



---

# STUDENT HANDBOOK

---

2023-2024

June 21, 2023

**Saint Peter Catholic School**  
1250 South Shore Drive, Forest Lake, MN 55025

## Table of Contents

TABLE OF CONTENTS	1, 2
MISSION STATEMENT & PHILOSOPHY	3
ST. PETER'S SCHOOL ADVISORY COUNCIL	4
ST. PETER'S SCHOOL STAFF	5, 6
BUILDING LAYOUT	7
SCHOOL CALENDAR	8, 9
ABSENCE (ATTENDANCE)	10
ABSENCE (VACATION)	10
ACCREDITATION	10
ACTIVITY FEE	10
ADMISSIONS POLICIES	10, 11
AFTER SCHOOL PROGRAMS	11
APPOINTMENTS	11
ARRIVAL/DISMISSAL	12
BAND & ORCHESTRA	13
BIRTHDAY INVITATIONS	13
BULLYING & CYBER BULLYING POLICY	13, 14
BUSING	15
CHEMICAL USE	16
CHILD ABUSE REPORTING	16
CHOIR	16
CLASS SIZES	16
COMMUNICATIONS	16
CURRICULUM	17
D.A.R.E.	17
DISCIPLINE/GRIEVANCE POLICY	17, 18, 19
EXTENDED DAY	20
FEDERAL PROGRAMS	20
FIELD TRIPS	20
FUNDRAISING	21
HEALTH SERVICES	21, 22
HOMEWORK POLICY	22

## Table of Contents

HOT LUNCH & BREAKFAST PROGRAMS .....	23
INSURANCE .....	23
KINDERGARTEN ENTRANCE & SCREENING .....	23
LIBRARY .....	23
LOCKERS .....	23
LOST-AND-FOUND .....	24
PARENT/TEACHER CONFERENCES .....	24
PARENT VISITS .....	24
PHYSICAL EDUCATION .....	24
PICTURES .....	24
PRESCHOOL ENTRANCE .....	25
PROMOTION/RETENTION .....	25
PUPIL PROGRESS REPORTING .....	25
RECESS .....	25
SAFE/SECURITY	
Fire and Safety/Drills .....	25, 26
Lockdown .....	26
Locked Doors .....	27
Protection of Children and Youth .....	27
Safety Patrol .....	27
Sexual Harassment .....	27, 28
SCHOOL CLOSINGS .....	29
STATE PROGRAMS .....	29
STUDENT RECORDS .....	30
TECHNOLOGY POLICIES .....	30, 31
TUITION POLICY .....	32
TUITION AND FEE SCHEDULES .....	33, 34, 35
UNIFORM POLICY .....	35-40
VISITORS .....	41
VOLUNTEERS .....	41

## Mission Statement and Philosophy

### **Mission Statement**

In partnership with church and family, we, at Saint Peter Catholic School, provide a solid foundation in the Catholic Faith, promote academic excellence, and prepare our students for a lifetime of service to God and neighbor.

### **Philosophy of Education**

Saint Peter Catholic School works in partnership with students, parents, clergy, and the Church community to provide the opportunity for each child to reach their academic potential, while developing a strong foundation in the Catholic Faith and teaching.

### **Saint Peter Catholic School values:**

- Encouraging students to become followers of Jesus and continue the work of Jesus with his or her words and actions
- Knowing and practicing the Catholic faith and values conveyed through scripture stories
- Instilling the Christian values of self-discipline, respect, courtesy, and reverence for all of God's creation
- Developing in each child the knowledge to live an active faith-filled life
- Promoting a life-long commitment to serve others
- Teaching and modeling Catholic principles
- Promoting parents as the primary educators of their children
- Integrating Catholic faith into all aspects of the curriculum
- Providing a caring, loving atmosphere in the school
- Helping each learner develop a positive self-esteem
- Supporting a partnership with parents, staff and community
- Instilling a life-long love of learning
- Teaching students how to learn

### **Saint Peter Catholic School expects students to:**

- Develop decision-making and problem-solving skills
- Show respect for self, others, and property
- Share the good news of Jesus
- Have the skills to solve conflicts peacefully
- Strive to achieve academic and social success to the best of their ability

## Advisory Council

The School Advisory Council (SAC) consists of six members, each serve a three-year term, along with the Principal and the Pastor. The main function of the SAC is to advise the Principal and Pastor, to help provide a vision for the school's educational and extended day programs and budgeting for carrying out that vision. The SAC members' names and email addresses will be sent out in one of the first weekly newsletters of each school year. Parents are encouraged to bring school related questions or concerns to any of the members.

School Advisory Council meets quarterly, usually on the second Tuesday of a month at 6:00 p.m. The meeting is generally in the Executive Conference Room.

### **Tentative Meeting Schedule:**

WEDNESDAY, AUGUST 10, 2023 - BUILDING ONLY OPEN LATE ON WEDNESDAY EVENINGS IN THE SUMMER

TUESDAY, OCTOBER 10, 2023

TUESDAY, DECEMBER 12, 2023

TUESDAY, FEBRUARY 13, 2024

TUESDAY, APRIL 9, 2024

## Staff 2023-2024

Father Daniel Bodin – Superintendent  
James Morehead – Principal  
Karen Anderson – Marketing & Development Director  
Kathy Craig – School Secretary

Angela Viner– Pre-Kindergarten Teacher – Room 116  
Brenda Appel – Preschool Teacher – Room 115

Kirby McDonald - Grade K - Room 113  
Janene Wuchterl- Grade K - Room 114

Leann Benson - Grade 1 - Room 118  
Joleen Thordson- Grade 1 - Room 117

Michelle Mahnke- Grade 2 - Room 110  
Colleen Emslander - Grade 2 – Room 112

Maddie Falls – Grade 3 – Room 111  
Paula Cameron - Grade 3 - Room 109

*Position to be filled* - Grade 4 - Room 101  
Lauren Belko- Grade 4 - Room 103

*Position to be filled* - Grade 5 - Room 107  
Jeff Murawski - Grade 5 - Room 105

### **Middle School**

Joshua Ciccone - Social Studies  
Deborah Sieben – Science & Math  
Kathy Silva – Pre-Algebra, Algebra, & Geometry  
Shelly Sullivan – English & Religion  
Carly Younce – Spanish

## Staff 2023-2024

### **Specialists**

Katrine Amos – Religion  
Elizabeth Zumwalde - Music  
Mo Yanez – Physical Education  
Computer – *position to be filled*  
Literacy Specialist – Alison Fischbach  
Library Assistant – Samantha Kuhl

### **Extended Day Program**

Anna Schaeppi – Teacher  
Becky Wickboldt - Teacher  
Lori Brink – Afternoon Extended Day  
Kay Bacigalupo – Afternoon Extended Day  
Danise Serre – Afternoon Extended Day  
Cheryl Mancini – Morning Extended Day

### **Aides**

Cheryl Mancini – 3-day and 2-day Pre-S/Pre-Kindergarten  
Anna Schaeppi – Extended Day and Pre-Kindergarten Aide  
Danise Serre – 5-day Pre-S/ Pre-Kindergarten  
Kristina Thill – Pre-Kindergarten Aide



NEI  
(+1)



