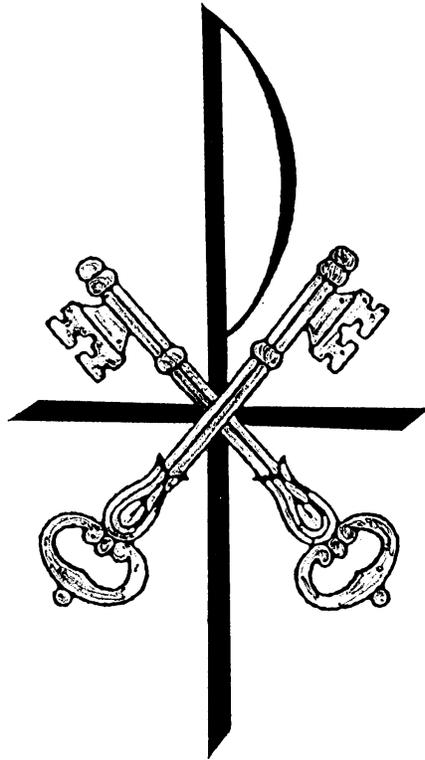


St. Peter School Handbook



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MISSION STATEMENT

Responding to God's call, we the community of St. Peter Catholic School dedicate ourselves with love to spiritual growth, academic excellence and service of neighbor as we prepare for the journey through this life to the Kingdom of Heaven.

PHILOSOPHY

"In the fullness of time, in His mysterious plan of love, God the Father sent His only Son to begin the kingdom of God on earth and bring about the spiritual rebirth of mankind. To continue His work of Salvation, Jesus Christ founded the Church as a visible organism living by the power of the Spirit." (The Catholic School, Vatican Polyglot Press, Rome 1977, Chapter 1, page 6.)

In response to the mission and message of Jesus Christ, St. Peter School, with the family, strives to form a community of faith dedicated to continuing the mission entrusted by Jesus to His Church. We, therefore, commit ourselves to the education of the child in an environment conducive to spiritual, intellectual, emotional, social and physical growth. We strive to imbue this environment with dedication and love that reflects Jesus' Gospel message. By integrating the education of the child with an environment permeated by the Gospel spirit, St. Peter School strives to continue Jesus's mission here on earth in building up the Kingdom of God.

GOALS

Spiritual Goal

Develop a personal relationship with Jesus.

1. Worship
 - a. Celebrate the sacraments.
 - b. Instruct the child in the truths of the Catholic Faith through formal study of Scripture and doctrine.
 - c. Instill in the child a strong love of Jesus and His Blessed Mother.
2. Personal Growth
 - a. Provide opportunities for religious experience through liturgical and para-liturgical services, private and communal prayer.
 - b. Develop in the child the realization that free will brings with it the responsibility to make choices based on an informed conscience.
 - c. Assist in the choice of and preparation for responsible vocations.
 - d. Provide adult role models that strive to reveal Jesus, not only by word, but by example.
3. Service
 - a. Encourage the child to sacrifice time and talent at home, in the parish, immediate neighborhood and larger world community.
 - b. Sacrifice to missions, through their time and money.
 - c. Develop a spirit of service by assisting fellow students, teachers or staff.
 - d. Model vocations of service to the Mystical Body of Christ.
4. Evangelization
 - a. Be Christ to our neighbors and see Jesus in our neighbors.
 - b. Share our faith with others.

Intellectual Goal

Develop optimum academic growth within the student's own capacity for learning.

1. Stress mastery of basic skills in a structured classroom environment.
2. Provide a curriculum, which takes into account individual differences, yet challenges individual potential.
3. Foster skills in critical thinking and decision making.

Emotional and Aesthetic Goal

Develop in the student the awareness of his/her intrinsic value and God's unfailing love for him/her.

1. Assist each student in developing a realistic self-image as a child of God, realizing individual uniqueness.
2. Foster productive use of leisure time and an appreciation of the arts.
3. Assist each student in dealing constructively with the problems that evolve from the conflicting values of our society.
4. Promote character development through personal integrity, resourcefulness and responsibility.

Social Goal

Enable the student to become an active responsible member in the community, reflecting the principles of Christ.

1. Develop respect and understanding for people of all races, cultures and creeds.
2. Develop a consciousness of the needs of others and the obligation to be of service.
3. Develop the awareness of the need for responsible Christian citizenship in our democratic society as well as our global society.

Physical Goal

Develop in the student an awareness of the need for physical fitness and a respect for the human body because it is created by God and inhabited by Him.

1. Provide education in basic motor skills and the opportunity to develop these skills.
2. Provide a curriculum that will supply the student with an understanding of the human body and the need for developing good health and nutrition habits.

ADMISSION

Non-discrimination Policy

St. Peter School admits students of any race, color, national and ethnic origin to all the privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

General Admission

Admission is based on the following criteria:

1. That the parents/guardians desire a full Catholic education for their children and are registered members of St. Peter Parish. Special permission from the pastors is needed to accept students from parishes other than St. Peter parish.
2. That the parents/guardians and children agree to cooperate with and uphold all school regulations.

3. That the students with their parents must sign an agreement to respect the dignity of all other persons in the school.
4. That the parents/guardians agree to support the organization which assists the school, namely, the School Family Association.
5. That the parents/guardians agree to complete the entrance requirements which includes completing all necessary forms (medical, emergency, etc.) and paying the stated annual tuition and fees or making special arrangements with the school in a timely manner.
6. That the parents/guardians cooperate with the faculty in supervising homework completion.
7. That those of faiths other than Catholic agree to permit their students to study the religion and participate in liturgical and para-liturgical functions, as prescribed by the school.
8. That the child's needs are within the scope of those met by St. Peter School.

Application for Admission to Kindergarten

1. Diocesan schools follow Nebraska State Law, which states that children must be five years of age on or before July 31 of current school year to enter Kindergarten.
2. Kindergarten applicants will be taken from those completing the pre-enrollment process. To initiate this process, you must:
 - a. Live within the parish boundaries or have special permission;
 - b. Be registered in the parish;
 - c. Remit a \$100 registration fee (which will be applied to book fees) and the proper paperwork to the office. (The registration fee is 50% refundable if you move before May of the year prior to entrance into Kindergarten. If we are unable to accommodate you the fee will be refunded.)
3. After you are on the waiting list:
 - In January of the year prior to entrance, an application will be sent to you. The completed application should be returned at Kindergarten Preview.
 - Those accepted will be sent an enrollment information sheet, which when returned with book fees and other papers listed in point 3, secures your place in our school.
4. At Kindergarten Preview, parents are given a packet of information and forms, which are to be returned in by a specified date. (Admission will be determined by administration based on school and parental needs and demographics). Required forms include:
 - Enrollment Information Sheet
 - Application for Admission
 - Ethnicity Form
 - Birth Certificate (office must witness the original)
 - Baptismal Certificate (office must witness the original)
 - Emergency Information Form
 - Physical Examination Form
 - Immunization Record (copy from the doctor's office)
 - Dental Examination Record

Admission to Grades 1-8

1. Admission to Grades 1-8 is accomplished by completing the Application for Admission form available in the office.
3. Admission will be determined by administration based on school and parental needs and demographics.

