSIBILITY:	To respond when appropriate; to be accountable for your actions
FRIENDSHIP:	To make and keep a friend through mutual trust and caring
CURIOSITY:	To investigate and seek understanding of one's world
COOPERATION:	To work together toward a common goal or purpose
CARE:	To feel and show concern for others
COURAGE:	To act according to one's beliefs, even through hard times
PRIDE:	To be satisfied by doing your personal best
RESOURCEFULNESS:	To respond to challenges and opportunities
RESPECT:	To consider someone or something worthy and admirable
WELLNESS:	To take care of your body and mind
MANNERS:	To use social skills in different situations
JOYFULNESS:	To share happiness with others
GRATEFULNESS:	To be thankful
HUMILITY:	To show that you do not think of yourself as better than others
RESILIENCE:	To adjust easily to misfortune or change
GENEROSITY:	To be giving and willing to share
SELF-CONTROL:	To exercise control over one's actions and feelings
TRUSTWORTHINESS:	To be dependable and truthful
FORGIVENESS:	To cease to feel resentment towards someone who has wronged you
FAIRNESS:	To act free from self-interest, partiality, prejudice, or favoritism

ADMISSIONS POLICY FOR ST. PETER'S SCHOOL/ENROLLMENT

St. Peter's School is a ministry of St. Peter's Parish. Everyone who uses the service of our school shares in the responsibility of providing for its financial resources. For members of St. Peter's Parish, this can be done through the stewardship (including tithing); active members of St. Peter's Parish are encouraged to support the parish and its ministries with their gifts of time, talent, and treasure and have access to all ministries provided by the parish, including St. Peter's School, grades K-8. To be considered an active member of St. Peter's Parish, the following conditions must be met:

1. Registration in the parish
2. Regular participation in weekend Liturgy
3. Active involvement in some form of parish ministry or service area
4. A current pledge card indicating financial support is on file

Parents who are not parishioners may apply to send their children to St. Peter's School on a tuition-paying basis. This would include non-Catholics and Catholic members of another parish. Tuition parents must remain current. Quarterly reports, transcripts, and diplomas may be withheld until tuition payments are current. Pre-registration for ECLC and Kindergarten will begin in the fall, and for all other grades for the 2016-2017 school year, February.

In February, children are registered for the next school year. Registration packets are provided to parish families that are up-to-date with their tithes and fees. Tuition families must be current in their payments to receive the registration packet. The family will complete the appropriate forms and make a deposit toward the comprehensive school fees. Classes will be opened to those outside the parish or school after the February registration deadline. Early enrollment for the ECLC/PK program and kindergarten takes place in November with final registration occurring during registration week in February.

While no distinction or preference is observed regarding sex or race, we do reserve the right to screen applicants regarding religious orientation and practice. St. Peter's is a Catholic school and active Christianity/spirituality as a personal experience for each child is essential for complete integration into our faith community.

We understand financial situations can change, however, and we wish to work with all families to ensure continued school attendance. Families are encouraged to contact the parish priest or parish business manager immediately if a situation occurs which makes it difficult to continue honoring the gift pledged or tuition payments.

If an individual grade level enrollment reaches 69 children including parish families and tuition families who enrolled prior to the following school year, no new tuition families will be accepted for that grade. If the number of children in each grade level exceeds 69 with these students, accommodations may be made so that the quality of the students' educational experience will not be compromised. If the class size of 69 children is not reached, tuition families with siblings currently in school will be admitted. Additional tuition families will be admitted based on the order in which their registration material and school records (transfer students) are received in the school office.

Signing registration documents indicates agreement that all school policies in the handbook are understood and agreed to.

STATEMENT OF NON-DISCRIMINATION

Per the Diocese of Kansas City-St. Joseph's Statement of Nondiscrimination (#300.2), both faculty and students in true ecumenical spirit will welcome all students into the Christian educational community of the school or center. We admit students of any sex, race, color, national and/or ethnic origin to all the rights, privileges, programs and activities accorded to students of the school or center.

This policy meets the requirement on Revenue Procedure 75-05, which provides our parishes and schools with tax-exempt status. To maintain our tax-exempt status, the superintendent shall complete the Annual Certification of Racial Nondiscrimination for a Private School Exempt from Federal Income Tax no later than May 15 of each year. In addition,

1. All schools and early childhood centers must publicize the above Statement of Nondiscrimination in all registration materials and handbooks that are made available to prospective enrollees.
2. The parish must publish the above Statement of Nondiscrimination in the parish bulletin during the school/center registration period.
3. The CSO will publish the Nondiscrimination Policy in its annual education issue of the diocesan newspaper.
4. Schools and centers will keep records of racial composition as well as keep for three (3) years all handbooks, publications, brochures, advertisements and promotional materials for the school/center.

GUIDELINES FOR ENROLLMENT OF STUDENTS WITH SPECIAL NEEDS

The school acknowledges the opportunity provided by a FIRE Foundation grant to help support the special education program. Students with special needs will be subject to the guidelines of the school registration process, as well as additional guidelines specific to Special Education services as cited in the Administrative Policy Manual #300.3.

1. Parents of the students will notify the school principal when diagnosis is determined and pre-enrollment procedures are beginning.
2. Prior to enrollment, parents of students will be registered and active members of a parish, as defined by the local pastor and principal.
3. Parents of students, tithing parishioners, and tuition families will become active members of the F.I.R.E. parent group to assist with fund-raising activities.
4. If the caseload for Special Education services as determined by the principal and special education teacher has been reached, students will be put on a "wait list" following the schools' regular registration guidelines.
5. Prior to enrollment, parents will request an interview with the school principal. All necessary documents regarding the special needs of the student should be presented to the principal at that time.
6. The principal, in consultation with the Inclusive Education Coordinator, reserves the right to determine if the faculty and staff are able to meet the needs of the student throughout the school year as per Diocesan policy #300.3 (updated February 2009). Pre-testing prior to admittance by the Inclusive Education Coordinator may be requested.

EARLY CHILDHOOD LEARNING CENTER/PRE-KINDERGARTEN

For admission to the Early Childhood Learning Center students must be three years of age and toilet trained. Families of existing ECLC students will receive registration materials during the fall. Those materials must be returned to the school office by the specified deadline. If the materials are not received by the deadline, current families risk losing their place in the program. After the deadline, registration materials will be distributed to St Peter's school families and others that have requested a packet. New students will be accepted in the following order: 1. Siblings of students already enrolled in St. Peter's School that are up-to-date with their current pledge/tuition. 2. Children of St. Peter's parishioners. Families must have a history of tithing to the parish. 3. Children of families outside St. Peter's Parish.

KINDERGARTEN

For admission to kindergarten, Diocesan policy is followed requiring students to be age 5 by July 31; however, no student will be admitted solely on the premise of being age-eligible. Readiness academically, socially, and emotionally is also a must. Parents of incoming kindergartners are asked to furnish the school with copies of the child's birth certificate, Baptismal record, immunization documentation, and pre-school assessments, if applicable. Prior to admission, kindergarten students must take part in a kindergarten screening and will be invited to attend a spring "sneak peek" of kindergarten. Pre-registration for kindergarten will begin during the fall. All potential kindergarten students will be screened for readiness by kindergarten staff members.