## 2023-2024 Calendar

<b>June 21-22</b>	Tuesday & Wednesday	Used Uniform Pick Up Tuesday 9:00 – 3:30; Wednesday 9:00 – 6:00 pm
<b>July 3</b>	Monday	Building Closed
<b>July 4</b>	Tuesday	Building Closed Holiday
<b>August 16</b>	Wednesday	New Family Dinner 6:00-7:30 pm
<b>August 22</b>	Tuesday	6 <sup>th</sup> Grade Middle School Orientation 11:30-1:00 pm
<b>August 25</b>	Friday	Last Day of Summer Care
<b>August 28</b>	Monday	Teacher Work Day
<b>August 29</b>	Tuesday	Teacher Work Day
<b>August 30</b>	Wednesday	Teacher Work Day
<b>August 31</b>	<b>*Thursday*</b>	Back to School Day/Night
<b>September 1</b>	Friday	Teacher Work Day
<b>September 4</b>	Monday	<b>Labor Day</b>
<b>September 5</b>	Tuesday	1 <sup>st</sup> Day of School PreS – 8 <sup>th</sup> grade
<b>September 15</b>	Friday	Blessing of the Classrooms/Marathon Rally
<b>September 16-17</b>	Saturday & Sunday	Parish Festival
<b>September 21</b>	Thursday	Picture Day PK – Grade 8
<b>September 22</b>	Friday	Blessing of the Bibles, Grade 5; 1st pledge card due for Marathon
<b>September 23-24</b>	Saturday & Sunday	Parish Appeal for Marathon 2022
<b>September 25</b>	Monday	Wear 2023 Marathon t-shirts
<b>September 29</b>	Friday	2 <sup>nd</sup> Pledge Card Due
<b>October 2</b>	Monday	NO SCHOOL – Teacher Professional Day
<b>October 3</b>	Tuesday	Wear 2023 Marathon t-shirts
<b>October 6</b>	Friday	Final Pledge Card Due/ Safety Rally
<b>October 9</b>	Monday	Wear 2023 Marathon t-shirts
<b>October 11</b>	Wednesday	2023 Marathon; Wear 2023 Marathon t-shirts
<b>October 17</b>	Tuesday	Final Day to turn in Marathon Money
<b>October 18</b>	Wednesday	<b>St. Peters will be in school; NO BUSSING</b>
<b>October 19-20</b>	Thursday & Friday	NO SCHOOL – Extended Day TBD
<b>October 25</b>	Wednesday	2022 Marathon t-shirt Day
<b>October 27</b>	Friday	Marathon Prize Rally/
<b>October 30</b>	Monday	Picture Retakes and Picture Day for PS
<b>November 1</b>	Wednesday	All Saints Day/NO SCHOOL/NO Extended Day
<b>November 9</b>	Thursday	End of 1 <sup>st</sup> quarter
<b>November 10</b>	Friday	NO SCHOOL – Extended Day TBD; Teacher Work Day
<b>November 14</b>	Tuesday	Parent-Teacher Conferences 3:30-8:00 pm
<b>November 15</b>	Wednesday	Spirit Wear Day
<b>November 16</b>	Thursday	GIVE TO THE MAX DAY & Parent-Teacher Conferences 3:30-5:00 pm
<b>November 23-24</b>	Thursday & Friday	Thanksgiving Break - NO SCHOOL – NO Extended Day
<b>November 27</b>	Monday	NO SCHOOL
<b>December 6</b>	Wednesday	Confession Grade 3-8
<b>December 8</b>	Friday	NO SCHOOL-NO Extended Day; Feast of the Immaculate Conception
<b>December 13</b>	Wednesday	Spirit Wear Day

<b>December 15</b>	Friday	Advent Concert
<b>December 25-January 1</b>	Monday – Monday	Christmas Break
<b>January 2</b>	Tuesday	Back to School
<b>January 3</b>	Wednesday	Skiing – Grades 5-8
<b>January 8</b>	Monday	PreS/PreK/Kindergarten Information Night
<b>January 10</b>	Wednesday	Skiing – Grades 5-8
<b>January 15</b>	Monday	NO SCHOOL – Extended Day TBD; Martin Luther King Jr. Day
<b>January 17</b>	Wednesday	Skiing – Grades 5-8; Spirit Wear Day
<b>January 19</b>	Friday	End of 2 <sup>nd</sup> Quarter
<b>January 22-23</b>	Monday -Tuesday	NO SCHOOL - Extended day TBD; Teacher Work Days
<b>January 24</b>	Wednesday	Skiing – Grades 5-8
<b>January 28</b>	Sunday	Open House
<b>January 29-February 2</b>	Monday – Friday	Catholic Schools Week
<b>January 29</b>	Monday	Mass of the Holy Spirit Grades 6-8
<b>January 31</b>	Wednesday	Skiing – Grades 5-8
<b>February 2</b>	Friday	School Carnival
<b>February 6</b>	Tuesday	Parent-Teacher Conferences 3:30 -8:00 pm
<b>February 7</b>	Wednesday	Skiing – Grades 5-8
<b>February 8</b>	Thursday	Parent-Teacher Conferences 3:30 -5:00 pm
<b>February 14</b>	Wednesday	Ash Wednesday
<b>February 19</b>	Monday	NO SCHOOL – NO Extended Day/ President’s Day
<b>February 21</b>	Wednesday	Spirit Wear Day
<b>March 1</b>	Friday	<b>St. Peters will be in school</b> ; FL district K-6 has conferences
<b>March 4-11</b>	Monday – Monday	SPRING BREAK – Extended Day TBD
<b>March 13</b>	Wednesday	Confession Grades 2-8
<b>March 20</b>	Wednesday	Spirit Wear Day
<b>March 27</b>	Wednesday	Mass
<b>March 29</b>	Friday	GOOD FRIDAY – NO SCHOOL, NO Extended Day
<b>March 31</b>	Sunday	Easter
<b>April 4</b>	Thursday	NO SCHOOL – Teacher Work Day; End of 3 <sup>rd</sup> Quarter
<b>April 5</b>	Friday	NO SCHOOL – Extended Day TBD; Teacher Work Day
<b>April 17</b>	Wednesday	Confessions – Grade 2
<b>April 17</b>	Wednesday	Spirit Wear Day
<b>April 26</b>	Friday	GOLDEN GALA
<b>May 2</b>	Thursday	Kindergarten Round-Up
<b>May 7-9</b>	Monday – Wednesday	Wolf Ridge Environmental Learning Camp – Grade 5
<b>May 15</b>	Wednesday	Spirit Wear Day
<b>May 17</b>	Friday	Spring Concert
<b>May 27</b>	Monday	NO SCHOOL/NO Extended Day Memorial Day
<b>June 3</b>	Monday	Field Day
<b>June 4</b>	Tuesday	Field Day if rain on June 5th
<b>June 5</b>	Wednesday	8 <sup>th</sup> Grade Graduation Mass; Last Day of School for Grade 8
<b>June 6</b>	Thursday	Last Day of School PreS – Grade 7
<b>June 7</b>	Friday	Teacher Work Days

## Absence (Attendance)

In the event your child will not be in school during the scheduled class day, it is the responsibility of the parent/guardian to call the school office at **651-982-2216 before 7:45 a.m.** or send an email to the following address [attendance@school.stpeterfl.org](mailto:attendance@school.stpeterfl.org) and report the reason for the absence. We encourage you to call as soon as you know your child will be absent. If your child is not in school and we have not received a call, we will attempt to contact you. If your child is late for school, he/she should go to the office to check-in. When your child is late, please send a note with him/her explaining the reason.

## Absence (Vacation)

A family vacation or trip during the school year is strongly discouraged as the loss of class time may have a negative impact on the student's academic progress. It is also recognized that, on some occasions, working parents have little control over the time of the year when vacations or trips may be taken. A parent/guardian should submit the request to have a student's absence excused to the school office in writing in advance of the proposed absence. Email report of absence to [attendance@school.stpeterfl.org](mailto:attendance@school.stpeterfl.org)

## Accreditation

Saint Peter Catholic School is a member of the Minnesota Non-public Schools Accrediting Association (MNSAA) in good standing and entitled to the rights and privileges of an accredited school as defined by the Constitution, By-Laws, and Policies of the Association.

## Activity Fee

All students will be assessed an activity fee on the tuition statement that covers the cost of weekly classroom magazines, the student retreat, assemblies, and special classroom activities.

## Admissions Policies

### ADMISSION

Saint Peter Catholic School admits students of any sex, race, color, religion, national and ethnic origin to all the rights, privileges, programs and activities made available to students at our school. It does not discriminate on the basis of sex, race, color, religion, national or ethnic origin in the administration of its educational and admission policies.

## CRITERIA FOR ENROLLMENT

### Preschool through Grade 8

Priority shall be given to enrollment in all Saint Peter Catholic School educational programs as follows:

1. Currently enrolled students
2. Siblings of current students
3. Children of school and parish employees
4. Children whose siblings currently attend or graduated from Saint Peter Catholic School
5. Children of members of the Church of Saint Peter
6. Children of members of other Catholic parishes
7. Open enrollment

Once a grade level is full, a waiting list will be established. The waiting list will follow the above priority groupings and will be based upon the date and time an application is received through TADS. In the event of a same-day and time registration tie, a lottery shall be used to resolve the registration number of those who are tied.

### After School Programs

Saint Peter Catholic School has a number of after school offerings available to our students through the Forest Lake District 831, the Church and School of Saint Peter, and volunteer organizations. Additional programs include scouts, ski/snowboard program for grades 5 -8, an environmental camping experience for grades 5 & 6, after school tutoring, and various sports teams which are organized through Forest Lake Community Services. Some of these programs have additional fees.