3. If admitted, the following information is necessary for the student's file:

- Application for Admission
- Enrollment Information Sheet
- Ethnicity Form
- Information Release Form for Records
- Birth Certificate (office must witness the original)
- Baptismal Certificate (office must witness the original)
- Emergency Information Form
- Physical Examination (Grade 7 and any students moving in from out of state)
- Immunization Record (copy from the doctor's office)
- Previous School Records

FINANCIAL POLICIES

Please remember the importance of your tithe to the parish. Our school receives over 50% of our support from the parish. We need to be especially grateful to those in the parish who have no children in our school but support us with their tithe.

Registration Form, Fees and Tuition

A registration form and fee are required annually as a pre-requisite for enrollment. Tuition payments begin June 1 for the academic year. The registration form can be obtained from St. Peter school office. Fee payment is required at the time of registration. A student is not officially registered and enrolled until registration fees are paid. In the event your student(s) does not attend St. Peter School, 50 % of registration fees will be refundable *if the school is notified prior to May 1st*.

The registration fee includes book fees, technology fees, field trip and school party expense, School Family Association (SFA) dues, and Nebraska Federation of Catholic School Parents (NFCSP) dues. Purchasing a school directory is an optional expense. Additional fees may be incurred for field trip admission, special projects and/or Jr. High elective expenses.

Registration for current students planning to return to St. Peter School the following year is payable on or before April 15. Payment at this time will reserve a space for your student or students. Fees paid between April 15 and May 15 will be assessed a late fee of \$25.00 per child in addition to the stated registration fee, *providing classroom space is available*. Fees paid between May 15 and August 1 will be assessed a late fee of \$75.00 per child in addition to the stated registration fee, *providing classroom space is available*.

Registration will open for new school families on April 15 on a first come, first serve basis, *providing room is available in the desired class*. New school families will not be assessed registration late fees if payment is made after April 1.

Tuition Payment Options

The tuition schedule in effect at the time of registration prevails for the entire school year. Please expect approximately a 10% annual increase. Several tuition payment plans are offered for your convenience:

- | | | |
|----------|-----------------|--|
| OPTION 1 | Annual Plan: | One single payment due June 1st for the next school year |
| OPTION 2 | Semester Plan: | Two payments due June 1 and December 1 |
| OPTION 3 | Quarterly Plan: | Four payments due June 1, September 1, December 1 and March 1 |
| OPTION 4 | Monthly Plan: | Ten payments due the 1 of each month from June through March 1 |

Electronic withdrawal (E-tuition) is a preferred program available for your convenience.

No student will be refused because of an inability to pay the required tuition if they enroll and qualify for the “Free and Reduced Price School Meals Program.” If such is your case, please see St. Peter’s Pastor or Principal in advance so possible assistance can be arranged. A family must *enroll and qualify* for the “Free and Reduced Price School Meals Program” (federal guidelines) in order to be considered for financial assistance.

Payment Policies

1. Payment is due the 1st day of the month(s) for whichever option is chosen.
2. It is important that you stay current on your payment. Payments not current will result in report cards being withheld at the end of each quarter. Records, report cards, and transcripts will not be released until the payment is current.
3. All tuition is assessed upon the academic quarter of enrollment. Students who enroll mid-quarter are liable for any and all tuition for the quarter in which they are enrolled. Students who withdraw are liable for tuition for the entire quarter in which they are enrolled.
4. No deductions are made for absences during the school year regardless of cause of such absences.

SCHEDULE

Time Schedule

Grades K-8	7:45 a.m.	Earliest possible drop off time. Students wait in courtyard. Please do not have students here earlier than this time unless enrolled in the before school daycare program.
	7:55 a.m.	Enter classrooms
	8:05 a.m.	Tardy bell rings. Morning prayer (school day begins)
	8:15 a.m.	Mass
	3:20 p.m.	Dismissal

Late Pick-up Policy

Students are to be picked up immediately at dismissal time unless parents have been notified otherwise. If students are still at St. Peter School at 3:40 or twenty minutes after any dismissal time, parents will be charged a late fee for supervision. (\$10 for every 10 minute interval of supervision) Teachers have many responsibilities and meetings after school and are not able to provide daycare services.

Extended Day Program

The St. Peter Extended Day Program exists for the purpose of providing a safe, healthy and stimulating environment for our students before and after school hours. Students will be supervised and activities will be provided during the hours spent in the Extended Day Program. Hours: 7:00 – 7:45 a.m. and 3:20 – 5:30 p.m.
More detailed information is available in the school office.

School Cancellation

1. When the Lincoln Public Schools close because of inclement weather, the Lincoln Catholic Schools will also close.
2. Generally, school will not be dismissed once it is in session. Parents or guardians, who so desire, may come to school to pick up their child or children in inclement weather at anytime during the day after signing the student(s) out.

ATTENDANCE/ABSENCES

It is important to a student's success in school that the habit of regular and punctual attendance is formed. As a point of reference, more than five absences per quarter are considered excessive.

Absences

1. Parents/guardians are to call the office if your child is absent and specify the cause of absence. Unless the school is notified, a call will be made to their home or place of business to check on student's unaccounted absence.
2. When calling in, please specify the illness. (State Dept. of Health requirement):
 - a) flu-like: fever, sore throat, headache, aches, etc.
 - b) gastrointestinal: nausea, vomiting, and diarrhea
 - c) rash, fever, cough, cold symptoms or runny eyes
 - d) strep, chicken pox, pinkeye, impetigo, other communicable diseases or pests such as lice
3. If your child has symptoms of illness (fever, vomiting), **please keep the child home**, so as not to infect other children. Your child needs to be symptom free (no fever or vomiting) for 24 hours before returning to school.
4. When a student enters or leaves school during the day they must be signed in/out at the office by a parent or guardian.
5. We appreciate your efforts to schedule appointments on days off or before or after school. If this cannot be done, please send a note to the teacher requesting late arrival or early dismissal. For late arrival, bring your child to the office before he/she goes to the classroom. Children arriving after 8:05 a.m. must report to the office. Children arriving after 9:00 a.m. must be "signed in" by a parent. For early dismissal, pick up the child in the office and place your signature in the "Sign Out" book.
6. No student is allowed to leave the school building or premises during school hours without the written request of the parents.

7. Persistent absences are monitored. School authorities will make further inquiries if there are any questions.
8. Work assignments may be obtained for that calendar day upon advanced request, preferably to be picked up at the close of the day. Students are generally allowed two days for each absence to complete makeup work. If not completed in this time, failures for the assignments will be given. Assignments may be given in advance at the discretion of the teacher. Any assignments not given in advance will be given upon the student's return to school.
9. Absence Policy:
 - Tardy – arrives between 8:05 and the end of Mass.
 - 1/2 day absence - absent for 45 minutes of class time to 4 hours
 - Full day absence - absent in excess of 4 hours

Tardiness

1. Students are considered tardy if they are not in the school by 8:05 a.m.
2. Tardy students should go to the office to receive a pass in order to enter the classroom.
3. Parent conferences will be scheduled for students who are frequently tardy.

Vacations

The school calendar is designed to provide a few long weekends enabling families to go on pleasure trips or vacations and attend to routine medical and dental needs. Parents are discouraged from removing students from school for pleasure trips and are encouraged to plan in conjunction with the school calendar. Teachers are not obliged to give work in advance for students going on trips during scheduled school days. Please see absentee homework policy for planned absences on page 20.

Truancy

St. Peter's Staff will follow the policy of the Education Office of the Diocese.

