

Peru Catholic School



Faith In The Future

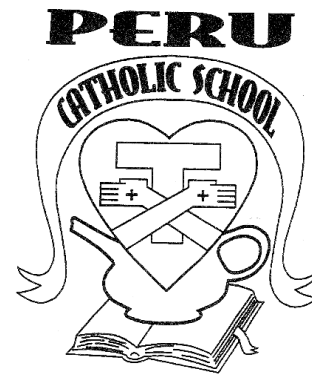
PARENT-STUDENT HANDBOOK
2011-2012

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Peru Catholic School

“Faith In The Future”

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Faculty & Staff 2011-2012

Fr. Harold Datzman Pastor, St. Joseph
Fr. William Gardner..... Pastor, St. Valentine & St. Mary

Mr. Jerry Carls.....Principal
Mrs. Kristi Bejster..... Pre-School
Mrs. Mary Ann Smith K
Mrs. Kathy Wujek 1
Mrs. Celeste Inman 2
Mrs. Patricia Wieczorek..... 3
Mrs. Jill Kamphaus..... 4
Mrs. Melinda Reed English, Reading
Mr. James Newland..... Social Studies, Reading, Religion, P.E.
Mr. Donald Loebach Science, Religion, P.E.
Mrs. Jane Weberski Math, Religion, Reading, Art
Mrs. Elizabeth Quesse..... Reading, Computers
Mrs. Kathy Jagiella Music
Kathy Ragan..... Bookkeeper/Secretary
Mrs. Carolyn Tiger..... Counselor
Mrs. Mae Gall Lunch Server
Mrs. Sue Suarez Lunch Server
Mrs. Laura Ferrari.....Lunch Supervisor
Mr. Jeff Reichl..... Maintenance

Catholic School Statement of Purpose

"From the first moment that a student sets foot in a Catholic school he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom..."

The Religious Dimension of Education in a Catholic School, #25

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is "the Way, the Truth, and the Life" (John 14.6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school's curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral, and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church's Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

"It is crucial that the policies and procedures of Catholic schools reflect that primary purpose and that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised."

Sister Mary Angela Shaughnessy, SCN, J.D., Ph.D..

NON-DISCRIMINATION IN ADMISSION POLICY

No student shall be refused admission to Peru Catholic School on the basis of race, color, sex, national or ethnic origin.

PROLOGUE

Catholic schools are the most effective means available to the Church for the education of children and young people. Its nature as a Christian educational community, the scope of its teaching and the effort to integrate all learning with faith distinguish the Catholic School from other forms of the Church's educational ministry.

Education is one of the most important ways by which the Church fulfills its commitment to the dignity of the person and the building of community. The primary purpose of the Catholic school is fourfold: to proclaim Christ's message, to participate in efforts to develop community, to lead people to worship and prayer, and to motivate them to serve others. The Catholic school prepares its pupils to contribute effectively to the welfare of the world of people and to work for the extension of the Kingdom of God, so that by living an exemplary and apostolic life, they may be, as it were, a saving haven in the community.

As stated in the National Catholic Directory, Sharing the Light of Faith,

Parents are the first and foremost catechists of their children. They catechize informally, but powerfully, by example and instruction. They communicate values and attitudes by showing love for Christ and His Church and for each other, by reverently receiving the Eucharist and living in its spirit, and by fostering justice and love in all their relationships. Their active involvement in the parish and their readiness to seek opportunities to serve others, and their practice of frequent and spontaneous prayers, all make meaningful their professions of belief. Parents nurture faith in their children by showing them the richness and beauty of lived faith. . . . Teachers have the responsibility to work in close cooperation with the parents.

It is expedient, therefore that the Church, the School, Parents and the Administration, the School Commission, Faculty and Students work together to build and live this Christian Community.

MISSION STATEMENT

Peru Catholic School, a faith-filled community and an essential teaching branch of St. Joseph, St. Mary, and St. Valentine Roman Catholic Parishes, is committed to developing the spiritual, academic, moral, social, and physical well-being of pre-kindergarten through eighth grade students in preparation for their life and Christian service in an evolving and multi-cultural world and for their eternal redemption.

PHILOSOPHY OF PERU CATHOLIC SCHOOL

Peru Catholic School, committed to the importance of the individual and the formation of community, takes part in the teaching ministry of the Church by proclaiming Christ's message, developing community, participating in worship and prayer, and encouraging service to others.

We, the Faculty and Staff of Peru Catholic School, take part in the educational ministry of the Church as we relate all teaching and learning to the Good News of Jesus. We strive to prepare our students to contribute effectively to the welfare of the world and to work for the extension of the kingdom of God. Recognizing the uniqueness of every person, we attempt to guide each student to make progress and thus attain standards of academic excellence according to his/her ability and rate of learning.

As we strive to provide opportunities in which each child may develop into a well-integrated person ready to participate in the Church and in the world, we consider the following goals and objectives pivotal to our efforts to educate and model values necessary for the development of the human person.