### Appointments

Students may be excused for medical or dental appointments. Parents are responsible for sending a written note to the school office before the appointment. Indicate what time the child will be picked up for the appointment and what time they will return to school. **Parents must sign** the student in/out at the school office. We encourage parents to make appointments after school hours if possible.

## Arrival/Dismissal

### SCHOOL HOURS

The first bell of the school day rings at 7:30 am. Children should be in their classroom when the second bell rings at 7:50 a.m. School is dismissed at 2:15 pm for bus riders and 2:18 for car riders. Parents who need to drop off their children before 7:30 a.m. must use the Extended Day program. Students are not allowed to go to their classrooms until 7:30 am. Parents who are unable to pick up their children by 2:25 pm must use Extended Day. If a student is not picked up and the parent cannot be reached, the child will be sent to extended day. The parent will be charged the drop-in rate of \$16 per session. In addition, insurance regulations do not allow for unsupervised students to be on the playground before or after school hours.

### BEFORE SCHOOL

Parents who are dropping off their children in the **morning** are asked to park in the **church parking lot** or on the **east** side of the drive, in front of the school. **The bus lane is clearly marked and must remain open.**

### AFTER SCHOOL

Parents who are picking up their children after school can do by parking on the west side of the building or in the north parking lot and walking up to door #4. Children will not be released to walk to cars by themselves.

If using the car line, parents should line up in order in the parking lot and can drive up in front of school after the school buses have left. Students will be released to parents as they drive up. If someone different is going to pick up your child, please notify the office in advance. Parents are asked not to come into the building until after the first bell rings at 2:10 pm.

### LEAVING OR ARRIVING DURING THE SCHOOL DAY:

During the school day, an adult must accompany students entering or leaving the building. Anyone arriving or leaving during the school day needs to sign students in or out in the school office. Middle school students who arrive late or are returning from an appointment must get a pass in the school office before going to the classroom.

## Band and Orchestra

Students in middle school have the opportunity to participate in the band or orchestra programs offered by Independent School District #831. Students will participate in band/orchestra during the school day at Forest Lake Area Middle School. Transportation will be provided by District #831 busses. Grade 6 students will go to large group band two days per week after school. Small group lessons will follow at Forest Lake Elementary. Parents will be emailed a schedule of band/orchestra days as well as small group lesson days. Parents are responsible to pick children up at Forest Lake Elementary.

## Birthday Invitations

We ask that you not send invitations to school for distribution, instead contact parents of your child's friends personally. Thank you.

## Bullying and Cyberbullying Policy

Saint Peter Catholic School is committed to providing a safe educational environment for its students and teachers. Saint Peter's acknowledges that it cannot monitor all activities and eliminate all incidents of bullying between students, particularly when one or more of the students involved is not on school property or under the direct supervision of school personnel. The purpose of this policy is to assist Saint Peter's in its goal of preventing and responding to acts of bullying, intimidation, harassment, violence, and similar disruptive behavior.

### **PROVISIONS**

1. Saint Peter's expressly prohibits bullying, by either an individual student or group of students, on school property or at school-related functions. Saint Peter's also expressly prohibits cyberbullying, regardless of whether such acts are committed on or off school property or with or without the use of school resources. These prohibitions apply to students who directly engage in an act of bullying and to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any students whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school or the safety or welfare of the students, other students, volunteers, or employees.
2. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
3. A person who observes an act of bullying or becomes aware of such an act must report it to a teacher. Anyone with any bullying-related concerns may also contact the principal.
4. Retaliation against a victim, good-faith reporter, or a witness of bullying is prohibited.
5. False accusations or reports of bullying others are prohibited.

6. A student who violated this policy shall be subject to discipline for that act in accordance with St.
7. Peter's policies and procedures. St. Peter's may take into account circumstances, such factors might include:
  - a. The age, development, and maturity levels of the parties involved
  - b. The level of harm, surrounding circumstances, and nature and severity of the behavior
  - c. Past incidences or past or continuing patterns of behavior
  - d. The relationship between the parties involved; and
  - e. The context in which the alleged conduct occurred

Depending on the level and severity of the offense, discipline may range from positive behavioral interventions to more serious consequences, including suspension or expulsion. Consequences for other individuals engaging in acts of bullying may include, but not be limited to, exclusion from school property and events or termination of services or contracts.

## **DEFINITIONS**

1. For purpose of this policy, "bullying" means deliberate or intentional behavior using words or actions that is intended to cause or that does cause fear, distress, intimidation, or harm. Bullying may be repeated behavior or a pattern of behavior, and it may involve an imbalance of power. Bullying can take different forms including but not limited to:
  - a. Verbal conduct (e.g. using threatening or intimidating language, teasing, or name-calling);
  - b. Social (e.g. spreading rumors, ostracizing or socially excluding others, breaking up friendships);
  - c. Physical (e.g. physical acts and gestures, including hitting, kicking, tripping, theft, damaging property, threatening, or intimidating behavior); and
  - d. Cyberbullying
2. For purposes of this policy, "cyberbullying" means the use of any electronic means to harass, intimidate, or bully, whether on or off school grounds. "Cyberbullying" is a form of bullying, and provisions of this policy that refer to "bullying" are intended to refer to cyberbullying as well.
3. For purposes of this policy, "on school property or at school-related functions" means all St. Peter's school buildings, school grounds, and school property or property adjacent to school grounds, St. Peter's school buses, St. Peter's school vehicles, St. Peter's school contracted vehicles, the area of entrance or departure from school grounds, premises, or school-related trips, functions, activities, or events. While prohibiting bullying at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events.

## Busing

All K-8 students who reside in Independent School District #831 are eligible for busing. Saint Peter's students ride on the secondary buses. They arrive at the secondary schools and then transfer to shuttle

buses which bring them to Saint Peter's. Saint Peter Catholic School staff accompanies students on the afternoon shuttle buses during the first week of school to ensure all students understand the procedure. All kindergarten and first grade students are assigned a Bus Buddy who accompanies them on the bus at the end of the school day for the entire school year.

Students will not be allowed to switch buses unless they have a bus pass issued to them from the school office. Written authorization from the student's parent/guardian is required for all changes in transportation. Bus passes will not be given to students without a written note.

### **THE FOLLOWING BUS RULES AND POLICIES FROM THE PUBLIC SCHOOL WILL BE FOLLOWED BY SAINT PETER CATHOLIC SCHOOL STUDENTS:**

1. The bus driver may assign seats.
2. Be courteous.
3. Use appropriate and respectful language.
4. Eating or drinking on the bus is at the bus driver's discretion. Keep the bus clean.
5. Treat other passengers with respect.
6. Remain seated.
7. Keep your hands and head inside the bus.
8. Destroying property will not be tolerated.
9. For your own safety, do not distract the driver through misbehavior.

### **Misbehavior on Bus**

Bus drivers are to report violations to the principal. Consequences for school bus misconduct will apply to all District 831 routes. Decisions regarding a student's ability to ride the bus are at the discretion of the principal in consultation with the Director of Busing. Parents or guardians will be notified of any suspension of bus privileges.

### **The Consequences Include:**

1. 1<sup>st</sup> Offense - warning
2. 2<sup>nd</sup> Offense - warning or 1-3 school day suspension from riding the bus
3. 3<sup>rd</sup> Offense - 5 school day suspension from riding the bus
4. 4<sup>th</sup> Offense - 10 school day suspension from riding the bus / meeting with parent
5. Further offenses will be individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.



## Chemical Use

The consumption of alcohol or illegal drugs on school grounds is forbidden by law. Consumption or possession of alcohol or illegal drugs during any school-sponsored activity when children are present will not be tolerated.

All buildings of the Church and School of Saint Peter are tobacco free. We encourage adults to also refrain from using tobacco products in the presence of students.

## Child Abuse Reporting

The staff members of the school are legally required to follow the requirements of Minnesota State law pertaining to reporting child neglect and/or abuse. Neglect is defined as failure to provide food, clothing, shelter or medical care, and prenatal exposure to controlled substances. Abuse can be physical or sexual abuse or emotional maltreatment.

## Choir

All interested students in grades three through six have the opportunity to participate in the Children's Choir, but space is limited. The choir accompanies the school liturgies and occasionally sings at parish masses. Sign up will be offered after school begins.