PROGRAMS

Liturgical Program

1. Mass is celebrated each morning at 8:15 a.m. Beginning in first grade, all students will attend daily Mass. Parents and friends are welcome and encouraged to attend.
2. The Sacrament of Reconciliation is available each month to the students who have made the Sacrament.
3. Prayer services and devotionals are held for various occasions throughout the school year. Students attend Stations of the Cross on all Fridays during Lent.

Sacramental Program

1. The documents of the Second Vatican Council speak of the importance and value of parental involvement in the sacramental life of their children. Programs for assisting the parents are arranged by the school.
2. Dates of meetings are sent to the parents in sufficient time for schedules to be arranged so at least one parent can attend. Parents are expected to actively participate in the sacraments.
3. The students in the second grade receive the Sacrament of Reconciliation and Holy Eucharist for the first time.
4. The Sacrament of Confirmation is conferred upon the students in the fifth grade. Programs are offered for those older than fifth that have not been confirmed.

Speech

Students with speech difficulties may be tested and serviced by the appropriate public school district. The LPS Services provided are held at St. Peter School through a mobile speech bus.

Educational/Behavior Testing

With parental permission, the testing process may be initiated through the appropriate public school district for educational performance and/or behavior that interferes with their academic progress.

School Lunch Program

St. Peter School participates in the USDA's National School Lunch Program. This program enables our school to receive federal reimbursement payments for qualifying meals. This aids us in keeping down the cost of a hot lunch. In order to qualify for this program we are required to offer lunches that contain meat/meat alternates, vegetables, fruits, grains and milk.

The St. Peter School Lunch Program is a peanut and tree nut free program. No food containing peanuts, tree nuts or any food made with these products is served. A table specially designated as nut free is available for children with peanut and tree nut allergies and their friends who are eating the school-provided hot lunch. This distances them from students who bring lunch from home.

The bookkeeping system for the School Lunch Program is computerized. An account number is assigned to each school family at the time of enrollment. All immediate family members are authorized to use this account. This system eliminates the need for the sale of individual meal tickets. A single deposit to a family account will pay for meals for all members of the family.

Applications for free and reduced price lunches are distributed at the beginning of the year and are available anytime in the office. Only those who qualify for free or reduced price lunch will be considered for possible tuition assistance.

The United States' Department of Agriculture and the Nebraska Department of Education Competitive Foods Policy states that "no food may be sold or served that competes with the National School Lunch Program beginning one half hour before meal service until one half hour after meal service."

Families that choose not to participate in the National School Lunch Program are encouraged to send a sack lunch with their child/children in the morning rather than bringing in fast food.

Parents may not bring in food for more than their own children. Table parties are exclusive and not allowed in the lunchroom.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue S.W., Washington, D.C. 20250-9410 or call (866) 632-9992 (voice and TDD). USDA is an equal opportunity provider and employer.

Cafeteria Conduct

1. The lunchroom is a place where good human relations can be developed.
2. Simple rules of courteous behavior make the lunch period pleasant and relaxed.
 - a. Observe good table manners.
 - b. Do not trade any food items.
 - c. Speak in a moderate tone of voice.
 - d. Leave the table and surrounding area clean and orderly.
 - e. Put trash in the proper containers.
 - f. Do not return to the classroom during lunch unless accompanied by a teacher or parent designated by the teacher.

Library

1. The library strives to be positive, active and appealing in its approach to teaching by providing fiction, non-fiction, reference materials, magazines, and other materials for student use.
2. Students have access to the library for research work. Because there are regularly scheduled library classes, students must report to the librarian.
3. Each class in grades K-6 has a weekly assigned library period. During this time students are exposed to excellent literature-contemporary as well as classical. Volunteers read a selection to the students and then they have an opportunity to choose a book to check out.
4. If a book is not returned, the students' report card will be held until the book is returned or paid for.
5. Classroom teachers expose students to library skills within the reading curriculum.
6. The library serves as a resource center for the teachers for materials they may need to teach various subjects.
7. Media material found to be objectionable will be reviewed by a designated team. The administration reserves the right to finally accept or reject all forms of media present in the school.

Field Trips

Field trips should contribute to the student's educational, cultural and social growth. Written parental permission is required for each trip. Permission over the phone is not acceptable. A faculty member assisted by other adults must accompany the students. All adult volunteers must complete the Diocesan program regarding interaction with minors. Students are expected to conduct themselves according to our school standards. Students are not to bring toys or electronic devices on field trips. Teachers may prohibit students from participating in a field trip if work is not completed or if their behavior warrants the prohibition.

Band

Lessons are offered to students in fifth through eighth grades. Private and/or group lessons are given. Students must provide instruments, but lessons are free through the school.

Sports – Refer to the Jr. High handbook

HEALTH

Health Records

The school works under the direction of the Public Health Nurse and the requirements of The Department of Health and Human Services in securing and recording health information. The school maintains cumulative health records, screening results and immunizations for each student. In assessing the health of each student, the school:

1. Secures physical forms from kindergarten, seventh grade, and transfer students. The exam must be done no more than 6 months before the first day of school. The results of a physical examination must be sent to the school.
2. Recommends yearly dental examination.
3. Provides audio screening for students. Referrals are sent to parents with recommendation to follow up with physician.
4. Provides vision screening, height and weight screenings for students. Referrals are sent to parents with recommendation to follow up with physician.
5. Provides scoliosis screenings for girls in sixth and eighth grade and boys in eighth grade. Siblings of known scoliosis patients, students with previously noted deviations and any student upon parent or school or individual request are screened. (Taken from Guidelines for School Health Services for Lincoln Lancaster County Health Dept.) Students requiring a follow up screening by a physician, must send copies of the results to the school.
6. Immunization requirements:
Students entering K or 1st grade or transfer students: 3 doses of DtaP, DTP, or DT vaccine with 1 dose given on or after the 4th birthday; 3 doses of Polio vaccine; 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month; 3 doses of Hepatitis B vaccine, 2 doses of Varicella (chickenpox) vaccine.
Students entering 7th grade: 3 doses of DtaP, DTP, or DT vaccine with 1 dose given on or after the 4th birthday; 3 doses of Polio vaccine; 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month; 3 doses of Hepatitis B vaccine, and 2 doses of Varicella (chickenpox) vaccine.
7. Immunization waiver: Students enrolling in the Lincoln Diocesan Catholic Schools are expected to be vaccinated according to the requirements of state law. However, the following exceptions are recognized:
Medical - This requires a waiver signed by a competent medical authority, i.e. Physician, Physician's Assistant, or Advanced Practice Registered Nurse.
Personal Conscience - Parents/guardians must submit a sworn and notarized affidavit listing which required immunizations have not been received (see Appendix for form).

Illness

The Public Health Nurse recommends that students remain out of school 24 hours after signs and symptoms, including fever, are gone. Please contact the school, if you have questions about when your student may return.

Medication

Any student who is required to take medication during the regular school day must comply with school regulations. These regulations include the following:

1. All medication must be kept in the school health office. This includes aspirin and other over-the-counter medicines as well as prescription drugs. Exceptions may be made for inhalers,

- EpiPens and cough drops, with written parent permission turned in to the school office.
2. Medication, as well as prescription drugs must be brought to school in the original container appropriately labeled by the pharmacy or physician.
 3. Written permission from the parent or guardian on the school form(available on the website) must accompany the medication, including the student's name, name of the medication with dosage, frequency, time of administration, date of the order and discontinuation date.
 4. No faculty member may administer medication to a student on a regular basis. Exceptions may be made with parental and administrative permission.
 5. Any controlled substance that a student may need for his/her health, will be locked in a secure lockbox and then again locked inside the medicine cabinet.
 6. Parents are encouraged to bring over-the-counter medication to be kept in health office in case your child needs a minor pain reliever. Over-the-counter medications will not be administered during school hours unless necessary for promoting a child's learning experience and parental consent will be required before any over-the-counter medication is given.
 7. Illegal drugs, alcohol and tobacco are not permitted at St. Peter School or any Catholic School related function in the Diocese. Use of illegal drugs, alcohol or tobacco at school or school functions will result in probable expulsion.