TRANSFER STUDENTS

For those students transferring into St. Peter's, immunization information, sacramental records, and transcripts from former school(s) must be sent to St. Peter's School; in addition, an interview must be scheduled with a school administrator and parish priest (if there is intent to join parish). The administrator will place new students in classes according to their level of achievement. Acceptance will be determined by the results of tests, prior academic records, teachers' observations, and parental input. All transferring students must have a satisfactory disciplinary record from their prior school(s).

Students are placed on a probationary period through the first semester. Students are expected to comply with all the school regulations and to conduct themselves during class time in a way that is conducive to learning. Parents will be expected to show an interest in the education of their child by cooperating with the administrators and faculty in school matters. If a student is unable to progress in a regular school curriculum and meet with the expected code of conduct, a conference will be held with the parents to explore the educational resources in the area that might assist us or better meet the child's needs. At the end of the first quarter, the faculty will review the status of all new students with respect to behavior and academics. If registration is closed for any particular class, the request for acceptance will be kept on file; parents will be notified of an opening.

ACADEMIC PROGRAM

St. Peter's School is accredited through the Missouri Non-Public School Accrediting Association and nationally by Advanced Education Association. St. Peter's School offers a full range of classes: religion, language arts (reading and English), mathematics, science, social studies, physical education, art, music, Spanish, and technology. Our program stresses the development of critical thinking skills and emphasizes age and developmentally appropriate instruction. Differentiated instruction strategies will be utilized to meet the varied needs of learners. St. Peter's faculty aligns its curriculum with the Diocesan Education Standards.

These standards may be viewed by visiting the Kansas City-St. Joseph Diocesan website: www.diocesksj.org

HOMEWORK

St. Peter's School considers homework an extension of classroom experience. Homework provides children an opportunity to practice and develop the concepts presented in the classroom. All children in Grades 1 through 8 are expected to spend some time each afternoon or evening engaged in homework, preferably at a prearranged time every day. If this is consistently not the case, the child's teachers should be contacted immediately. Primary students will be asked to work with flash cards, to read, or to study spelling words, in addition to their work on special projects. Listed below are average times that students will spend on homework. Daily reading is an expected part of students' homework.

Daily Recommendations

Grade 1—fifteen to twenty minutes

Grade 2—fifteen to thirty minutes

Grades 3 and 4—thirty to sixty minutes

Grades 5 and 6—forty-five to ninety minutes

Grades 7 and 8—one to two hours

Parents are encouraged to monitor their children's completion of homework, while the students themselves are expected to assume the responsibility of completing homework. If students are having difficulty completing their homework, parents should contact the teacher. Cheating or plagiarism will result in the loss of grade and disciplinary action as determined by the teacher and administration. Teachers will communicate their homework policies to students and parents at the start of the school year. Students may receive reduced credit for unexcused late assignments and may be required to complete work during recess or a working lunch or be required to attend before or after school study sessions. Even if a student receives a reduced grade, it is expected that the work will be completed. To simplify the completion of homework assignments, first through eighth graders use planners purchased through school. **Parents are encouraged to check the assignment notebooks frequently, as well as the school website for current teacher news. Parents should set "grade notifiers" for each subject area in our student information system, My Students Progress. This site should be checked weekly (teachers are expected to have grades entered by Thursday of each week) for grade updates, also.** Those students in grades 3-7, participating in the ALEKS math program, will be expected to utilize the ALEKS math program for an additional 45 minutes per week over the time provided at school each week.

JUNIOR HIGH LATE HOMEWORK POLICY

- Missing/incomplete homework that is checked in class the day it is due, should still be turned in for a reduction of 50%, by the date as designated by the teacher.
- Other homework that is not checked should be turned in for a 10% reduction in credit for each day it is late—after five days, if the assignment has not been turned in, a zero will be recorded
- Students will turn in an index card/slip on the day the assignment is due, explaining to the teacher that the assignment is missing and why
- The teacher will ask for the assignment on the subsequent days following its due date—after five days, the teacher will discontinue the request
- My Students Progress will be updated in the comment section to reflect that the assignment was turned in late

ACADEMIC SUPPORTS

All teachers at St. Peter's School will make every effort to help all students deal with new challenges, academic and otherwise. We request parents' help in making sure that their children complete homework tasks each night and study for daily work and tests. Extra help should be sought as soon as the need is recognized. We have lists of tutors and agencies that provide testing or academic assistance at an additional cost to parents. Please check with teacher or administrator if you are interested. St. Peter's has a full-time special education teacher available to help classroom teachers meet the needs of students on IEPs (Individualized Education Plans).

TITLE I

Title I is a federally funded program designed to supplement instruction in reading and math during the regular school day. Students are identified for eligibility on the basis of test scores and/or classroom teacher recommendation and the public school attendance area in which you reside. If your child qualifies, he or she is encouraged to either participate in the Title I program or take part in a suitable program provided at the parent's expense outside of the school day. The number of students accepted into this program is determined by the Title I program's ability to provide services to St. Peter's School.

SCHOOL COUNSELING PROGRAM

St. Peter's School employees Marsha Scott, a part-time counselor to offer support services as needed for your child. Parent permission will be required after the first visit if your child is referred by a teacher. A parent may also request this service. Ms. Scott's contact information can be found in the school roster and on the school website. Teachers may also refer children to social counselor Mrs. Sue Dawes, when the need arises during the school day, or may be requested by a parent. Parent permission is not needed for the services of the social counselor. Both Ms. Scott and Mrs. Dawes will keep administration informed of any necessary information pertaining to the well-being of your child.

ENRICHMENT

Enrichment is offered through several programs, including assemblies, Art Smart, ALEK's Math, and field trips. Other opportunities are provided after school hours, for a fee, for students in kindergarten through eighth grade. Sessions, such as chess, geography champs, music lessons, dance, math/reading clubs, and cooking are typically offered for six to eight weeks each semester. To enhance the enrichment program, academic electives are being offered on Wednesdays to junior high students.

MY STUDENTS PROGRESS

Parents will receive login information for My Students Progress, a web-based software service that allows parents online access to their children's assignments, grades, and activities from any computer with an Internet connection. School communications will offer reminders for parents to check MSP, and mid-quarter dates are noted on the school calendar as reminders, as well. Communications from teachers, particularly when a student is having difficulty, either academically or behaviorally, will be initiated in a timely manner, in order to allow time for improvement, intervention, and/or remediation.

Communication with parents as to the progress of their children will be maintained throughout the year.

REPORT CARDS

Kindergartners through eighth graders receive quarterly report cards via My Students Progress. Early Childhood Learning Center and Pre-K Assessments are issued twice annually. Third graders (second semester only) and fourth through eighth graders are assessed on the following Diocesan scale:

A+ = 100	C+ = 83
A = 94-99	C = 75-82
A- = 93	C- = 74
B+ = 92	D+ = 73
B = 85-91	D = 70-72
B- = 84	D- = 68-69
	U = 67 and below

If a student receives an "Incomplete," usually the result of an extended illness, the work must be completed within a reasonable amount of time, as determined by the teacher (typically one day per day of absence for make-up work). After that time, the grade will be calculated, with the missing work registered as a zero.