## Class Sizes

School registration is to be closed at 20 children per classroom, unless deemed necessary by the principal.

## Communications

Email is the primary form of communication between the school and families. Saint Peter School will email families a weekly newsletter each Thursday. Miscellaneous communications will also be sent home in a blue folder on Thursdays with the youngest child of each family. It is the student's responsibility to return the blue folder each week. In addition, the school will communicate periodically through texting.

Saint Peter Catholic School, in conjunction with other Archdiocesan schools, uses Educate, an online student management and grading system. Educate allows the school to keep a variety of information in one database area with greater flexibility for the staff to grade from anywhere since it is web based. It also provides parents with access to their child's grades through a parent portal (grades 3-8 students only).

## Curriculum

The curriculum of Saint Peter's reflects the input of faculty, the principal, the Archdiocesan Office of Education, the Minnesota Non-Public Accrediting Association, interested parents and students, and guidelines from the State of Minnesota. The foundation of the curriculum at Saint Peter Catholic School is the religion program. Religion is more than classroom instruction with the purpose to provide students with both the knowledge of their faith and the opportunity to put that faith into action. Any questions regarding curriculum should begin with the classroom teacher. As with the Grievance Policy, questions can be moved up the levels indicated.

## D.A.R.E

Drug Abuse Resistance Education is a program designed to help students in grade 5 recognize and resist the pressures that may influence them to experiment with tobacco, alcohol or other drugs. Forest Lake Police officers teach this program to the students of Saint Peter Catholic School.

## Discipline

Saint Peter Catholic School believes each student is responsible for his/her own behavior and for maintaining a Christian attitude and God-pleasing environment within the school. Our goal is to help develop the human virtues and promote self-discipline. The cardinal virtues of prudence, justice, fortitude, and temperance are at the heart of St. Peter's philosophy of discipline. These virtues focus on using reason to make correct judgments in order to maintain a safe and healthy environment for both the student and others. Student behavior that is rooted in these virtues will result in morally responsible behavior that brings credit to themselves, their families, and St. Peter Catholic School. Developing these virtues to guide our actions in concert with our teaching of the theological virtues of faith, hope, and charity prepares our students to live their lives pursuing an eternal life with God. In addition, we believe that parental support is essential to the success of our school discipline policy and the growth of these virtues in their child(ren).

### **POLICY**

Saint Peter Catholic School student behavior expectations are rooted in these virtues and are as follows:

1. Students will honor God in word and deed.
2. Students will respect themselves and each other in word and deed. This would include being kind, sharing, speaking respectfully to and about others, listening, following rules, and being honest.
3. Students will respect property. This would include picking up after oneself, keeping desks and the school clean, not stealing or damaging property, and using things properly.
4. Students will work to the best of their ability.

Guidelines for classroom behavior are also rooted in these virtues and will be established by the teacher in cooperation with the students. Teachers will be responsible for the discipline of their policies. Examples may include verbal warning, written warning, communication with parent/guardian, missing recess or special events, and detention.

### **DISCIPLINE ACTION STEPS**

1. 1<sup>st</sup> Offense: Teacher discusses the behavior/incident with the student and they develop an action plan to assist the student in preventing this behavior/incident from reoccurring.
2. 2<sup>nd</sup> Offense: Teacher discusses the behavior/incident with the student,t and they review (and possibly revise) the action plan. Teacher and/or student contact the parent about the behavior/incident.
3. Reoccurring Offense: Teacher discusses the behavior/incident with the student. Teacher and student review the action plan. Teacher informs the principal of the behavior/incident. Parents are notified. Principal may meet with student. An action plan is agreed upon by school, student, and parent(s).

\*\*Consequences may result in parent/teacher meeting, removal from classroom, removal from special activities or events, detention, in-school suspension, probation, or being expelled from school.

Serious violations of these expectations will be reviewed by the principal and school staff. Examples of serious violations are as follows:

1. Habitual acts of lying, cheating, or stealing
2. Disrespect and/or open defiance of others, teachers, school personnel, and all adults
3. Repeated use of profane/vulgar language, written or verbal
4. Fighting, harassment, or bullying of fellow students
5. Violent behavior toward a student or adult that may result in harm to themselves or others
6. Serious or continued disregard for classroom rules or school policies
7. Intentional damage to school or parish property
8. Bus violation
9. Leaving the premises without parental or school permission
10. Malicious threats
11. Truancy
12. Smoking on school property
13. Possession of drugs, alcohol, or pornographic material

Disciplinary records shall not be placed in a student's permanent file.

Please Note: This is not applicable to diagnosed disabilities. However, we will work with these students to resolve issues and create a safe environment.

Appeal: Due process shall be honored. See Grievance Policy.

## **GRIEVANCE POLICY**

Any time people are working together, disputes and problems are going to arise. Our hope is that as a community of faith we will be able to work out our differences in a caring and cooperative manner.

### **Stage I**

Complaints, disputes, or disagreements should be resolved on a person-to-person level. The following steps should be taken by the person seeking resolution:

1. Student to student - if no resolution;
2. Student/parent to staff member - if no resolution;
3. Student/parent to Principal - if no resolution;
4. Student/parent to Pastor - if no resolution;
5. Parent request in writing to begin local conciliation.

### **Stage II**

1. The request to begin the next stage of local conciliation procedure must be made in writing to the principal by the person seeking resolution within 10 working days after conferring with the last level of administration/Pastor.
2. The local conciliation committee will be made up of three persons:
  - a. one designated by the Pastor
  - b. one designated by the respondent
  - c. one designated by the person seeking resolution
3. The local conciliation committee will meet in a time period not to exceed 15 working days of being formed to receive evidence and make recommendations. The committee shall have the discretion to determine whether evidence shall be written, oral or both.
4. At the conclusion of the meeting, and upon due consideration (discussion, thought, prayer), the committee will write a summary of the meeting and make its recommendations to the Principal who in turn will determine that no parish and/or school policies have been altered or amended. The recommendations will then be forwarded to all concerned parties.

5. The local conciliation procedure should be completed within 25 working days. It is the responsibility of the person seeking resolution and the respondent to follow the recommendation of the local conciliation committee.

### Stage III

If the complaint, dispute or disagreement is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made.

### Extended Day

During the school year Extended Day hours are 6:00 – 7:30 am (7:45am for preschool), and 2:15-6:00 pm. The summer extended day program hours are 6:00 am – 6:00 pm (Mon-Thurs) and 6:00 am – 5:00 pm (Friday). Registration is completed online through TADS.

### Federal Programs

#### **TITLE 1**

The Title 1 program provides students who have been identified as “at risk” with supplementary instruction in math, reading, and language arts. Students must reside within the Forest Lake School District to qualify for Title I services. Computer-aided instruction and small group tutoring are used in this program.

### Field Trips

Each class has the opportunity for field trips during the school year. These trips expose students to a wide variety of educational experiences. All field trips are in conjunction with the school curriculum and accomplish educational goals. Parents will be notified in a timely manner about these trips and will be required to complete the formal permission request and pay the additional costs associated with the trip. Whenever possible, buses are the preferred method of transportation.

## Fundraising

Saint Peter Catholic School receives a percentage of profits from the following rebate programs which support miscellaneous needs of the school.

1. Aluminum Can Recycle Bin (located in St. Peter's north parking lot)
2. Donald's Uniform Store (Mention Saint Peter Catholic School when purchasing uniforms)
3. Office Depot/OfficeMax (Saint Peter Catholic School's ID# 70053909)

In addition, Saint Peter's conducts two main fundraising events which support the educational programs and specific needs of the school: the School Marathon in October, and the Golden Gala Auction in April.

## Health Services

Through funding to non-public schools, Independent School District #831 provides a part-time nurse at Saint Peter Catholic School. If your child becomes ill, or is injured during school hours, the nurse will care for him/her and contact the parent/guardian if necessary. The nurse will also administer approved medications during the school day. We must have a completed medication form for ibuprofen, Tylenol, Benadryl, homeopathic medications, etc.

Vision and hearing screenings are provided for students in grades one, three and five. Parents and teachers of students in other grades may request these screenings at any time.

### **EMERGENCY CONTACT INFORMATION**

Students' emergency contact information is provided through TADS. Please notify the school office as soon as possible of any phone number (home or work) or address change that occurs during the school year.

### **IMMUNIZATION POLICY**

State law requires all students entering school to be fully immunized. Documentation of immunizations are retained and updated by the school. Children will not be allowed to attend school until the minimum requirements are met. A conscientious objection form may be filled out if you choose not to have your child immunized.