Lice

Parents are expected to notify the school office if their child has lice or if it is suspected that a child may have lice. If a student is suspected of having head lice, he or she will be sent to the nurse's office for an examination. If lice eggs are found in the child's hair, the child will be sent home. The child must be treated and be free of lice and eggs before returning to the classroom. All children in the classroom of the student having lice will be examined along with any siblings of the lice infected child. Parents in the classroom of the child having lice will be notified of the outbreak.

Upon returning to school, a nurse or qualified staff member will examine the child for lice eggs. If the nurse/staff member determines the child to be lice free, the child will be able to resume his/her regular classes. Parents who are called to take their child home will receive an information sheet, and some training by the school nurse/staff member.

After the child has been determined to be lice free, he/she will be checked for at least three consecutive days and then again seven days after the last lice free check. A record will be kept in the nurse's office.

Serious Illness, Injury, or Tragedy

St. Peter School will not sponsor fundraising activities for students, faculty/staff members, or relatives thereof who have been burdened by serious illness, injury, or other types of tragedy. The members of the school will offer prayers and encourage private financial support.

Memorials

Memorials for the deceased may be given in the form of donations to the school or the school endowment fund. Physical memorials such as plaques, pictures, statues, etc. and event memorials such as tournaments or celebrations named after the deceased are not acceptable.

Asbestos

A federally mandated asbestos inspection of St. Peter School, Lincoln was conducted in 1997. Asbestos management plans have been written for the school and may be reviewed by interested parties at the school office during regular business hours. No asbestos containing material has been found in the school. By following the school's asbestos management plan, we will continue to protect the health of our children and comply with federal and state asbestos regulations. The asbestos program manager for the diocese of Lincoln is Monsignor John Perkinson, P.O. Box 80328, Lincoln, NE 68501, (402) 488-2040.

STUDENT INFORMATION

Conduct Plan

The discipline policy of St. Peter School aims at forming the character of young people so they are equipped to conduct themselves—both in school and throughout life—in a manner “worthy of the gospel of Christ” (Philippians 1:27). To accomplish this goal, we focus on the development of positive relationships and on teaching and modeling virtuous behaviors that are rooted in the Gospel along with the many social skills necessary for developing and sustaining a well-ordered and prosperous society. St. Peter School uses concepts from Marvin Marshall’s “Discipline without Rewards, Stress or Punishment,” as well as the Boys Town model for classroom management. Parents are encouraged to take Boys Town Parenting Skills classes.

The essence of Christian discipline is love and self-control. The moral development of each child is an integral part of our school. Our philosophy aims at motivating children to develop positive attitudes toward discipline and responsibility. Students need to realize that the observance of rules is directed towards safeguarding their liberties rather than curtailing them. Christian behavior is expected in and out of school. There needs to be cooperative effort between home and school for the best possible character development of the student in both his/her social and moral behavior.

1. The following list assists the students to grow in self-discipline.
 - a. Courtesy and respect are due all teachers, adults and fellow students at all times.
 - b. Truth is expected from all persons in every situation.
 - c. Respect for what belongs to others is a way of respecting others as well as oneself.
Therefore, destroying property that belongs to the parish or anyone else is unjust.
 - d. Cooperation, self-control and a positive attitude are qualities that help one grow.
2. Each student must accept responsibility for his/her own actions. Both teachers and parents need to be kind, firm and consistent.
3. Individual teachers generally handle classroom discipline. Teacher expectations and procedures will be clarified in each class during the opening days of school.
4. Students are expected to conduct themselves according to school standards on field trips, playground, hallways and lunchroom.
5. Ongoing disruptive behavior, even in minor areas, cannot be tolerated for long periods of time. Generally a student who has received three detentions will meet with his/her teacher along with his/her parents. Typically, a second meeting will occur after the sixth detention with the principal present in addition to teachers and parents. After the eighth detention the pastor will be consulted. Expulsion will be considered at the ninth detention.

Levels of Responsibility System – This approach identifies four levels of social development and encourages students to exercise self-discipline through reflection and self-evaluation.

Positive Growth Model
(Levels of Responsibility and Happiness)

		Level A	Level B	Level C	Level D
1	Key Phrase	<i>ALL ABOUT ME</i>	<i>BEING BETTER THAN OTHERS</i>	<i>COMMUNITY AND COMMUNION</i>	<i>DIVINE DOMINION</i>
2	Focus	Self	Self	Others	Jesus
3	Characteristics	Obligation is to self alone, no desire for common good	Promotion of self, Personal power, control	Decisions are focused on the greater good	Desires to give and receive unconditional love
4	Motivation	Basic needs and Instincts (fear, greed, pain, pleasure)	Power, control, must be bossed to behave	External – needs consequences	Internal – Takes initiative
5	Virtues to Develop	Responsibility, Conscientiousness		Respect, Compassion	Reverence, Courage

PeaceMakers Program

Purpose: PeaceMakers Program provides a means of forming our children to recognize their own dignity and the dignity of others by modeling Christ-like behavior, teaching them virtue and social skills and providing a loving accountability system that emphasizes reparation and restoration of relationships.

Theme: “Blessed are the peacemakers, for they shall be called the children of God.” Mt. 5:9

Inspiration: “When we teach our children to be good, to be gentle, to be forgiving, to be generous, to love others, we instill virtue in their souls and reveal the image of God within them. This, then, is our task: to educate both ourselves and our children in godliness; otherwise what answer will we have before Christ’s judgment-seat?” St. John Chrysostom

Key Components:

1. **Boys Town Skills** – Taught in homerooms K-5, reviewed in homerooms 6-8. Skill posters posted in every classroom (including specialty classes) and reinforced by all teachers.
2. **PeaceMakers Week** – a week early in the first semester for the whole school to focus on being PeaceMakers!
 - a. All homeroom teachers instruct their classes on the Core Concepts (one lesson per day).
 - b. All specialty teachers reinforce the Core Concepts in their lessons that week.
 - c. Some fun, all-school activities may be incorporated during the week.
3. **Intervention Lessons** – Teachers determine what further lessons to teach throughout the year based on the needs of individual students and/or classroom dynamics. Resources include Bully Free Classroom Lessons.
4. **Peaceful Playground** – homeroom teachers teach/review the components of Peaceful Playgrounds and all teachers who supervise the playground reinforce these components
5. **Virtue of the Month** – virtues are habits of doing good and, like any habit, they must be reinforced. For consistency, all students will be taught a monthly virtue. These virtues are based on the program “Virtues in Practice” that emphasizes a school-wide virtue/month over a three-year cycle
(<http://www.nashvilledominican.org/apostolate/evangelization-and-catechesis/virtues-in-practice/>). Homeroom teachers will teach the monthly virtue lessons each month adapting the website materials as needed.

6. **Terminology shifts** – (For key information visit <https://www.stopbullying.gov/what-is-bullying/roles-kids-play/index.html> and read the short article: “The Role Kids Play.”)