HONOR ROLL

Honor rolls are calculated for junior high students every quarter and are based on the following (note: auxiliary classes, which do not meet daily, are equivalent to less credit than core classes).

<i>Grade Point Average</i>	<i>Honor Roll Classification</i>
4.0	Class Honors
3.5-3.9	First Honors
3.0-3.49	Second Honors

AWARDS

Children in kindergarten through third grade qualify only for perfect attendance awards at the end of the school year. Older students (Grades 4-8) may receive certificates for perfect attendance, exemplary kindness and concern, and outstanding academic accomplishments. Please note:

1. A student who has been tardy seven or more times in the course of the school year will not receive a certificate for perfect attendance unless the tardiness is a result of medical or dental appointments.
2. The Spirit of St. Peter's Award may be given to those students who model a spirit of kindness and concern for others.
3. Those junior high students whose final grades qualify them for the honor roll will receive certificates recognizing their scholarship.
4. Awards for academic excellence may be awarded to those who demonstrate extraordinary achievement.

PARENT-STUDENT-TEACHER CONFERENCES

Parent-student-teacher conferences are scheduled annually in October for preschoolers and kindergartners through eighth graders. Students are to attend all conferences unless otherwise advised. Prior will be given to teacher-requested conferences, otherwise optional, in February. **If at any time parents wish to confer privately with the teacher, an appointment may be arranged. Teachers may not be interrupted before, during, or immediately after school hours for an unscheduled conference.**

RETENTION POLICY

Retention in Grades K-3 may be recommended based on perceived maturity and actual academic achievement. Parents will actively participate in this decision—discussion of possible retention will be initiated by the start of second semester. Retention in Grades 4-8 may occur should a student earn a "U" average in any two of these core subjects: reading, mathematics, science and English. Before a student will be promoted to the next grade, summer instruction and/or assessments will be required for a "U" average in any subject. The summer coursework needs to be approved by the teacher and administration in advance, and documentation of successful completion is required for promotion to the next grade.

ATTENDANCE POLICIES

Unless they are meeting with a teacher, children arriving at school before the 7:45 am. bell will be sent to the morning session of the Extended Care Program. After the first bell, students should quietly enter their homerooms and prepare for the day. **All students should be in their classrooms ready for class by 7:55 am, as the tardy bell rings at 8:00 am.** Morning Prayer and announcements are read over the school intercom at 8:00 am, signaling the start of the school day. The school day ends at 3:20 pm. There is no formal supervision of students after 3:30 pm other than that provided for those in the Extended Care Program or enrichment programs, so it is imperative that all families observe this time. **Any unsupervised students, pre-school through grade 8, who have not been picked up by 3:30 pm will be sent to the afternoon session of the Extended Care Program, and families will be charged for this service.** For students enrolled in after school enrichment classes, any students who are not picked up within 10 minutes of the scheduled class end time will be sent to the afternoon session of the Extended Care Program and families will be charged for this service. On days when classes are dismissed early, students who have not left the school grounds within fifteen minutes after the last bell will be sent to the Extended Care Program, and families will be charged for this service.

ABSENCES/TARDINESS

Good attendance and punctuality are vital to student learning. After five unexcused tardies/absences, the school will contact parent or guardian to discuss the tardiness/attendance issue. Further excessive absences and/or unexcused tardies will result in a mandatory parent conference with administration to determine actions to improve student attendance/punctuality. Students arriving after 10:30 a.m. or leaving before 1:30 p.m. will be considered absent for one-half day. If the student attends school for less than two instructional hours he/she will be considered absent for the full day. Students arriving late to school, regardless whether their tardiness is excused or unexcused, must report to the school office for a tardy slip before proceeding to the classroom. **To minimize disruptions created by tardy students, parents will not walk tardy children to their classrooms.**

Children with fevers, severe colds, persistent coughs, or flu symptoms should stay home from school. In such cases, the parent is asked to call the office (523-4899, extension 214) between 7:45 and 9:00 A.M. to report the illness. A parent must call every day of a student's absence; otherwise, the health room coordinator will need to call to make sure that the child is safe at home. She may inquire about the nature of the child's illness to be aware of the possibility of contagious diseases spreading throughout the school. If a child becomes ill during the school day, his/her parents (or those authorized by parents to act in an emergency) will be contacted and asked to take the child home. A student may not leave the premises until the child has reported to the school office to be signed out and parent/guardian has given permission for the student to leave.

Students are responsible for gathering information and completing all assignments missed during an absence. This should be done before or after school. Parents who request homework for their children must notify the office by 9:00 A.M. Books and assignments will be ready by 3:20 P.M. If possible, please make arrangements for a sibling or friend to pick up the work at dismissal.

Parents should be aware of the need for their children to make up assignments not completed due to absences and ensure that the work is completed and turned in. Normally, students will have the same number of days as they missed to make up their work. Due to the experiential and hands-on nature of the instruction in our classrooms, many times work cannot be made up, and for this reason, **families are discouraged from scheduling vacations during regular school time.** Please check the school calendar and plan family vacations accordingly. Teachers cannot always be expected to provide work in advance of a trip.

EXTENDED CARE PROGRAM (Before and After Care)

On days when school is in session, extended care is provided for a fee to interested families. Hours are 7:00-7:45 A.M. and 3:20-6:00 P.M. Whenever school is dismissed at 12:00 P.M., the afternoon hours are 12:00 until 6:00 P.M. Students are given a snack and then are involved in a variety of activities, including time for study for the older students. Unless the weather is bad, all children go outside for playtime. Late charges for the Extended Care Program will be assessed in the following manner: \$5.00 for children picked up between 6:00 and 6:10 P.M.; \$1.00 for each additional minute beyond 6:10 P.M. Charges will be doubled after three late arrivals. Continued tardiness may result in the necessity for the family to make other arrangements for the child's extended care. **Students attending before and/or After School Care are to abide by the St. Peter's School Behavior Expectations.** Persistent instances of disciplinary problems may result in the need for parents to arrange alternative before and/or after school care.

EARLY DISMISSAL REQUEST

When picking up a child early, the parent/guardian should sign the student out on the clipboard in the office. Students are responsible for getting homework for the classes they will miss. Whenever possible, routine medical and dental appointments should be scheduled on non-school days or after school.

INCLEMENT WEATHER

If school closings or late starts due to inclement weather are imminent, the School Reach system will be utilized to inform school families. In addition, please listen to your television or radio for official announcements of closings for the *Southwest Pod Schools—Diocese of KCMO*. We can also have late starts (usually 10:00 A.M.) on days when the weather warrants less than a school closing but precludes an 8:00 A.M. start.

St. Peter's does not dismiss children early (unless indicated on the calendar). On days when the weather is threatening, parents may pick their children up early by coming to the office and having the students paged. On afternoons when weather conditions prohibit cars traveling safely through the playground, the Holmes (rectory) entrance will be blocked with orange cones. On those days, students may be picked up along Meyer Blvd. or 64th Terrace. Holmes is not a safe alternative. Parents should discuss with their children where they will meet should this situation occur in the afternoon. If school is closed for inclement weather, extracurricular activities scheduled at St. Peter's will be cancelled.