### **MEDICATION POLICY**

1. A strict medication policy is enforced at Saint Peter Catholic School. Parents are encouraged to arrange medication schedules around school hours so that the child does not have to take medicine during school. However, when it is necessary for a student to receive medication during school, state law requires that students are given medications only when the following procedures are followed:
2. An "Authorization for Giving Medication in School" form must be completed and signed by both the Parent/Guardian and the physician. This form is available in the school office.

3. The completed authorization form must be presented with the medication.
4. Prescriptions must be in the original prescription bottle which includes the name of the pharmacy, your child's name, physician's name, the name of the medication, the dosage and the time to be given. Medication must be brought to the school office by a parent/guardian, not the student.
5. Additionally, all over the counter medications require a physician's written authorization.

Under no circumstances is a student allowed to have any medication on their person or in the classroom, or in the teacher's desk. All medication must be kept in the school office and must be taken under supervision. Only the nurse or designated office staff have the authority to dispense medication. Teachers or other staff members are not ordinarily allowed to give children medication. The only common exception to this policy is when administering medication to a child with a known allergy that requires the use of an epi-pen prescribed for that child. All staff members may dispense epi-pen medications.

## Homework Policy

Homework refers to tasks that the student is assigned to do on his/her own time after school hours. Homework assignments support and enrich classroom learning and are a means of providing a mutual bond between parent/guardian, child and teacher. Teachers will monitor assignments that are written in each student's daily planners.

### **ASSIGNMENT NOTEBOOK**

Parents are also expected to monitor the assignments and to sign the Assignment Notebook daily. This notebook serves as an effective communication tool to insure the success of each child.

Parents are asked to be aware of each teacher's homework policy and the requirements of your child's particular grade level. Generally speaking, students should spend 10 minutes daily per grade level, in outside classroom work. Thus, first graders would be expected to do 10 minutes each evening, and sixth graders would be expected to do 60 minutes each evening. The type of assignment rate at which a child works and parental expectations also influence the time a child spends on homework.

### **MAKE UP WORK**

It is the student's obligation to procure and complete work missed during an absence. If homework is to be picked up, please inform teachers in the morning that someone will be coming for the homework. Teachers will have assignments ready for pick-up at the end of the school day.

Work is expected to be completed in a timely manner. A general guideline is that a student will have one day to make up one day's worth of work when there is an excused absence.

## Hot Lunch and Breakfast Programs

Food service is provided by Independent School District #831. The State of Minnesota is providing lunch and breakfast at no cost to parents for the 2023-2024 school year. If your child would like to have lunch from home, you can add money online using the PayPams system. You can also send money to the school in an envelope clearly marked HOT LUNCH. Middle school students may order 2<sup>nd</sup> helpings of the entrée for lunch. There must be money in the student's PayPams account in order to get 2<sup>nd</sup> helpings. We suggest that you make a deposit in your child's account at the beginning of each month counting the number of school days for that month. Parents are notified by the school district when a student's account has a negative balance. Hot lunch menus can be found on the school's website, and they are sent in the parent newsletter each month.

## Insurance

Saint Peter Catholic School does not carry premise medical insurance. If you do not have medical insurance for your child, we strongly recommend you purchase student accident insurance.

## Kindergarten Entrance and Screening

Students entering Kindergarten should be five years of age by September 1. Early Childhood Screening for Learning Readiness can be done through Independent School District #831 before entering school; however, St. Peter Catholic School does not require it.

## Library

Teachers schedule weekly library visits for their students to check out books. In addition, older students use the library, as needed, for research activities. All books are due two weeks from the time they are checked out. If a book is overdue more than two months, it is considered lost and the student is expected to pay the replacement cost. There will also be a fee charged to students who damage books.

## Lockers

All students are assigned individual lockers. All personal belongings must fit inside the locker. Valuable articles should not be left in these lockers since they do not have locks.



## Lost-and-Found

Lost-and-found items are kept on a table outside the school office. Please mark your child's belongings to help with identification. These items are periodically given to charities if they are left unclaimed.

## Parent/Teacher Conferences

Parent/Teacher conferences are held twice per year. A parent/guardian and/or teacher may request a special conference at any time as the need arises.

## Parent Visits

Parents are welcome to visit the school at any time. The main entrance is on the south side of the school, door #10. Enter the building by pressing the call button. Personnel in the school office will answer the call. Please give your name in response to the greeting. It is necessary for **all** visitors to come to the school office and sign in before going anywhere in the school.

## Physical Education

Students receive physical education classes from a certified Physical Education Instructor twice per week. Students who do not participate in physical education activities must present a parent or doctor's written instruction. Extended absences from physical activities may require a physician's written excuse.

### **ATHLETICS**

Students in kindergarten through grade eight have the opportunity to participate in sports programs through the Forest Lake Area Schools Community Education Department.

### **SKIING**

St. Peter's School fifth through eighth grade students participate in an instructional downhill ski or snowboarding program on Wednesday afternoons during January and February.

## Pictures

Student pictures are taken in the fall. Parents have the option to purchase the photos. Student pictures are also featured in the school's yearbook which is available for purchase near the end of the school year. All other photos taken for marketing purposes throughout the year will not be published without parental consent. There is a photo consent question within the online enrollment process.

## Preschool Entrance

Students entering the three-year-old preschool program must be three years of age and toilet trained by September 1<sup>st</sup> of that year. Students entering the four-year-old preschool program must be four years old by September 1<sup>st</sup> of that year.

## Promotion/Retention

Promotion/retention will be based on academic achievement and physical, emotional, psychological and developmental maturity. Parents/guardians shall be included in the on-going efforts prior to and after formal notification of the possibility of retention or accelerated promotion. If a recommendation is made to retain a child and parents/guardians reject it, the parents/guardians will be required to sign a written acknowledgment of the school's recommendation. That acknowledgment shall serve to release the school from any responsibility resulting from failure to follow the school's recommendation.

## Recess

Students have age-appropriate scheduled breaks each day. All children are expected to wear appropriate clothing for outside play. This includes hats, mittens, snow pants and boots during the winter.

## Report Cards

Report cards evaluating student progress are given quarterly. Parents are asked to review the report and contact the classroom teacher if they have additional questions. Parents also have the opportunity to discuss the report with teachers during 1<sup>st</sup> and 2<sup>nd</sup> semester conferences.

## Safety/Security

1. Saint Peter Catholic School values the safety and dignity of all students and people. To protect and respect the dignity of all those who are part of the school, Saint Peter's adheres to the following policies:
2. Staff and volunteers are required to undergo criminal background checks and attend Virtus training. A volunteer list of those who have completed these and are cleared to volunteer is given to the principal and the school secretary. Teachers then check with them as to the status of a volunteer.
3. Students are educated on bus safety, playground safety, and the Archdiocesan required safe environment program – NetzSmart annually.

4. Plans are in place for fire drills, tornado drills, and school lockdowns which are practiced regularly.
5. Saint Peter's has a bully and discipline policy that addresses the expected behavior of all students.
6. The extended day, preschool, and pre-kindergarten teachers are certified in CPR and First Aid.
7. A school nurse is on staff and available to students and staff during the school day.

### **FIRE SAFETY/DRILLS**

Saint Peter Catholic School shall have a written plan and/or procedure for the efficient and safe exit of all persons present in the school in case of a fire, and the availability of an evacuation site if conditions warrant.

Saint Peter Catholic School shall follow the directives of state and local fire officials as well as the recommendations of the Diocesan Self-Insurance program in developing the written plan and/or procedure.

Regular fire drills shall be held throughout the school year. All personnel in the school shall participate in these drills.

### **LOCKDOWN**

One means of securing the school is to implement lockdown procedures. These procedures are called:

#### **Lockdown with warning – Threat is outside of the school building.**

1. Building administrator will order and announce "lockdown with warning." This will be repeated several times.
2. All people will be brought inside.
3. Exterior doors will be locked.
4. Hallways, bathrooms, and other rooms that cannot be secured will be cleared.
5. Shades will be pulled and all students will move away from windows.
6. All movement will be controlled but classes will continue. No bells will be used and announcements will dictate any movements.
7. Building administrator will announce "all clear" when threat has passed.