Bullying = Bully behavior, Aggressive/harmful behavior

Bully = Aggressor (One who harms). All people are capable of bully behavior. No one is a bully all the time. The term bully doesn't respect the dignity of that person and the opportunity they have to change. The term also has so many broad connotations/emotional ties for people that it is less helpful for addressing specific issues.

Victim = Target. If someone is the target of another's aggression, they have a choice in how to respond. Victim implies absolute helplessness. The target needs to learn strategies to respond to aggressive behavior in addition to adult assistance.

Bystander = Witness (or Defender). Even the terms “active” or “passive” are not as empowering as calling those who see the situation “witnesses.” A witness is called to testify to the truth. Again, this is language of empowerment.

PeaceMakers Core Concepts (Social Skills)

1. *Kindness/Empathy/Awareness*

Kindness is willing the good for another and treating them well regardless of benefit to self. Kindness is a reflection of how God treats us.

Empathy is the ability to feel or understand another from their perspective. Empathy is identified as a key antidote to aggressive behavior.

Awareness in this context is the ability to recognize how personal actions (words/body language) affect others around you.

2. *Leadership/Responsibility/Resilience*

Leadership is the ability to influence others by modeling and directing Christ-like choices.

Responsibility is taking ownership for personal choices whether they are positive or negative.

Resilience is the ability to recover from negative experiences and become stronger from them. Resilience is also a key antidote to aggressive behavior.

3. *Friendship – Friendship Guides*

Friendship is a relationship of mutual affection between persons. It is a key component of healthy human development. Certain “guides” help to learn qualities of being a good friend and certain negative features work against friendship.

4. *Conflict Resolution*

Conflict Resolution is the ability to reconcile differences between persons. It is a complex process that builds upon many skills and virtues.

5. *Teamwork*

Teamwork is the ability to work together with others to accomplish a task. It involves recognizing the value of each member, putting forth ideas and being able to compromise.

To maintain order, protect the rights of individuals, and attain the common good, we also prohibit certain behaviors. These include any actions that endanger (or threaten to endanger) the spiritual, moral or physical welfare of anyone in the school community, compromise (or have the potential to compromise) the learning process, or offend the dignity and value of the human person. To deter improper behaviors or redress the disorders introduced by them, St. Peter School has established the following regulations.

Definition of Aggressive Behavior – Aggressive behavior is a deliberate, hurtful act of aggression, often repeated over time by an individual or group where an imbalance of power exists between the individual/group and the target. It may take on various forms including, but not limited to, physical, verbal or indirect aggression or cyber bullying (online social aggression).

Response to Aggressive Behavior – Depending upon the severity of the incident, the teachers may handle it themselves or refer it on to the homeroom teacher and/or the principal to investigate. In determining the appropriate response to the students who commit one or more acts of aggression, school personnel consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past/continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. It is only after meaningful consideration of these factors that an appropriate consequence will be determined. The goal of all disciplinary action is to aid the formation of the children involved, recognizing each of them as a beloved child of God. Disciplinary measures that simply punish, but do not seek to remediate, are far less effective in this formation process.

Suspension and Expulsion

The decision to suspend a student rests with the principal and/or pastor in consultation with teachers. At times, in-school or out-of-school suspensions may be required. The child is responsible for all classroom work during the suspension.

Expulsion is used when a student's conduct is a hindrance to the welfare and progress of the school community as determined by the principal or pastor.

- Probation may be given for continued classroom misbehavior, disobedience, or lack of motivation in schoolwork.
- The principal and pastor have the final recourse in all disciplinary situations.

Weapon Possession – No student may have in his/her possession on any school property at any time any kind of weapon, such as guns, knives, or explosives.

Possession of Drugs/Alcohol – No student may have in his/her possession on any school property at any time illegal controlled substances, such as illegal drugs, alcoholic beverages, or tobacco.

Items Not Allowed – Certain items are deemed inappropriate for a learning atmosphere and are, therefore, not allowed in school. These include: toys, toy weapons, bats, skateboards, electronic devices (electronic planners, I-pods, electronic games, etc...). Because of the high level of caffeine contained in them, energy drinks such as “Red Bull”, “Vault”, and “Cocaine” are not allowed. If any of these items are brought, the items will be confiscated and the student will be subject to disciplinary action.

Searches – St. Peter School reserves the right to conduct a search of any desk, book bag, gym bag, or other personal belongings at any time for sufficient reason. School desks remain the exclusive property of St. Peter School. Any items found which are inconsistent with our Catholic mission may be removed.

Vandalism and Damage – The cost of property damaged, marred or lost may be assessed to the student responsible whether through their carelessness or deliberate actions.

Object Safety – For safety purposes, pupils will not be allowed to bring any type of object into the school or on to the school ground that could cause harm or bodily injury. Such objects will consist of inappropriate toys (i.e. bats, play knives, etc.), unlawful weapons (guns, knives, etc.), or any other objects that the teachers and/or principal deem inappropriate.

St. Peter administration cannot anticipate all situations and will take action in the absence of a specific guideline or consequence to correct the situation on a case-by-case basis in the spirit of these guidelines.

Sexual, Verbal or Physical Harassment Policy

It is the policy of St. Peter School that the learning environment of its students shall be free from sexual, verbal or physical harassment. It is a violation of this policy for any faculty/staff member or student to harass any other faculty/staff member or student by making unwelcome verbal or physical sexual advances, requests for sexual favors or other inappropriate verbal or physical conduct. Violation of this policy will result in serious disciplinary action.

Playground Rules

1. Students will go outside for recess as often as possible, weather permitting. Parents are asked to see that their children are prepared for outdoor play.
2. All students must remain in the designated playground area in view of the teacher or person supervising during recess.
3. No one may leave the playground or parish premises without permission.
4. If the ball goes out of the designated playground area, students must have permission to retrieve it.
5. The following areas are off limits to students:
 - the street
 - any area out of sight of a supervising adult
6. Students must include all who wish to play in any activities.
7. Students must not pick up snow, ice, rocks, dirt, etc.
8. Tackling, wrestling, fighting or other rough play is not permitted at any time.
9. Only conversations and language proper to a Christian boy or girl are expected.
10. Gum and candy are not permitted in the school building, outside the cafeteria, or on the playground with the exception of classroom party treats or when permission is given by the principal. Gum and candy are never permitted in the church.
11. When the whistle ends recess, all playing stops. Students line up and enter the building in silence.
12. Playground equipment will be provided for the students. Students should not bring toys or games from home unless requested.
13. Students are responsible for returning playground equipment to the proper place after each recess.

14. Students are to remain outside unless they have permission from the teacher on duty. A second student should accompany them into the building.

Pets

Due to allergies and transportation inconveniences, pets are not allowed in the building. Curriculum related classroom animals are allowed only with the approval of the classroom teacher and the principal.

Cell Phone, I-Pod, and Other Audio Devices Policy

Cell phones, i-Pods, and other audio devices are not to be used in school during regular school hours (7:45am-3:20pm). All such items are to be checked in to the homeroom teacher. If students need to use cell phones on school grounds immediately before or after school, they are to be on the outside benches, otherwise devices are to be in their school bags.

Students are not to remove cell phones or devices from their bags in the school or outside as they wait for their ride. Devices used inappropriately may be taken from the student. Parents may retrieve the device from the main office. Multiple infractions will cause additional consequences appropriate for the individual situation. Teachers in charge of dismissal groups have authority to exempt an individual on a one-time basis for phone use if a ride has not arrived.