BEHAVIOR EXPECTATIONS

Students at St. Peter's School are expected to reflect Christian values in their treatment of peers and adults, both during school and when in the community. Students are expected to behave in an orderly and respectful manner. When language or actions are abusive, vulgar, or otherwise inappropriate, action will be taken by school staff.

Church: Students will be taught and expected to maintain a reverent attitude, actively and appropriately participating in all rites.

Garden Room: Students are expected to use polite table manners, to confine their conversations to those at the same table, and to follow the expected procedures. Consequences for students who are unable to comply with the expectations include, but are not limited to, having a supervised silent lunch.

Hallways: The hallways are an extension of the classrooms. Student behavior should show consideration for classes being conducted. Students are to walk in a quiet manner on the right side of the hall and be sensitive to others in the vicinity.

Classrooms: *Respect* is the key word. Teachers and students will create rules for the orderly functioning of each room.

Playground: The playground is an extension of the classrooms. Students are expected to follow established grade-level procedures.

Students should be supervised at all times when on school and/or parish property, whether during the school day or outside of normal school times. Parents are responsible for their children and their actions when their children are on St. Peter's grounds during non-school hours.

DISCIPLINARY RATIONALE

Parent cooperation is essential for the welfare of students. Children will tend to have the same attitudes toward authority that parents reflect to them in all of the situations of daily life. The discipline policy of St. Peter's School is built upon a relationship of trust between parents and school staff. Discipline measures will be applied judiciously and with an emphasis toward changing problematic behavior rather than on punishment for its own sake. The policy strives to ensure a safe, positive, and productive learning environment. At the same time, it acknowledges that students are in the formative stages of life and that the purpose of discipline is personal growth, and, ultimately, self-discipline. The worth of the individual is recognized. Students are guided to accept responsibility for their actions and the consequences of those actions, both positive and negative. Errors and mistakes are viewed as opportunities for growth. Students are encouraged to consider the common good of the large community over individual preferences. These standards are modeled, taught, and learned through the practice of **Life Lines**. Listed after the quick-facts section of this handbook, these Life Lines serve as a focus for the entire school.

STANDARD DISCIPLINARY PROCEDURES

St. Peter's School will not tolerate any violence from students, parents, coaches, or other adults. For the purposes of these guidelines, school violence includes, but is not limited to, any action, word, or object that is intended to, or has the effect of, hurt or intimidation toward another person. Examples include threats, bullying, intimidation, belligerence, assault, battery, stalking, fighting, bringing any type of weapon into the school, and harassment—verbal, physical, and sexual. In the event of violence, St. Peter's School will initiate an appropriate response. This response may include, but is not limited to, suspension or expulsion of the student, and/or criminal prosecution of the person or persons involved. Other unacceptable behavior includes disrespect for adults or peers, abusive or unacceptable language, destruction of school/parish property, and a pervasive attitude of general disregard for school policy, personnel, or property. Stealing, cheating, plagiarism, gang behavior or activity will not be tolerated. When standards of Christian conduct are not met, appropriate disciplinary measures are taken. When determining consequences, consideration is given to the age and maturity of the student as well as the gravity and repetition of the offense/s. Efforts will be made to use natural or logical consequences when dealing with student misconduct. Some acceptable practices to aid in the correction of any disregard for the standards of Christian conduct are time-out (in the classroom, on the playground, or in the office), "practice" time for the appropriate behavior, loss of privileges, student or teacher phone calls to parents, student-designed behavior plans (Think Sheets), community service, student/teacher conferences, conferences with parents.

BULLYING

Bullying and aggressive behaviors do not have a place at our school and will not be tolerated. The Olweus Bullying Prevention Program offers this commonly used definition of bullying: a person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself (indicating an imbalance of power or feeling of helplessness). In other words, bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending him or herself. The definition of bullying has three major components: First, bullying is aggressive behavior that involves unwanted, negative actions. Second, bullying typically involves a pattern of behavior repeated over time. Finally, it involves an imbalance of power and strength (a somewhat different kind of imbalance may happen when the "source" of the negative actions is difficult to identify or confront, as in social exclusion from a group, hurtful gossip that happens behind one's back, or anonymous meanness).

The goals of the OBPP are to reduce existing bullying problems among students, to prevent the development of new bullying problems, and to achieve better peer relations at school. And, although bullying is defined as usually being carried out “repeatedly and over time,” it would be wrong to exclude from the definition serious hurtful behavior that happens only once. The intent in focusing on repeated acts is to exclude non-serious actions that are directed at a student one time.

While it is essential to understand that bullying happens repeatedly over time, it is not wise to wait for a pattern to clearly emerge before intervening. One must respond any time bullying behaviors are observed or any time one becomes aware of bullying or other related negative behaviors.

St. Peter’s School will communicate with all students, employees, parents, volunteers, and patrons that bullying behaviors will not be tolerated. Bullying prevention lessons will be presented regularly through classroom and school-wide activities and class meetings. All classes will support the teachings of Jesus and Christ-like behaviors. We—students, employees, parents, volunteers, and patrons—will commit to treating others with Christ-like behaviors. We will help students who are bullied. We will include students who are easily left out. When we know somebody is being bullied, we will tell an adult at school and an adult at home. It is essential that communication and input is provided—it is not only welcomed but necessary to the success of our approach.

In the event of bullying, it is imperative that a report of the incident is made to a trusted adult. The incident will be reviewed, and appropriate measures will be taken to correct the situation. Reconciliation of the students will be the goal. The students will be monitored to ensure that repeat offenses do not occur. If such incident occurs again, measures will be taken at the discretion of the teacher and/or administration.

CYBER BULLYING

The St. Peter’s school network, the broader Internet, nor mobile devices, whether accessed on campus or off, either during or after school hours, may be used for the purpose of harassment by any student at St. Peter’s School. Forms of harassment through any electronic means, often referred to as “cyber bullying,” are unacceptable. Cyber bullying includes, but is not limited to, the following misuses of technology: harassment, ridicule, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant message, text messages, digital pictures or images, or Web site creations or postings, including blogs. **Any student, faculty, or staff member who feels that he or she has been the victim of such misuses of technology should not erase the offending material from his/her computer or cell phone. He/she should print a copy of the material and immediately report the incident to an administrator.** All reports of harassment in cyberspace will be investigated. Consequences may include, but are not limited to, the loss of computer privileges, separation from the victim, detention, suspension, or expulsion from school.

ACCOUNTABILITY CARDS

Accountability cards will be issued to all 6th, 7th and 8th grade students at the beginning of the year. The purpose of the card is to help students make positive choices, which result in greater focus on doing well academically, rather than choices which result in less than desired consequences. The accountability system will allow teachers and staff to identify a particular infraction simply and quickly. The system will ask the student to take primary responsibility for his/her behavior as well as manage the card. Each student will carry an accountability card with him/her at all times throughout the school day. The front of the card will have the student’s name and homeroom and a list of the ways in which an infraction is earned. On the back will be ten places where teachers can initial in the event of an infraction. Upon the tenth infraction, the student will serve a **before-school (7-7:45) or after-school (3:30-4:15) detention** and be issued another card. Any student that loses a card will pay \$5.00 for a new card.