#### **Lockdown with intruder – Threat/intruder is inside the building. (Actions happen rapidly)**

1. Building administrator will order and announce "lockdown with intruder." This will be repeated several times.
2. All students, staff and visitors will be immediately directed to the nearest classroom or secured space. Outside classes will move to the primary evacuation site. They should not enter the building.

3. All classroom doors will be locked.
4. All exterior doors will be left unlocked.
5. All students and staff should move away from windows and doors and turn off lights.
6. No classroom doors will be opened until “all clear” is announced.
7. Keep out of sight.
8. Building administrator will announce “all clear” when the threat has passed.

Lockdown drills shall be held throughout the school year. All personnel in the school shall participate in these drills.

### **LOCKED DOORS**

For reasons of security, the doors leading from the 4<sup>th</sup> grade hallway and the main school door will only be unlocked from 7:30-8:00 am and 2:00-2:30 pm every school day. The south and west doors will remain locked all day. At all other times, parents picking up children from school or childcare programs will need to use the south entrance to the facility, known as door #10.

### **PROTECTION OF CHILDREN AND YOUTH INITIATIVE**

Saint Peter Catholic School follows the Archdiocesan Protection of Children and Youth Initiative which requires all staff and volunteers to complete the essential three elements: VIRTUS training, background check, and a signed Code of Conduct form. The school is also required to teach the Safe Environment lessons to its students.

### **SAFETY PATROL**

Saint Peter Catholic School follows established safety patrol procedures. Yearly needs for patrols are examined, and safety patrols are organized and supervised as needed by school staff.

### **SEXUAL HARASSMENT**

To maintain a Christian learning environment, it is necessary to have a Code of Conduct that provides a safe and secure setting for students, faculty and administration. Sexual harassment is against the law (MN Human Rights Act 363.01) and will be understood as such. This policy applies to all school officials, employees, and students.

A person who knows or has reason to believe a person has been sexually harassed shall immediately report the information to a teacher, counselor or an administrator. An immediate investigation shall follow each report. Final disposition resulting from the investigation shall be made in a timely manner. Violations of this policy will be cause for disciplinary action, including suspension or expulsion.

## **Definition**

State law defines sexual harassment as including, but not limited to, the following behavior:

1. Verbal harassment (e.g., epithets, derogatory remarks or slurs, sexual comments, jokes, or stories).
2. Physical harassment (e.g., grabbing or touching, gestures, unwelcome or sexually motivated physical contact, request, or pressure for sexual activity).
3. Visual forms of harassment (e.g., sexually explicit notes, letters, cartoons, drawings, or graffiti).
4. Requests for sexual favors or unwelcome advances.

## **Procedures:**

1. Any person who alleges sexual harassment by a staff member or in the school may complain directly to his or her immediate supervisor, a teacher, counselor or administrator. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.
2. A timely and documented investigation of the alleged incident will be conducted by an administrator.
3. Corrective action shall be taken in each situation.
4. A copy of a detailed investigation report documenting interviews, conclusions and recommendations will be placed in the school's harassment file.
5. Complainant and alleged harasser and parents will be advised of the outcome of the investigation in writing.
6. The right to confidentiality (both of the complainant and of the accused) will be respected consistent with the school's legal obligations, the necessity to investigate allegations of misconduct, and to take corrective action when the conduct has occurred.
7. In all cases of sexual harassment retaliation against a complainant for making a sexual harassment complaint is prohibited.

## **Consequences:**

1. A substantiated charge against a staff member of St. Peter's shall subject the staff member to disciplinary action, up to and including the possibility of discharge.
2. A substantiated charge against a student of St. Peter's shall subject the student to disciplinary action, which may include suspension or expulsion, consistent with student discipline procedures.

## School Closings

Emergency closing due to severe weather or for any other reason will be announced over WCCO Radio, 8:30 AM. Any announcement closing Forest Lake Public Schools does include Saint Peter Catholic School, which follows Independent School District #831 procedures. Saint Peter Catholic School could announce a closing when ISD #831 does not, so always listen to WCCO in bad weather. Parent will be notified of school closings via email, text, and through the school website.

## State Programs

### **EDUCATION AIDS FOR NON-PUBLIC SCHOOL CHILDREN**

Provides textbook and related individualized instructional materials and health services. Signatures of a parent/guardian or the student (depending upon the age) are required to secure these aids. This should have been taken care of during the registration process.

### **TRANSPORTATION**

Minnesota public school districts must provide “equal transportation” within the district boundaries. The public school shall have sole discretion, control, and management of scheduling, routes, bus stop locations and discipline.

### **SHARED TIME PROGRAM**

Non-public school students may be admitted by the school district to public school programs for part of the day. Band and orchestra are examples of these programs.

### **SCHOOL LUNCH PROGRAM**

The cost of breakfast and lunch will be provided by the State of Minnesota this school year. If a student wants a second helping or if they bring in a cold lunch and need milk, they will be charged for those.

### **STATE INCOME TAX DEDUCTIONS AND CREDITS**

Taxpayers who itemize are eligible to receive deductions and/or credits for non-public educational expenses. Please refer to your State Income Tax Manual’s directions.

### **Telecommunications Access Revenue Program (TARP)**

TARP funds are available for a limited number of years to help defray ongoing costs associated with telecommunications access for data, Internet and video.

## Student Records

Student permanent records are kept in the school office. The parent/legal guardian can view them at any time. Saint Peter Catholic School may release student information to other schools when a student transfers without written authorization of the parent/legal guardian or the student themselves if they are 18 years old.

## Technology Policies

### **STUDENT CELL PHONES/SMART WATCHES(ANY WATCH THAT HAS THE CAPABILITY TO CALL, TEXT, TAKE PICTURES, RECORD, OR PLAY GAMES)**

This policy governs the possession and use of student cell phones, smart watches, pagers, and other electronic signaling devices at school and school-sponsored activities while under the supervision and control of school employees. Students should leave cell phones/smart watches in lockers during the school day. If parents need to be called, students should come to the school office and use the office phones or their cellphone/smart watch while in the office.

### **General Policy**

Students are permitted to have cell phones, smart watches, and pagers in the school building, but they will need to be in the student's locker. Combination locks will be available upon request. However, students may not use cell phones, smart watches, or pagers before school (7:30-7:50 am), during school hours, or in bathrooms. Use of a cell phone, smart watch, or pager including, but is not limited to, 1) making or receiving calls; 2) accessing and using the internet, including email; 3) sending or receiving text messages; 4) taking photographs; 5) making sound or video recordings. During these times and at these locations, cell phones/smart watches must be turned off and kept in lockers. A first time violation will result in confiscation of the device for the remainder of the school day and parental notification. A second violation will result in confiscation of the device, parental notification, and return of the device to the student's parents. Additional violations will result in confiscation of the device, parental notification, and retention of the device for up to 14 days. Forgetting to turn off or concealing a cell phone, smart watch, or pager is not an excuse.

### **Prohibited Uses**

Notwithstanding the foregoing General Policy, cell phones, smart watches, and pagers may not be used for any of the following purposes, at any time, on school property, or at school sponsored events:

1. To cheat on examinations. Use of cell phones/smart watches during examinations will automatically be regarded as cheating.
2. To take pictures, or make sound or video recordings, of others. This includes other students, teachers, and staff.
3. To engage in criminal activity.
4. To arrange, promote, or notify others of fights or fake fights, whether on-campus or off.
5. To harass or bully others.

Any report of a prohibited use will be taken seriously. School officials will confiscate and search cell phones, smart watches, and pagers when they have reason to believe a prohibited use has been made of the device. They will also confiscate and search cell phones, smart watches, and pagers when they have reason to believe a search will discover evidence of a violation of the law or school rule, regardless of whether the violation occurred on school property. Searches may include inspection of text messages, images, recordings, voicemails, and call logs. A prohibited use may result in other discipline, including but not limited to detention, suspension, expulsion, and referral to law enforcement.

### **ELECTRONIC DEVICES (STUDENTS)**

This policy governs the possession and use of student iPods, MP3 players, electronic games or other electronic devices at school and school-sponsored activities while under the supervision and control of school employees:

#### **General Policy**

Students may not use iPods, MP3 players, electronic games or other electronic devices before school (7:30-7:50 am), during school hours, or in bathrooms. During these times and at these locations, electronic devices must be turned off and kept out of sight. A first-time violation will result in confiscation of the device for the remainder of the school day and parental notification. A second violation will result in confiscation of the device, parental notification, and return of the device to the student's parents. Additional violations will result in confiscation of the device, parental notification, and retention of the device for up to 14 days.