Phones

1. The school telephone is a business telephone. Permission will be granted for students to use the phone for emergencies and legitimate needs (such as glasses) or by teacher's request.
2. Students are requested to make plans for the day with their parents or guardians before coming to school. Forgotten P.E. clothing, books, assignments, lunches, or instruments do not fall under the category of an emergency.
3. Students, teachers, and teacher assistants are not called from their classrooms for telephone calls during school, except in the case of an emergency.

Textbooks/Supplies

1. It is the responsibility of each student to give proper care to all instructional equipment and supplies. Textbooks are furnished by the school. Students are asked to keep their books covered and clean at all times. A fine will be assessed for loss or damage beyond normal use.
2. In the event a student loses or destroys a book belonging to St. Peter's School and/or Library, the student is expected to pay the school for the loss.
3. A school supply list for each grade is provided prior to the beginning of the school year. Each student is required to bring the needed supplies on the list.

Dress Code

Students should strive to be presentable at all times. Pride in personal appearance is important to self-esteem. Students are expected to be in uniform each day. Exceptions to this rule should be extremely rare and parents will be called to bring suitable clothing unless a note of excuse from parents accompanies a child not in uniform. Uniforms should be clean and pressed. All clothing should be marked with the child's name. Boys must restrict their hair length to the top of their shirt collar. Boys' hair should not reach below their eye brows or ear lobes. Natural hair color is to be maintained. Extremes in hairstyles are unacceptable. The administration reserves the right to determine what is allowed regarding dress or hairstyle. Fads or extreme fashions are to be avoided. Hats and coats are not to be worn in the classroom.

GIRLS

Plaid Jumper (Grades K-5)

Plaid Skirt (Grades 6-8)

- knee length
- shorts or leggings are to be worn under uniform

Slacks (Optional, Nov. 1 through March 1, unless noted by Administration)

- Dennis Uniform or Lands End navy twill (Gr. K-8)
- Dennis Uniform or Lands End khaki (Gr. 6-8 only)

Shirts

- collared uniform-type blouse, white or light yellow, short or long sleeve
- plain white or light yellow polo (K-5), short or long sleeve
- white turtleneck
- white or burgundy short or long sleeve polo embroidered with logo (Gr. 6-8) **must be tucked in**
- short-sleeve solid white T-shirt and/or white undergarments may be worn under the uniform shirt (**no colors or logos**)

Sweatshirts

- navy or burgundy embroidered sweatshirt (Dennis Uniform or Lands End) worn with uniform shirt
- navy or burgundy embroidered 1/4 zip fleece jacket (Lands End) worn with uniform shirt

Stockings

- solid navy, white or black tights or socks
- full-length navy or black leggings (no flares)
- no logos on socks

Shoes

- athletic shoes
- dress shoes
- no sandals, clogs, or light-up shoes

Jewelry

- post earrings only (max of one in each ear)
- religious jewelry and watches; medals and crosses

Make-up

- clear or clear pink nail polish only (no French-tip nails)
- no face/eye/lip makeup may be worn
- natural hair color (no highlights in hair)

BOYS

Trousers

- Dennis Uniform or Lands End navy twill (Gr. K-8)
- Dennis Uniform or Lands End khaki (Gr. 6-8 only)
- Lands End cotton polyester pants

Shirts (Must be Tucked in)

- polo or oxford, white or light blue
- white turtleneck
- white or burgundy short or long sleeve polo embroidered with logo (Gr. 6-8)
- short-sleeve solid white T-shirt may be worn under the uniform shirt (**no colors or logos**)

Sweatshirts

- navy or burgundy embroidered sweatshirt (Dennis Uniform or Lands End) worn with uniform shirt
- navy or burgundy embroidered 1/4 zip fleece jacket (Lands End) worn with uniform shirt

Socks

- solid navy, white or black socks (no logos)

Shoes

- athletic shoes
- dress shoes
- no sandals or light-up shoes

Jewelry

- religious jewelry and watches, no earrings
- medals and crosses

Rev. 1/2016

Grading

1. Grading will be on a letter basis for grades first through eighth. For all major subjects A,B,C, D, and F will be used for grading.
2. For conversion purposes, from numerical grades, the following scale is used:

A+...99-100	B+...91-92	C+...83-84	D+...75-76
A.....95-98	B.....87-90	C.....79-82	D.....72-74
A-.....93-94	B-.....85-86	C-.....77-78	D-.....70-71
F.....Below 70%			
3. For art, music, penmanship, conduct and physical education the following letters are used:
H-High Satisfactory DW-Doing Well S-Satisfactory N-Needs Improvement E-Experiencing Difficulty
4. Grades for Social Studies and Science in first and second grades and Religion in first grade use the following code:
H-High Satisfactory DW-Doing Well S-Satisfactory N-Needs Improvement E-Experiencing Difficulty

Homework

1. Homework assignments should reinforce concepts presented in class and include both written and study work.
2. Homework may be a reinforcement of skills taught, a creative project, a study period for the memorization of facts, or reading for enjoyment and further enrichment.
3. Homework should help students develop good habits of study and a sense of responsibility.
4. Work must be completed neatly and turned in on time to merit complete credit.
5. All students should be assigned some kind of homework from Monday through Thursday evenings. Weekend work is optional for grades 6-8.
6. Homework will not be newly assigned on School Family Meeting nights.
7. When homework is planned, care should be exercised that the average student should be able to complete the work in the following time allotments:

Grades 1-2....15-30 min.	Grades 5-6....45-60 min.
Grades 3-4....30-45 min.	Grades 7-8....60-90 min.

If a significantly greater amount of time is being spent on homework assignments, parents should notify the school's Educational Consultant so that a plan may be made for the student's needs.

8. Teachers in the lower grades should have a weekly homework sheet for each student. Upper level students record assignments in a special homework copybook or notebook.
9. Parents/guardians should sign below the daily assignment each night. (Teacher discretion may be used in upper grades.)

Absentee Homework Policy

Unplanned Absences (sickness, funerals, emergencies, etc.)

Notice: Please notify the office by 8:30 a.m. Parents may also email your student's teacher and the front office.

Pick-up work: When notifying the office of an absentee, parents are required to specify arrangements for homework to be picked up after school from 3:20 p.m. - 5:30 p.m., or to be sent home with a sibling or neighbor. Promptness in picking up homework is appreciated.

Work Completion: Students are allowed a maximum of two school days to make up work for each day absent, not including the day of the absence itself. Special arrangements will be made for serious, doctor verified illnesses. A date for make-up tests should be arranged between the student and teacher immediately upon returning. Junior High students are responsible for initiating the arrangements.

Planned Absences (trips, appointments, personal and extracurricular events, etc.)

The school calendar is designed to provide a few long weekends enabling families to go on pleasure trips or vacations and attend to routine medical and dental needs. Parents are encouraged to plan in conjunction with the school calendar. Teachers are not obliged to give work in advance for students going on trips or attending extracurricular activities during scheduled school days.

Notice: Work may be given in advance for students missing scheduled school days with written parent request given at least one week in advance of the anticipated absence. Teachers are not required to give the work in advance and will notify the parents if it is not possible or practical.

Pick-up work: The parent or student is responsible for getting the work from the teacher, should the teacher be able to give it in advance.

Work Completion: See Above for Unplanned Absences

Tests

1. Tests are issued at the discretion of the teacher.
2. Standardized tests are taken by all students in Grades 3-7 each year to maintain an adequate profile of a student's achievement and potential ability.
3. The Explore standardized test is given to all 8th grade students.