DETENTION

Before or after school detention is an acceptable practice to aid in the correction of any disregard for the standards of Christian conduct as stated above. Some, but not all, behaviors for which a detention may be given include: bullying behavior, disrespect toward others, disobedience, chewing gum, inappropriate language, a filled demerit card, or disregard of school procedures. A detention form notifies the parents in advance of the detention time and date. When a student earns three detentions, administration and teachers will review his/her discipline record and determine the need for further consequences, which may include a conference among teachers, administration, parent/s, and student, mandatory before or after-school study sessions, in-school suspension, or development of an action plan to address expectations, responsibilities, and consequences for any future problems. If disciplinary problems continue, the child may be placed on probation, receive an in or out-of-school suspension and/or possible expulsion.

SUSPENSION

Serious or repeated offenses of behavior, such as bullying, hitting, kicking, fighting, extremely inappropriate language, threats or disrespect for teachers, peers, or property, may result in an immediate suspension, either in school or at home. During an in-school suspension, the student will remain in a supervised area for the entire day, completing class work in order to remain current and to aid in their returning to classes. However, teachers are not expected to instruct or remediate work missed during the time of suspension. Students are not allowed to attend or participate in school-sponsored extracurricular activities on the dates of suspension. If the suspension is a result of threat of violence to self or others, the student will be suspended from school pending the following:

1. an evaluation at the parent's expense by an approved psychologist capable of performing an evaluation of dangerousness;
2. a release is obtained from the approved psychologist indicating that the child is ready to return to school and does not pose a threat to the safety of his/her self or others;
3. proof is obtained of ongoing treatment by a therapist.

Any other consequences deemed necessary will be set forth by the administration and affirmed by the family before the child will be allowed to return.

PROBATION

A student may be placed on probation after other avenues of remediation of the unacceptable behavior have been exhausted. The principal, in her/his sole discretion, will determine the amount of time the student will be placed on probation. The student will be expected to continue to follow his/her success plan. Any student on probation will not be able to participate in any extracurricular activities. A conference will be held with the parents, student, and principal prior to being removed from probation and/or being dismissed. Further incidents of disciplinary problems, either during or after the student's probationary period, may result in dismissal from St. Peter's School. In extreme circumstances, a student may be dismissed from St. Peter's School without being placed on probation.

DIOCESAN POLICY ON EXPULSION

In accordance with our mission and philosophy to provide a quality Catholic education in a Catholic Christian environment and a non-threatening atmosphere for our students and community, and with the growing responsibility for security, the following Diocesan School Policy is in effect for expulsion of a student:

Expulsion of a student from a school in the Diocese of Kansas City – St. Joseph shall meet the following criteria:

1. *Other avenues of remediation of unacceptable behavior have been exhausted,*
2. *The moral and/or physical well-being of a student or school community is at risk,*
3. *The student in question exhibits prolonged and open disregard for school policy, staff, and/or property.*

UNIFORM DRESS CODE

Two purposes of a school uniform are to spare parents the cost of other school clothing and to insure that students are properly attired so that attention is focused on the learning process. It is important that all students abide by the following dress code so that a teacher may use class time in proper educational pursuits rather than in the correction of infractions. **All students must wear uniforms purchased from Parker Uniform Company, Dennis Uniform Company, or purchased through the Uniform Connection (used uniform sales at St. Peter's).**

Tops—all students' shirts must be tucked in.

Students in grades K-8 may wear white or red tops w/SPS/STP logo.

Students in grade 7/8 may wear navy tops w/SPS/STP logo.

Students in grades K-8 may wear red, navy, or gray (ash)

St. Peter's School sweatshirts.

Students in grades K-8 may wear navy fleece SPS/STP

pullovers/quarter-zip pullovers from Dennis or Parker Uniform.

Navy sweaters with the SPS/STP logo are available through the uniform companies.

ONLY plain, white, short-sleeved undershirts free of printing and logos may be worn under tops.

Shorts/Pants

Students in grades K-8 may wear navy walking shorts/pants.

Students in grades 7/8 may wear khaki walking shorts/pants.

Shorts may be worn August through October and March through per Principal's discretion.

Skirts/Skorts

Girls in grades K-8 may wear navy or plaid skorts.

Girls in grades 5-8 may wear navy/plaid skirts.

Girls in grades 7/8 may wear khaki skorts.

Skirts/skorts should fall no higher than 3" above the knee and no lower than waist.

Jumpers

Girls in grades K-4 may wear plaid jumpers. White or red shirts with collars should be worn under plaid jumpers and do not need to have an SPS/STP logo.

Belts

Students in grade 5-8 must wear a belt w/shorts and/or pants.

Shoes

Dress or athletic shoes (no sandals, open-toed, or backless shoes). No Uggs or other boots may be worn during the regular school day.

Students may wear boots to school and during recess; however, other shoes must be worn inside the school building. Athletic shoes must be worn for P.E.

Socks

Socks must be worn with dress and athletic shoes. Socks must be **solid-color plain (no logos)** red, white, gray, navy, or black. Girls may also wear **solid-color plain** red, white, gray, navy, or black knee-high.

Girls may wear **solid-color plain** tights or **solid-color plain ankle-length** leggings in red, white, gray, navy, or black during colder months. No lace or other trim is allowed.

In addition, all students have the following guidelines:

Extremes in appearance in hairstyles or hair coloring, jewelry, or makeup are not acceptable.

Bandanas and hats are not allowed.

Shorts with lettering on the back are not allowed for gym class.

Hair must be neat, clean, and out of the face.

Specifically, boys' hair must be above the collar, eyebrows, and earlobes. Boys must also be clean-shaven. Earrings for boys are not allowed.

Scouts are allowed to wear approved Scout uniforms to school on meeting days.

OUT OF UNIFORM DAYS

Approximately once each month, the school or Student Council sponsors a "jeans day," for which students donate \$1 to be out of uniform. Students may wear jeans, slacks (worn at the waist), appropriate athletic pants/shorts (no words on the backside)—shorts must be of appropriate length, no shorter than 3" above the knee, and t-shirts or blouses that are in good taste for school no inappropriate messages or advertisements). Girls may wear skirts or dresses of appropriate length (no shorter than 3" above knee) and style. Girls may wear leggings only under skirts or dresses of appropriate length. All clothing must be clean and free of holes. Students are not allowed to wear halter-tops, tank tops, miniskirts, camouflage clothing, pajama bottoms, or hats. Tops should be long enough to be tucked in. If in doubt about an article of clothing, please check beforehand with the homeroom teacher. The money collected will be used to support Student Council activities and community organizations. On students' birthdays, students may be out of uniform—the same "Out of Uniform Days" policy applies. For students who celebrate summer birthdays, when school is not in session, the half-birthday will be honored.

COMMUNICATIONS

Generally, weekly communications from school will be sent on Thursday afternoons via e-blast and/or in family messenger envelopes, once per month. Please empty the envelope, read the communications, and return the envelope (empty) to school with your messenger the following day. Message centers in the lobby will be used to display information we receive regarding non-school sponsored activities, such as outside camps, etc. The administration must approve in advance all information to be distributed and/or posted.