Any report of a prohibited use will be taken seriously. School officials will confiscate the device when they have reason to believe a prohibited use has been made of the device. St. Peter's school will not be responsible for the loss of any electronic devices that are prohibited by the school. A prohibited use may result in other discipline, including but not limited to detention, suspension, expulsion, and referral to law enforcement.

### **TELEPHONE PROTOCOL (SCHOOL OFFICE)**

1. Student may not call home to make arrangements to go home with a friend; these arrangements need to be made ahead of time.
2. Generally, students should not call parents to bring forgotten items.
3. Neither teachers nor students are called to the phone during instructional times. Messages may be left with the school office staff.



## Tuition Policy

Saint Peter Catholic School sets a yearly tuition rate during its budget process. The tuition charged represents only a portion of the actual cost of educating each student. Parish investment, fundraising, and other donations provide the remainder of the cost.

Saint Peter Catholic School allows for the following methods of paying tuition:

1. Payment in full on or before June 30.
2. TADS Tuition Payment Plan. This is a monthly payment plan, which allows for 1 - 12 monthly payments beginning in July and ending in June. Payments are automatically withdrawn from a checking or savings account, or can be charged to a credit card.

### **LATE FEE**

There will be a \$25.00 late fee per month or fraction of a month if arrangements are not made with the principal for payment of tuition for students. This fee will be imposed starting June 1 of each school year. Student spaces cannot be held if tuition arrangements have not been made.

### **REGISTRATION FEE**

All families with new students in preschool through grade 8 are required to pay a one-time, non-refundable fee of \$150.00 per family at the time of registration for school.

### **TUITION ASSISTANCE**

Saint Peter Catholic School maintains a tuition assistance program for students in Kindergarten through Grade 8 that will allow families who cannot afford the published tuition rates to attend the school. Tuition assistance is usually granted prior to the end of a school year for the coming year. Application for tuition assistance is handled through the TADS on-line system. TADS (Tuition Aid/Data Services) is the tuition management company for Saint Peter Catholic School.

### **WITHDRAWAL/EXIT FEE**

Saint Peter Catholic School requires a two-week notice if a student is being withdrawn from the school. Once a student is formally registered for school, parents/guardians voluntarily withdrawing their preschool through Grade 8 students from Saint Peter Catholic School may be responsible for unpaid tuition based upon the number of months in attendance. In addition, a fee equal to one half of the remaining tuition may be assessed. If the school can immediately fill that position, a \$100.00 exit fee per student may be assessed instead of this prorated amount.

## **TUITION, 2023-2024 SCHOOL YEAR**

### **PRESCHOOL – PREKINDERGARTEN**

#### **Monday – Friday Full Day Ages 3-5 (priority given to 4-5 year old children)**

- Tuition is \$5,900.00 per year
- Tuition with extended day is \$7250.00 per year
- Class size is capped at 20 students
- Staffing is one licensed teacher and one assistant teacher (depending on count)

#### **Monday & Wednesday & Friday Full Day Pre-Kindergarten**

- Tuition is \$4000.00 per year
- Tuition with extended day is \$4,750.00 per year
- Class size is capped at 20 students
- Staffing is one licensed teacher and one assistant teacher (depending on count)

#### **Monday & Wednesday & Friday 1/2 day session – Pre-Kindergarten (mornings only)**

- Tuition is \$2,500.00 per year
- Tuition with morning extended day option is \$3,050.00 per year
- No afternoon extended day option
- Students will be integrated in the program with the full day program
- Class size is capped at 20.
- Staffing is one licensed teacher and one assistant teacher (depending on count)

#### **Tuesday & Thursday 1/2 day session – Preschool ages 3-4 (mornings only)**

- Tuition is \$1,950.00 per year
- Tuition with morning extended day option is \$2,400.00 per year
- No afternoon extended day option
- Class size is capped at 20 students
- Staffing is one licensed teacher and one assistant teacher (depending on count)

#### **Tuesday & Thursday Full Day Session – Preschool ages 3-4**

- Tuition is \$3,500.00 per year
- Tuition with morning, afternoon or both extended day option is \$4,000.00 per year
- Class size is capped at 20 students
- Staffing in one licensed teacher and one assistant teacher if more than 10 students

## 2023-2024 School Year

### GRADES K-8 PROGRAM

#### Tuition Charges

- \$5,000.00 per student (Grades K-5)
- \$5,550.00 per student (Grades 6, 7 and 8)  
**\*Includes a \$100 per student re-enrollment fee. Returning families who re-enroll and pay the \$100 per student re-enrollment fee by 1/31/2023 will be credited \$200 per student at the start of the school year. This brings the tuition for returning families who re-enroll by the deadline to \$4,800.00 per student (K-5) and \$5350.00 (Grades 6-8).** Enrollment will begin on January 2, 2023. Priority will be given to current families and siblings of current students until January 15<sup>th</sup>. Fee does not have to be paid until January 31<sup>st</sup> but re-enrollment must be made by January 15<sup>th</sup>. On January 16<sup>th</sup>, we will begin accepting new students in the order their applications are received.

#### Discounts

- 2<sup>nd</sup> child in a family-tuition will be discounted \$150.00
- 3<sup>rd</sup> child in a family-tuition will be discounted \$400.00
- 4<sup>th</sup> child in a family-tuition will be discounted \$1,250.00

#### Additional Charges

- Student Technology Fee - \$65.00 per student
- Student Activity Fee - \$50 (per student – used for classroom activities)
- New Family Registration Fee - \$150.00 (non-refundable – due at time of application)
- Re-enrollment fee - \$100.00 per student. This fee is counted toward tuition and is nonrefundable if the student should unenroll prior to the start of the school year.

#### Other Policies

- If a student withdraws from school, tuition for the quarter we are in at the time of withdrawal is expected to be paid in full. There will not be any additional charges for the additional quarters.

\*\*Current families will receive \$100 off next year's tuition for referring new families who enroll and attend St. Peters in the fall of 2023-2024\*\*

## Unpaid Fees

All fees (including activity fees, charges on lost or overdue books and unpaid tuition) must be paid in full by the end of the year. If fees remain unpaid, Saint Peter Catholic School may exercise the right to withhold the report cards of the child or children of the family involved until such time that the fees incurred are properly compensated. At the same time, Saint Peter Catholic School will not withhold information that would affect a child's educational future at another school.

**A child may be removed from school or not be allowed to enroll for the following year at Saint Peter Catholic School for a failure by parent/guardian to meet financial obligations on a current or previous balance. This may happen if there is not a mutually agreed upon arrangement with the school administration.**

## Uniform Policy

**All students are required** to wear the official school uniform which can be purchased from Donald's Uniform at their store locations in St. Paul or Hopkins, or online at [www.donaldsuniform.com](http://www.donaldsuniform.com)

### NOTES –

**Hair** – Must be a natural color (no glitter or dye – pink, blue, red, etc). Boys' hair should not extend below the eyebrows in the front, below the bottom of the ears on the sides, or touch the shirt collar on the back.

**Earrings** – Small earrings are allowed for girls. Piercings and tatoos(permanent or temporary) are not allowed.

**Sweatshirts/Jackets/Coats/Hoods/Hats** – Not allowed during the school day. The St. Peter uniform sweatshirts are the only ones allowed.

**Out-of-Uniform Days (Spirit Wear Days)** – St. Peter Catholic School Spirit Wear tops may be worn on the monthly Spirit Wear days. Visit the school website to order Spirit Wear. [www.school.stpeterfl.org](http://www.school.stpeterfl.org). Click on "St. Peter's Gear". This can be worn with jeans, pants, or skirts. Leggings, ripped jeans, or shorts are not allowed. Shoes should be a closed-toed shoe.