Report Cards

1. Report cards are issued four times a year for students in Grades 1-8.
2. Students in Kindergarten receive a progress report each quarter.
3. Parents or guardians are asked to sign an acknowledgment of receipt for report cards.
4. Report cards will be held if all fees have not been paid.

Academic Note

Homework: St. Peter School gives homework to its children in order to reinforce knowledge and skills already taught in the classroom and to foster responsibility and industry. Homework should take approximately ten minutes per grade level for the student of average ability. Thus a third grader should have about 30 minutes of homework in an evening, a sixth grader about one hour, etc. Homework assignments are given Monday through Thursday. Fridays are generally kept free from assignments with the exception of long-term projects or studying for upcoming tests. Teachers are encouraged not to give tests on Mondays in order to promote keeping the Lord's Day as a day for prayer, rest, acts of charity, and family bonding.

If your child is spending too long on homework, check for the following:

- 1) Are they wandering from the task at hand? Some students will use avoidance strategies such as meandering around the house, making phone calls, or daydreaming instead of focusing on their assignments. Having a monitored “Homework Hour” (see description below) is a way to help this problem. You may also consider using a timer in the beginning. Set the timer for ten minutes and give your child a manageable portion of the assignment to be accomplished in this time frame. Check back. Congratulate and /or encourage as you reset the timer for the next section.
- 2) Are they perfectionists? Some children struggle with perfectionism. While we want our children to do careful work, perfectionism is no virtue. Children must learn to accomplish a task as best they can, within a given timeframe while remaining at peace. Setting and enforcing a time limit for children is very helpful. Tell the children that they need to do the best they can within a certain amount of time. When the time is up, they need to move on to something else. Perfectionists will need many reminders of your unconditional love. God loves them for who they are, not for what they can do.
- 3) Do they have special learning needs? Children with special learning needs may need assignments to be modified in length or content. Your child’s teacher or one of our special education consultants may assist you in determining if a modification needs to be made.
- 4) Are they too tired to do their homework? Are your children running from school to dance, to piano lessons, to Scouts, to football, to whatever else? If they don’t have a chance to begin homework until late evening, this may be a major cause of the difficulty. It is hard for a tired child to stay focused on an assignment. Consider limiting the number of activities.

The Homework Hour: The “Homework Hour” (which is not necessary 60 minutes) has helped many families solve multiple issues. It is very helpful for the children in establishing good habits and skills. Some children are not in need of this structure, but if yours are struggling with accomplishing their assignments within a reasonable amount of time, take a look below.

- Establish a definite time and place for homework to be done each day after school.
- Limit the number of potential distractions (TV, radio, phone, computer).
- Check the assignment book.
- Divide the homework tasks into time allotments and begin.
- Use a timer if necessary.
- Let the children do their own assignments but be available for questions.

If a student claims to have no homework, this usually means that all the written portions have been completed. These “No Homeworkers” should still participate in the Homework Hour. Studying can always occur. Have the children reread their Religion, Social Studies, or Science lessons. Have them rewrite their Spelling words or study for their upcoming Vocabulary test or practice math facts or prayers. If all else fails, pull out a good book and have them read for the allotted time. Be sure that the completed assignments are placed back in the book bags in a predetermined location.

The length of the “Homework Hour” depends on the age level of your children as stated above. Ten minutes per grade level is a good guide for the average child on an average school day.

COMPUTER/INTERNET USE POLICY

Students in grades K through 8 are asked to sign a computer/internet user agreement to abide by the following rules for use of educational technology available in our school.

Internet Use:

St. Peter School strives to provide an exciting, interesting and motivating learning environment which allows students to develop their God-given capabilities. In that spirit we offer internet access to our students for educational purposes. The internet enables us to connect to school, libraries, museums, government agencies and many other information providers, greatly expanding our available resources and providing opportunities for interactive projects. With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school setting. The Diocese of Lincoln's Technology Department has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover inappropriate information. We place responsibility upon each student to use this service in a manner consistent with the school's rules and philosophy and for the purposes intended – academic research and classroom projects. St. Peter School does not assume responsibility for inappropriate materials acquired through internet access at the school. Internet access requires proper conduct of all users, who must adhere to these guidelines. If a user violates any of the guidelines, his/her school computer privileges may be restricted.

Acceptable Use:

Computers and the internet are available in the classrooms and in the computer lab at St. Peter School to be used for school assignments.

We expect students to conduct online activities with courtesy, honesty, and respect for others, and to observe all school rules and policies as stated in the Parent/Student Handbook. School computers also provide an opportunity for creativity. School assignments may include computer-generated artwork, presentations, or web pages. However, students may not publish web pages in the school's name without permission from the Principal.

Unacceptable Use:

Unacceptable uses include, but are not limited to, the following:

- Activities that are not educational in nature, and/or not in keeping with the philosophy and rules of St. Peter School.
- Activities that are illegal, dangerous, or destructive.
- Violation of privacy or the integrity of others' files; revealing personal addresses, phone numbers, or bank or credit card information.
- Sending or displaying offensive messages or pictures.
- Using obscene language; harassing, insulting or attacking others.
- Copyright violation or plagiarism.
- Use of another person's account.
- Use of social networking sites, chat groups, interactive games, instant messaging, non-school-related bulletin boards, or personal email.
- Transmission of material which is sexually explicit, vulgar, obscene, offensive or threatening.
- Hacking or attempting to violate or change secure files.

- Introducing viruses or other harm to the system.
- Downloading programs or installing software (without permission of the network administrator).
- Altering computer settings especially control panel settings.
- Damaging computers, computer systems, or computer networks.
- Wasting, damaging, or taking supplies such as paper, toner cartridges, headphones, paper holders and any other items provided by the school.
- The use of the Internet for financial gain or any commercial purpose: buying, selling, any financial transaction.

St. Peter School reserves the right to refer all cases of unacceptable use to law enforcement authorities.

Network Administration Policy:

We offer internet access throughout St. Peter School as a privilege, not a right. Students should be aware that no activities on the network are completely private and can, if necessary, be monitored by the network administrator. Anything transmitted on the network is the property of the Catholic Diocese of Lincoln and may be monitored by the administration and faculty. The school administration may revoke computer privileges at any time, or pursue disciplinary or legal action against students who violate this acceptable use policy. Students may be supervised and guided in their use of the internet, but it is the student's responsibility to use the system in accordance with the rules. The school administration and faculty will decide whether an act constitutes inappropriate use of the school computers, its network or the internet. The administration, faculty, and staff at St. Peter School may deny, revoke, or suspend the computer use of any individual. The school complies with the Children's Internet Protection Act.

Social Networking:

St. Peter School does not provide access to individual accounts for social networking. Students should not use school computers for access to personal social networking sites except for specific teacher-supervised assignments.

Unauthorized Use of School Name:

No student, or student's parent or guardian, without the expressed prior written authorization of the school's principal, may utilize the school's name or identifying logo for any purpose, including but not limited to the use of the school name:

- To solicit funds on behalf of the school
- To collect money on behalf of the school
- To sell products on behalf of the school
- To open up any bank account
- To schedule any field trip, vacation, or other accommodations
- To post on any website for any purpose including, but not limited to, support of a particular social or political agenda, or social networking sites.

Any such unauthorized use of the school's name or identifying logo, if committed by a student, may subject the student to disciplinary action up to and including expulsion. Unauthorized use of the school's name or identifying logo may result in legal action.