SAFETY, HEALTH, AND WELLNESS

MANDATED REPORTERS

Should any concerns arise regarding the safety of any of our children, faculty and staff are mandated to report to the Missouri Division of Family Services, the Police as protocol dictates, and the Diocesan Catholic Schools Office. Since the Federal Child Abuse Prevention and Treatment Act (CAPTA) passed in 1974, all 50 states have passed laws mandating the reporting of child abuse and neglect. A mandated reporter relates situations to the appropriate authorities to ensure the safety and well-being of children. Authorities are then able to assess the situation and take appropriate action.

Child abuse or neglect may include imminent risk of serious harm, death, serious physical or emotional harm, sexual abuse, or exploitation of a child (usually a person under the age of 18, but a younger age may be specified in cases not involving sexual abuse) by a parent or caretaker who is responsible for the child's welfare.

All staff members and volunteers who have contact with children are required by the Diocese to complete the Protecting God's Children training and submit to background checks. St. Peter's staff are mandated by law to report suspected child abuse and/or neglect. All faculty/staff are mandated reporters.

HEALTH ROOM GUIDELINES

The health room coordinator will provide or coordinate the following services:

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| <ol style="list-style-type: none"> 1. first aid for students injured at school 2. evaluation of an ill child to determine if the condition can be resolved with brief rest, snack, bandage, cold compress, etc. 3. monitoring of an ill/contagious child until the parent arrives | <ol style="list-style-type: none"> 4. arrangements for hearing/vision screening tests 5. review of the immunization status of each student to comply with state and city regulations 6. administration of medications prescribed by students' physicians and requested in writing by the parents |
|--|---|

If a child is unable to stay at school due to fever, discomfort, or contagious condition, parents (or a relative or friend) should pick up the child in a reasonable period (within forty-five minutes). Due to space limitations and in fairness to other children, it is not possible to keep ill children waiting a long time, even if the purpose is to see if the child will improve. If parents have planned in advance, the stress of waiting will be alleviated. Any student who is sent home due to a potentially contagious symptom (e.g., fever, vomiting, severe cough) **MUST BE SYMPTOM FREE** for a minimum of twenty-four hours before being sent back to school. Therefore, if a child is sent home at noon due to a temperature of 100 degrees or more, he/she may not return until noon the next day. This guideline is for all children's welfare. Please remember to call 523-4899, extension 214, between 7:45 and 9:00 A.M. each day that your child is too ill to be at school. Parents must keep the health room informed of any changes in telephone numbers for those who may pick up the child.

As noted above, prescription medications for certain ongoing illnesses can be given at school if they are in a marked prescription container and we have on file a dated permission slip signed by the parent. The note should indicate that the medication must be given during school hours. For those students requiring non-prescription (i.e. over-the-counter) medications, parents must send the medication (in its original container) to the health room with the consent form (available in the school office) signed by both a parent and a physician. Please note that Missouri State Law requires that all immunizations must be current and on file at school before the starting date each year. **ALL medications, both prescription and over-the-counter, are to be kept in the health room coordinator's office.** Students in possession of any medications risk severe disciplinary action.

FOOD ALLERGIES

There are several children attending St. Peter's who have food allergies such as allergies to nut products or students who may eat only gluten-free foods. Life-threatening reactions can result from food allergies; therefore, we ask your cooperation to consider possible allergies when providing snacks for birthday treats and/or classroom parties. The following is a list that offers options that are safe for students with nut allergies (NOTE: not all these options are gluten-free—you must check labels). *

Bananas	Oreos—Regular and Minis	Spree
Grapes	Nilla Wafers	Dots
Apples	Honeymaid Grahams	Mike and Ikes
Carrots	Teddy Grahams	Junior Mints
Celery	Keebler Fudge Stripes	Tootsie Rolls
Cheese	Keebler Vienna Fingers	Tootsie Pops
Cheetos	Club, Krispy, and Premium Crackers	Smarties
Lays Original Chips	Ritz (original size only)	Milk Duds
Lays Wavy Chips	Applesauce	Dum-Dum Lollipops
Fritos	Canned Fruit	York Peppermint Patties
Doritos	Yogurt and Gogurt	Hershey's Milk Chocolate Regular-size
Tostitos	Vics Popcorn	Candy Bars
Rold Gold Pretzels	Skittles	Goldfish
Nutrigrain Cereal Bars	Starburst	Marshmallows
Plain Raisins	Twizzlers Red Licorice	
Jello Brand Pudding	Sweet Tarts	

*Manufacturers often change production lines, which can make certain foods unsafe. A good rule of thumb is to always check the label for warnings, such as "...this produce may contain nuts/peanuts." More labels are noting gluten-free; however, you must still double-check—never assume foods are safe for students with allergies.

TRAFFIC PROCEDURES

ECLC/PK ONLY uses the Legacy Center parking lot to park and walk the students into classrooms, as well as the lower parking lot off the Rockhill entrance. Specific instructions regarding procedures for parking and drop-off for ECLC and PK will be provided to those parents prior to the beginning of the school year. The Legacy Center parking lot is also used by school and parish faculty and staff. **Please do NOT use the parking lot for drop-off (only the new circle drive will be utilized for drop-off) and pick-up, and please do not double-park.** Although parking spaces are not marked, each faculty and staff member does have an assigned space.

Drop-off for students on the north side of the school will now take place in the new circle drive, "Safe to School," area. **Students are to be dropped off in the circle drive area only**, traffic moving from west to east, with students exiting the passenger side (to the south) of vehicles, where the student(s) can walk safely to the school building on the sidewalk. Drivers should pull up to the curb in the circle and proceed as far east as possible, stopping where safety patrol personnel will open the right passenger door(s) to allow student(s) to exit. **There are to be no student drop-offs on Meyer Boulevard; drop off only in the circle drive!** Vehicles in the circle drive will yield to incoming/outgoing vehicles, entering the Legacy Center parking lot. Carefully proceed into traffic on Meyer Boulevard; during peak school traffic, right turns only are allowed. As these procedures are new for the 2016-2017 school year, they will be reviewed and are subject to change.

Drop-Off in Aggie Rieger Circle Drive (south side of the school building)

Drivers pull as far around the circle as possible before stopping at the curb where safety patrol personnel will open passenger door(s) for students exiting. There is no passing on the inside of the Circle Drive and no parking on Charlotte Street north of 65th street before 8:15 a.m.

Reminders: The speed limit on streets adjacent to St. Peter's property is 25 MPH. If you choose to park and walk students into the building, please park on the north side of Meyer Blvd. or the south side of Meyer Blvd. west of Holmes and cross at Meyer and Holmes with the crossing guard. Walkers and bikers must cross the streets with the crossing guard, and bikers must walk their bikes past the school on the north side before locking them on bike racks. The only other place designated for parking in the morning is the parking lot on the south side of the school building. Please have cars removed by 9:00 a.m., as the parking lot is used for morning recess.

Pick-Up for students in grades K-3

Students must be picked up by a parent, responsible adult, or older sibling, as communicated to the teacher. Parents may park in the parking lot south of the school building for pick up, as well as along Meyer Boulevard and in the Circle Drive. Please do not double-park, and please do not use the Legacy Center parking lot unless you also have a student in ELC. Charlotte Street, north of the school building, is not intended for parent parking nor as a turn-around lane.