**\*\*The administration has the right to determine the appropriateness of the uniform.**

# Girls Uniform Policy

## Preschool - Grade 3

ITEM	COLOR	DESCRIPTION	DONALD'S STYLE #
<b>Jumper</b>	Plaid	Length should be no higher than 2" above the knee.	# 1194BP
<b>Blouse</b>	White	Classic collar blouse, short or long sleeve. To be worn under the jumper.	# 9480 / # 9266
<b>Knit Shirt</b>	Royal Blue or White	Interlock knit polo shirt - short or long sleeve, with logo. To be worn under the jumper.	# 8433 / # 8457
<b>Knit Shirt Short Sleeve (Fitted)</b>	Royal Blue or White	Fitted interlock knit polo shirt - short sleeve, with logo. To be worn under the jumper.	# 7771
<b>Knit Shirt Short Sleeve (Performance)</b>	Royal Blue	Performance knit polo shirt - short sleeve, with logo. To be worn under the jumper.	# 4506
<b>Turtleneck</b>	White	Knit turtleneck. To be worn under the jumper.	# 8100
<b>Cardigan Sweater</b>	Navy Blue	Crewneck Cardigan Sweater with logo.	#6000/1105
<b>V-Neck Sweater</b>	Navy Blue	V-neck pullover sweater with logo.	# VPO
<b>Sweatshirt</b>	Royal Blue	Long sleeve sweatshirt with logo.	
<b>Leggings</b>	Navy Blue	Knit legging. To be worn under the jumper.	# 4010
<b>Shorts</b>	Navy Blue	Knit bike shorts. To be worn under the jumper.	# 4009
<b>Tights</b>	Navy Blue or White		
<b>Socks</b>	Navy Blue or White	Ankle or knee high socks	
<b>Shoes</b>		Any type of closed-toe shoe. Most wear tennis shoes. <b>NO sandals, boots, Crocs, flip flops, clogs, etc.</b>	

# Girls Uniform Policy

## Grades 4 and 5

ITEM	COLOR	DESCRIPTION	DONALD'S STYLE #
<b>Skirt</b>	Plaid	Traditional waist skirt with kick pleats. Length should be no higher than 2" above the knee.	# 33427
<b>Jumper</b>	Plaid	Length should be no higher than 2" above the knee.	# 1194BP
<b>Blouse</b>	White	Classic collar blouse, short or long sleeve. To be worn under the jumper.	# 9480 / # 9266
<b>Knit Shirt</b>	Royal Blue or White	Interlock knit polo shirt - short or long sleeve, with logo. To be worn under the jumper or with the skirt.	# 8433 / # 8457
<b>Knit Shirt Short Sleeve (Fitted)</b>	Royal Blue or White	Fitted interlock knit polo shirt - short sleeve, with logo. To be worn under the jumper or with the skirt.	# 7771
<b>Knit Shirt Short Sleeve (Performance)</b>	Royal Blue	Performance knit polo shirt - short sleeve, with logo. To be worn under the jumper or with the skirt.	# 4506
<b>Turtleneck</b>	White	Knit turtleneck. To be worn under the jumper. If wearing with the skirt, it should be worn under the sweatshirt or with a sweater.	# 8100
<b>Cardigan Sweater</b>	Navy Blue	Crewneck Cardigan Sweater with logo.	# 6000/1105
<b>V-Neck Sweater</b>	Navy Blue	V-neck pullover sweater with logo.	# VPO
<b>Sweatshirt</b>	Royal Blue	Long sleeve sweatshirt with logo. A collar polo shirt should be worn under the sweatshirt.	
<b>Leggings</b>	Navy Blue	Knit legging. To be worn under the jumper or skirt.	# 4010
<b>Shorts</b>	Navy Blue	Knit bike shorts. To be worn under the jumper or skirt.	# 4009
<b>Tights</b>	Navy Blue or White		
<b>Socks</b>	Navy Blue or White	Ankle or knee high socks	
<b>Shoes</b>		Any type of closed-toe shoe. Most wear tennis shoes. <b>NO sandals, boots, Crocs, flip flops, clogs, etc.</b>	

# Girls Uniform Policy

## Grades 6 - 8

ITEM	COLOR	DESCRIPTION	DONALD'S STYLE #
<b>Skirt</b>	Navy Blue	Kick pleat skirt. Should be no higher than 2" above the knee.	# 1034
<b>Knit Shirt</b>	Royal Blue or White	Interlock knit polo shirt - short or long sleeve, with logo.	# 8433 / # 8457
<b>Knit Shirt Short Sleeve (Fitted)</b>	Royal Blue or White	Fitted interlock knit polo shirt - short sleeve, with logo.	# 7771
<b>Knit Shirt Short Sleeve (Performance)</b>	Royal Blue	Performance knit polo shirt - short sleeve, with logo.	# 4506
<b>Cardigan Sweater</b>	Navy Blue	Crewneck Cardigan Sweater with logo.	#6000/1105
<b>V-Neck Sweater</b>	Navy Blue	V-neck pullover sweater with logo.	# VPO
<b>Sweatshirt</b>	Grey or Black	Quarter zip sweatshirt with logo. This replaces the royal blue sweatshirt that the Preschool-grade 5 students wear.	Ordered through school.
<b>Leggings</b>	Navy Blue	Knit legging. To be worn under the skirt.	# 4010
<b>Shorts</b>	Navy Blue	Knit bike shorts. To be worn under the skirt.	# 4009
<b>Tights</b>	Navy Blue or White		
<b>Socks</b>	Navy Blue or White	Ankle or knee high socks	
<b>Shoes</b>	Black or Navy Blue	Dress shoe - flat or short heel. <b>NO tennis shoes or canvas type shoes, boots, sandals, etc.</b>	

# Boys Uniform Policy

## Grades Preschool - Grade 5

ITEM	COLOR	DESCRIPTION	DONALD'S STYLE #
<b>Pants</b>	Navy Blue	Twill pants - modern fit, relaxed fit, or elastic back.	# 7893/7894 # 7021/7750 # 1368/7573
<b>Knit Shirt</b>	Royal Blue	Interlock knit polo shirt - short or long sleeve, with logo.	# 8433 / # 8457
<b>Knit Shirt Short Sleeve (Perfor- mance)</b>	Royal Blue	Performance knit polo shirt - short sleeve, with logo.	# 4506
<b>Cardigan Sweater</b>	Navy Blue	V-neck cardigan sweater with pockets, with logo.	# Vcard
<b>V-Neck Sweater</b>	Navy Blue	V-neck pullover sweater vest with logo.	# Vest
<b>Sweatshirt</b>	Royal Blue	Long sleeve sweatshirt with logo. A collar polo shirt should be worn under the sweatshirt.	
<b>Socks</b>	Navy Blue or White		
<b>Shoes</b>		Any type of closed-toe shoe. Most wear tennis shoes. <b>NO sandals, boots, Crocs, flip flops, etc.</b>	



# Boys Uniform Policy

## Grades 6-8

ITEM	COLOR	DESCRIPTION	DONALD'S STYLE #
<b>Pants</b>	Khaki	Twill pants - modern or relaxed fit.	# 7893/7894 # 7021/7750
<b>Knit Shirt</b>	Royal Blue or White	Interlock knit polo shirt - short or long sleeve, with logo.	# 8433 / # 8457
<b>Knit Shirt Short Sleeve (Perfor- mance)</b>	Royal Blue or White	Performance knit polo shirt - short sleeve, with logo.	# 4506
<b>Sweatshirt</b>	Grey or Black	Quarter zip sweatshirt with logo. This replaces the royal blue sweatshirt that the Preschool - grade 5 students wear.	Ordered through school.
<b>Socks</b>		Neutral color sock.	
<b>Belt</b>	Black or Brown	A leather-type belt is required with the pants.	
<b>Shoes</b>	Black or Brown	Dress shoe - lace up or slip on. <b>NO tennis shoes or canvas type shoes, boots, sandals, etc.</b>	

## Visitors

All visitors must sign in and out at the office when entering and leaving the building during the school day. Parents/guardians and visitors are welcome for open houses, special programs, or observations and are welcome to visit the school. Visitors who wish to observe classrooms are asked to make an appointment with the principal and check in at the school office before going to the classroom.

## Volunteers

Volunteers have always played a large role in creating the caring community present at Saint Peter Catholic School. The parent volunteer community is also critical in running many vital school programs. From helping in the classroom to helping with key fundraisers and staffing special events, every family is asked to contribute in some way during the school year as they are available.

It is requested that younger siblings do not accompany parents when volunteering. Equipment in the workroom area of the school, activities on the playground and the role of supervisor of children on a field trip all require the complete attention of the volunteer.

In compliance with Archdiocesan recommendations for volunteers, drivers, chaperones, etc., the essential three requirements are necessary: VIRTUS Training, background check, and a signed Code of Conduct form.

Volunteers are expected to always respect confidentiality. Volunteers should not comment on individual students, faculty members, and the school to other parents or to their own family members. At times, volunteers might receive privileged information. Concerns of any kind should be communicated to the teacher or school administrator.