PARENT INFORMATION

Parents/guardians should be recognized as the primary educators of their children.

Communication

Many avenues are used to keep the lines of communication open between the home and school.

1. Meetings with the Principal or teachers may be arranged. Please do not “drop in.” This hinders the progress of work which needs to be done for the benefit of the children.
2. A school newsletter containing pertinent information is sent to parents’ email addresses each Wednesday. A hard copy will be sent with the youngest child of parents not having an email account. Also, the Sunday church bulletin often has school announcements.
2. There are five School Family Meetings per year which play a key role in communication.
3. Please call 421-6299 to report absences or tardies. Our office hours are 7:30 a.m. to 3:30 p.m.
4. Any personal problems should be handled in a confidential manner following this order of priority: visit with the teacher, the principal, and the superintendent.
7. St. Peter Website <http://stpeterschool.homestead.com/>
8. Please ask if you have questions. We are eager for you to have the information you want or need. Since information needs are not the same for all parents, please do ask.

Summer Information

Each school family will be notified of the availability of information for the upcoming school year. The following information will be included: Hot Lunch Program, Emergency Form, Volunteer Opportunities, School Calendar, School Supply Lists, Scrip Form, etc.

Parent-Teacher Conferences

1. Teachers are to take great care to keep parents/guardians informed of the progress of their children. Notes home, email, and/or telephone calls are frequent means of communication.
2. Conferences with parents/guardians and teachers are formally scheduled after the 1st quarter. Parents or teachers may request conference before or after school any time during the year.

Emergency Forms

Emergency forms must be completed and returned to the school at the beginning of each school year for each family. It is important that parents/guardians provide information needed in case of emergency.

Change of Address

If your address or phone number changes, please notify the school office.

Transfers

1. Parents transferring student(s) from St. Peter School are asked to sign a "Information Release" form at the school they will be attending. Upon receiving this form, records will be sent to the new school.
2. Parents transferring into St. Peter School are asked to sign an "Information Release" form and records will then be requested and obtained from the previously attended school.

Forgotten Items

Any lunches, books, assignments, etc., forgotten by students may be dropped off at the school office. Parents are not to bring these items to the classroom. Names and grades should be written on sacks or lunch bags. The items will be given to the students by office staff only. Students will not be allowed to call home for lunches, books or assignments. The school will provide a hot lunch for any student who has forgotten a sack lunch.

Back to School Night

1. Near the beginning of the school year, parents/guardians are invited to come to school to meet their student's teacher(s).
2. Parents/guardians will learn what is expected of their children and the classroom rules. This meeting enables essential communication between teachers and parents. Parents are highly encouraged to attend.

School and Family Association

The primary mission of this organization is to foster the spiritual and temporal education of children. Membership of all parents/guardians of children in St. Peter School and Family Association is automatic and confirmed by paying dues. In order to carry out the objectives of the Association, parents are asked to be active members by attending the meetings held approximately bimonthly as listed on the annual calendar. The Association will endeavor:

1. To promote understanding, cooperation and mutual support between children, teachers, parents or guardians and the religious leadership of the school and diocese.
2. To encourage parents or guardians to participate in development and operation of supportive educational programs and functions.
3. To provide support mechanisms for the fiscal demands of the school.
4. To offer well-planned programs, of particular interest to parents or guardians, which are related to Catholic education.
5. To monitor and respond to community, state, and federal influences on Catholic education in the context of St. Peter School.
6. To create greater appreciation of Catholic education and through this process, strengthen the family as a basic unit of Catholic education.

Accident Insurance

Parents are responsible for insurance. The school does not cover accidental injuries.

Volunteer Program

Parents enrich our educational program by assisting as volunteers in various areas of service. Forms are sent home in the summer mailing requesting parental help in a variety of ways.

Grievance Process

1. It is expected that parents and staff will strive to work together in the formation of children as the Church would have us.
2. While social media may work for some issues, serious issues should be dealt with in person.
3. Grievances with any teacher should first be addressed to that teacher.
4. If the teacher is not the homeroom teacher, the homeroom teacher should be brought into the discussion.
4. Grievances that cannot be resolved with teachers should be referred to the principal.

5. If still not resolved, the issue should be taken to the pastor and principal.
6. The decision of the pastor and principal will be final.

GENERAL POLICIES

Birthday

Students may celebrate their birthday/baptismal date by bringing a small prize such as a holy card, a sticker, a pencil, an eraser or something religious or educational for each student. Snacks and food items are not allowed. A book may also be donated to the library or classroom in honor of the child's birthday. The librarian will label the book with the student's name and birth date inscribed on the first page. The librarian has a list of suggestions available upon request. Relatives/friends are not to send flowers or gifts to the school office for a student birthday.

Lost and Found

All articles are placed in the lost and found receptacle. If lost articles are not claimed within two weeks, they will be donated to a worthy cause.

Money

Students are not to bring valuable items or large sums of money to school. If items are brought to school and lost, the school is not responsible. All money sent to school with the children should be in an envelope marked with your child's full name, grade, purpose and amount enclosed.

Parties/Invitations

1. Parties during school hours will be permitted for All Saints Day, Epiphany, Valentine's Day or Mardi Gras and Easter.
2. Each family will pay a fee to cover the cost of food and supplies.
3. Teachers and room parents organize parties.
4. Invitations to parties held at home may be distributed in school if the entire class or all the boys/all the girls are invited.

Visitors

1. All visitors, parents or guardians are to enter and exit through the main front door of the building. Please ring the doorbell at the far right and state your name and purpose for being at school. Please then sign in at the window where you will receive a visitor's badge. It is important that the administration be aware of everyone in the school at all times.
2. In order that the learning process not be interrupted, it is the policy at St. Peter's School that parents not enter the classroom to observe students and teachers unless previously arranged with the principal and teachers. Parents are encouraged to make an appointment to meet before or after school to discuss questions or concerns about their child.
3. Non-St. Peter's School students may not attend school as visitors without the permission of the principal.

Labels for Educational Programs

We collect a variety of labels redeemable for educational supplies. Programs vary - details are sent home annually and are available from the office.

Materials Conservation

Recycling business paper helps our environment and cuts school expenses. If you or your company have excess paper that can be used by the school, please let us know. The school will often print on the backside of sheets that businesses may have otherwise thrown away. Any advertising or promotional items such as pencils, pens, envelopes, etc. are always welcome. Aluminum cans are collected in the fenced bin behind the school. Donations are welcome.

Recycling

St. Peter School recycles paper, cardboard, tin and plastic in the interest of being good custodians of God's gifts.

EMERGENCY PROCEDURES

Teachers are to be informed of, and adhere to, procedures which are periodically reviewed and posted in each classroom.

A. Fire Drills

1. Fire drills are conducted ten times annually.
2. Students will be given directions for fire drills at the beginning of each school year. Students will stay in line, refrain from talking, and walk as quickly as possible from the building under the direction of the teacher responsible for them at the time the alarm sounded.
3. Teachers will accompany students from the building, will close doors to their rooms as they leave, and will have a list of their class in his/her possession.

B. Tornado Actions Practices

Most tornadoes occur between early April and mid August with peak activity in May and June. In the spring, students will participate in a tornado drill.

C. Crisis Response

Faculty/Staff and students will be trained how to respond to an intruder or other dangerous situations. Care and discretion will be used in the training so as not to cause unnecessary fear.

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