Faculty and staff have after-school supervisory duties and carry walkie-talkies for the purpose of safety for all children, including at dismissal. Please follow any dismissal procedures and instructions per faculty/staff.

WALKING SCHOOL BUS

Any family may choose to create a Walking School Bus. A "bus" is comprised of a group of 8-10 students who choose to walk to and/or from school. An adult supervises each bus; buses have different schedules and routes, depending upon the desires of the participants and supervisors. More information may be provided through school communications.

BUILDING

Please note that all school doors are kept locked throughout the school day. Visitors may ring the bell near the door on the circle drive or may use the security code provided to parents to enter the building. In addition, there is a bell and security camera near the north lobby doors, for visitors who wish to enter from the Legacy side of the school.

DRILLS

Fire, tornado, and other safety drills, such as lock-down drills, are conducted throughout the school year.

SCHOOL LUNCHES

St. Peter's School offers a hot lunch every full day of school. Monthly menus will be sent home and posted on the website approximately one week before the beginning of each month. Meals cost \$3.75 and typically include a protein item, one or more vegetables, bread, fruit, and one carton of milk. "Basket Lunches" are also available (ala carte items, such as PB&J or deli meat sandwiches, baked chips/pretzels, fresh fruit, yogurt, string cheese, pita bread and hummus, among other items are available to create a "Basket Lunch". Students may also purchase milk separately; milk is approximately 15 cents per carton for enrolled students; 25 cents for others (prices can change slightly with rise and fall in price of milk). St. Peter's Hot Lunch operates on a debit card system; each student has an individual account. Each student is issued a lunch card, kept at school. If the card becomes unusable through breakage or damage by the student, a \$5 replacement charge will be assessed. Lunch cards are used to purchase any items offered in the cafeteria, and the charge will be deducted electronically with each purchase. Parents are asked to keep a positive balance on all accounts. Checks made payable to St. Peter's School (please list child/ren's name/s and "hot lunch" in the memo) may be sent to the school office. Cash in a sealed envelope with child/ren's name/s and "hot lunch" indicated is also accepted, as are online payments. To pay online, please go to www.stpkc.org and click on the "Donate Now" button and choose "Hot Lunch." If an account drops to or below \$5.00, a statement will be emailed home, requesting parents add more to the account by the following day. Lunches are served between the hours of 11:00 A.M. and 1:30 P.M. There are microwaves in the lunch room for students to use to warm up lunches (please do not send meals to be fully cooked).

Family members may bring special lunches to **only** their children during lunch hours. Due to space limitations, lunch visitors are limited to family on birthdays or special occasions unless prior approval has been obtained from the school office. Kindergartners also have an afternoon snack provided at school. Forgotten lunches, properly labeled, should be placed on the shelves outside the school office. We ask that parents limit lunch visits with their children to allow children the needed independence and socialization with peers during lunch time. If parents know that their student/s will be tardy and would like hot lunch, please contact the school office that morning to request his/her/their name/s be added to the lunch count for that day.

ATHLETIC PROGRAM

St. Peter's School offers grade-eligible students the opportunity to participate in basketball, cross country, football, track, and volleyball. The sports programs are operated by volunteer coaches who have devoted a great deal of time to the physical and emotional development of the student athletes. Please call any member of the Athletic Committee if you are interested in volunteering as a coach, team manager, or in any other capacity to enhance the sports program. Catholic Conference Board rules and league guidelines will be followed for all sports. For a complete listing of the Catholic Conference Board rules and guidelines, please go to www.plkc.org.

STUDENT ELIGIBILITY

Each Diocesan school shall follow eligibility standards for participation in athletics, and each school and teacher should have the flexibility to meet the needs of individual students within the Diocesan plan. Academic eligibility is used to ensure that every child is working to his/her best ability. It is intended to help student athletes balance their time and talent in the classroom, as well as the court/field to ensure a quality educational experience. Eligibility is a weekly check of academic performance and is not an arbitrary disciplinary action. It is a check of the student's work for that week only, not preceding weeks. If a child has no graded work during a particular week, then he/she should be considered to participate in athletic events. The previous week's grades are not carried over for the purposes of eligibility consideration. When inappropriate behavior or poor academic performance is a result of or related to sports, then the student's eligibility should be considered. Consequences should be logical, natural, or instructional. For example, if a student is performing poorly academically because his/her primary focus appears to be on athletics, then he/she should be deemed ineligible for that week. Athletic eligibility is intended as a tool to help each child learn to budget and use his/her time and talent constructively.

For athletic eligibility, the minimum grade average in each class, each week, should be a C- or above. If the weekly grade average for any class is below a C-, the student and his/her parents/guardians will be warned but the student will not be deemed ineligible. If the weekly average is below a C- in the same class(es) for the second week, then the student is ineligible for that week. However, if the teacher feels that the student is working to the best of his/her ability and the weekly average for any class is still below C-, then the principal should allow that student to participate in athletic competition for the week. Unsportsmanlike conduct may be grounds for deeming a student ineligible. Parents should consistently check grades on My Students Progress (MSP) to keep informed. Eligibility runs weekly from Tuesday to Tuesday. Teachers will notify the Administration of ineligibility on Mondays, and an administrator will notify the coach of ineligibilities.

Notice will be given to the players and parents/guardians, as well. A student must attend school on the day of the athletic contest in order to be eligible to participate in any KCPL event, other than exceptional circumstances approved by the Administration. An ineligible student may participate in practices, attend, and suit up for games. The score table should be notified if a team player on the bench is ineligible.

OTHER PROCEDURES AND GUIDELINES

BIRTHDAYS/CLASSROOM PARTIES

Birthdays are announced each morning over the public address system, and honorees are allowed to wear Out of Uniform Day (see page 13) attire. June birthdays will be announced on half-birthdays in December, July birthdays in January, and August birthdays in February unless classes are in session on the actual date. Party invitations or any other invitations are not to be delivered at school. Every classroom has two holiday celebrations each school year—Halloween and Valentine’s Day. The teachers will establish dates and times. Please note Food Allergy information found on page 14.

INTERRUPTIONS/FORGOTTEN ITEMS

Please make every effort to communicate with your children prior to dropping them off in the morning regarding any after school arrangements (rides, activities, etc.). We will deliver parent messages to students at the end of the school day; **parents are requested to call before 2:30 so that appropriate lists may be compiled in a timely manner.** These should be related to emergency situations which families could not settle before the student left for school. Children will not be called to the phone during the day. Any items (lunches, homework, backpacks, etc) delivered to the students are to be clearly marked with the child’s name and left on the shelves in front of the school office.

LOST AND FOUND

All lost articles will be kept on a table outside the Garden Room near the stairwell leading to the school lobby. Items unclaimed at the end of each month will be given to a charity or the PTA for the Uniform Connection. **Please label all of your child’s clothing and possessions used at school.**

SCHOOL PICTURES

On school picture day, students may dress up (no jeans allowed). Please see “Out of Uniform Days” on page 13 for guidelines. Students, as always, may wear school uniforms.

SCHOOL FAMILIES

For several years students have formed “school families” with other STP students. Each school family typically includes one student from each grade, K-8. The eighth grader acts as the “head” of the family, and each family has a faculty advisor. School families participate in service projects such as decorating pumpkins for nursing homes and/or parish seniors, raking lawns of neighbors of St. Peter’s, and delivering May Baskets. They also attend all-school Mass together once monthly. Additionally, each family has an adopted senior from our parish.

VISITS TO CLASSROOMS

Parents are always welcome in our school. Arrangements should be made with the classroom teacher in advance of the visit. Parents should not make unannounced visits to the classroom, as that is disruptive to the learning process. **For the safety of our children and for the efficient conduct of classes, all visitors and volunteers must report to the school office to sign in and receive a visitor’s sticker before entering other areas of the building; in addition, they must sign out when they leave.** As a courtesy, we request that all cell phones be turned off when in the school building.

WALKING YOUR CHILD TO CLASS

After the first week of school, we ask that parents help their children gain self-confidence by not walking children to their classrooms. Please check with administration should a special circumstance call for a parent to accompany a child to the classroom door beyond the first week.

TEXTBOOKS

Students’ textbooks are the general property of the school. Children are expected to handle all books with care and respect. Mutilating and defacing books will devalue them for future use. Parents will be charged for book replacement for damaged or lost books. Backpacks or book bags are to be used in transporting books to and from school.

SCHOOL SUPPLIES

A list of school supplies is posted on the school website. Pencil bags must be purchased from the school; assignment notebooks/planners are provided for students in grades 1-8. Please be sure that all items are clearly marked with your child's name, and keep the supplies replenished throughout the year. For younger students, notes will be sent home if materials are needed.

ELECTRONICS

Electronic equipment such as Game Boys and other game systems, iPods, cell phones, etc. are not to be used during the school day. Cell phones (and other electronics) are to be turned off and kept in backpacks or locked in lockers (for students in grades 6-8) until afternoon dismissal. Administrators and teachers reserve the right to collect electronic devices for safe-keeping during the school day. Cell phone calls and/or text messages cannot be made or received during school hours. Electronic devices such as those named above that are used during the school day without permission from school personnel will be held in the school office and returned to the student, who must be accompanied by a parent, after school.

St. Peter's School appreciates donations; however, any electronic (including computers and printers) donations must first be approved by the Technology Committee to ensure usefulness and compatibility with technology already in the building. Please contact the assistant principal with questions regarding technology donations. Electronic devices, such as Kindles iPads, iPods, and other brand e-books, can be used with the teacher's prior permission and according to individual classroom policy. However, the student is responsible for the safekeeping of the device when brought to school. St. Peter's School will not be held responsible for damage or loss of or replacement of any electronic item brought to school.

COMPUTER USAGE

All students are expected to act responsibly when using the school computer network. All students are to comply with the User Agreement and Permission form. The User Agreement and Permission forms, signed by both students and parents as part of the registration process, are on file in the office. Students that fail to comply with the Agreement will face disciplinary procedures.

RIGHT TO AMEND

The Principal retains the right to amend or deviate from any and all regulations for just cause.

PARENT TEACHER ASSOCIATION

All activities provided or sponsored by the PTA are made possible through volunteerism. The PTA sponsors major fundraisers each year, such as PTA Dining Out Events; Trash Bag Sales; Book Fairs—held twice during the school year, all proceeds from the book fairs fund the library, as well as Accelerated Reader; Auction—each school family is asked to donate an item, service, or money (or secure items for the auction); and SCRIP—school families and parishioners are encouraged to buy gift cards at face value for every day needs, such as groceries, restaurants, movies, gas, clothing, etc. The PTA purchases gift cards at a discount and profits from purchasing, as the retailers return a percentage based on sales. St. Peter's Social Services benefits, as well, as the PTA donates a portion of the proceeds. PTA's fundraising efforts supplement the school's operating budget and funds projects needed for daily school operations, such as the library, technology lease and online subscriptions, such as Accelerated and STAR Reader, BrainPOP, and ALEKs Math, classroom equipment, many field trips and transportation, some maintenance of the school building (restroom renovations, new flooring, whiteboards, among other upgrades), the crossing guard at Meyer and Holmes, lunchroom support, security, landscaping and upkeep of the school grounds, scholarships for graduating eighth graders, and additional funding for inclusive education. The PTA is responsible for many other events and activities throughout the school year, such as Trivia Night, Gift Wrapping at Christmas, Teachers' Christmas Fund, Faculty Foodies, and many more. The PTA Executive Board meets once per month; PTA general meetings are listed on the calendar.

PTA Executive Board for 2016-2017

President, Elisa Trozzolo

Parliamentarian, Shannon Baker

Vice President, Julie Keithline

Treasurer, Amy Faulkner

Vice Presidents of Development, Kristi Fuemmeler and Lori Lewellen

Auction Chair, Amy Cusumano

Recording Secretary, Jane Cory

Corresponding Secretary, Cathy McLane

Administration, Angie Meyer

ST. PETER'S SCHOOL BOARD

St. Peter's School Board is established by the pastor, in accord with diocesan policy, to advise him and the principal in the governance of the parish school. When the School Board meets as pastor, principal, and members, and agrees on a policy matter, the decision is effective and binding on all. The School Board is consultative in the following sense: the members cannot act apart from the pastor and principal and cannot make decisions binding for the parish school without the approval of the pastor and principal. Consultation also means the decisions will not be made in major matters until and unless the School Board has been consulted.

The areas in which the board has responsibility and will be consulted are the following:

1. long-range, directional planning;
2. policy development, formulation, and adherence to diocesan policies and school philosophy;
3. financing, including budgeting and policies for financial management;
4. public relations;
5. selection of the principal;
6. evaluation of the principal's relationship with the board;
7. major curriculum changes, especially concerning education in human sexuality and religious education;
and
8. facilitation of communication among school-related groups.

School Board meetings are held monthly; dates are indicated on the school calendar. Additional meetings for further committee work may also be held during the month. Board and committee meetings are open to non-members. Non-members who wish to address a board or committee meeting should notify the appropriate chairperson to be included on the next available agenda. Currently serving on the School Board are Fr. Steve Cook and Mary Omecene (ex-officio members), PTA representative Elisa Trozzolo (one-year term), and Athletic Director Patty O'Connor. The nine elected members serve a three-year term, with a limit of two terms. The members are as follows:

<i>Noreen Zahner, President (352-1289)</i>	<i>June 2017</i>
<i>Holly Welsh (363-3003)</i>	<i>June 2017</i>
<i>Jennifer Hair (225-9338)</i>	<i>June 2018</i>
<i>Jason Mudd (438-9967)</i>	<i>June 2018</i>
<i>Shannon Orbals (518-1926)</i>	<i>June 2018</i>
<i>Amy Hiles (417-849-5363)</i>	<i>June 2019</i>
<i>Jennifer Landes (582-5464)</i>	<i>June 2019</i>
<i>Shannon Margherio (868-8168)</i>	<i>June 2019</i>
<i>Andrea Ways Newman (506-2543)</i>	<i>June 2019</i>