RECOGNITION

STATE OF ILLINOIS: Peru Catholic School is officially recognized according to *Policy and Guidelines for Registration and Recognition of Nonpublic Elementary and Secondary Schools*. This recognition is issued to schools that maintain the criteria adopted by the Illinois State Board of Education for recognized nonpublic elementary and secondary schools.

AdvancED: AdvancED is the unified organization of the North Central Association Commission on Accreditation and School Improvement (NCA CASI), Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), and Commission on International and Transregional Accreditation (CITA). AdvancED is dedicated to advancing excellence in education worldwide through accreditation, research, and professional services. AdvancED creates the world's largest education community, representing 27,000 public and private schools and districts across the United States and in 65 countries worldwide and educating 15 million students. NCA CASI, SACS CASI, and CITA schools share a unified, clear and powerful accreditation process designed to help schools continuously improve.

GOALS AND OBJECTIVES

- A) We strive to impart spiritual knowledge and values by
- a) Presenting daily religious instruction in Roman Catholic doctrine according to the level of understanding of the student.
 - b) Planning and participating, by students, in meaningful liturgies and other prayer experiences.
 - c) Integrating religious values in all areas of instruction.
 - d) Assisting students in conscience formation.
 - e) Providing a Christian environment in which children can live, work and play with others.
- B) We share with parents in the education of their children. We offer a systematic program of instruction in the development of the intellectual potential of each child by
- a) Developing competency in reading, mathematics, English and spelling.
 - b) Learning oral and written communication skills.
 - c) Becoming aware of the culture and social mores of people through the study of history, geography and government.
 - d) Understanding the laws of nature and the scientific method through the study of science.
 - e) Providing time for the study and appreciation of the arts.
 - f) Structuring opportunities in physical education for neuromuscular coordination, physical skill development and team and individual sports experiences.
 - g) Attempting to meet the psychological needs of each child.
- C) We believe in the uniqueness of the individual. Respect and responsibility forms the foundation for positive social interaction. We endeavor to affirm and support students by:
- a) Providing experiences of success in the learning process.
 - b) Providing positive recognition of each child.
 - c) Expecting respect for all persons.
 - d) Encouraging appropriate independence.
 - e) Assisting students to accept responsibility for one's actions and choices.
 - f) Developing expressions of courtesy.
 - g) Encouraging each child in the development of self-esteem.

We, the Faculty and Staff of Peru Catholic School, take part in the teaching ministry of the Church. We are called to prepare our students spiritually and academically for their future lives.

ADMINISTRATION

Pastor: By direction of the Bishop and canon law, the Pastor is directly responsible for all parish ministries. One such ministry is the parish school. The Pastor provides service and leadership to the parish and school as a religious leader, community builder, and administrator, working together with the Principal, faculty, parents, and other parishioners to advance the Catholic formation of the parish's children. He is responsible for the renewal or non-renewal of the employment agreements for the Principal, faculty, and other staff members. The Pastor is the final recourse in disciplinary matters.

Principal: The Principal has the primary responsibility for shaping within the school a climate of Catholic values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. The Principal collaborates with the Pastor and diocesan personnel in planning the policies and programs of the school. The principal is responsible for implementing school and diocesan policies, supervising faculty and students, and ensuring compliance with state and federal regulations. The Principal is the main arbiter in disciplinary matters.

ADMISSION POLICY

Registration will take place each spring. Priority of acceptance into the school will be determined by the following criteria:

- The family has one or more children presently attending the school.
- The family is a registered and supporting member of the parishes in Peru.
- The family is a registered member of another Catholic parish in the area.
- Other families.

Class Size: The number of pupils assigned to any class shall be determined in accordance with the nature of the class material itself, the need for individual attention, and the amount of work to be required (Diocesan Policy E-151). Factors to be considered in developing local norms include but are not necessarily limited to those mentioned above. The school's mission to provide a Catholic school education for those parish members who desire it is a fundamental consideration in setting class size. Only as a last resort, or a temporary measure, shall children of the parish be denied a Catholic school education.

If the optimal enrollment is attained (**25 students for grades K-3, 30 students for grades 4-8**), a formal waiting list will be established at the school's office. Those on the waiting list will be accommodated if possible. The use of a classroom aide, split-level classes or other creative scheduling employment will be considered. Classroom vacancies will be filled according to the criteria stated above depending upon the date the family's name was placed on the waiting list.

New families moving into the Peru area are generally accepted at the time they apply if space is available.

Students from other parishes and students of other religious denominations who are admitted are to attend religion classes and fulfill assignments in these classes.

Student/family requests for admission, as a new or transfer student, who requires minor adjustments in academic programs, will be considered on an individual basis. Determinations will take into account the needs of the students and the resources of Peru Catholic School. (Appendix A, Diocesan Policy D-105) Any such admission shall include a trial period with timely review of progress during the first semester of attendance. In all matters regarding policy or procedure, the decision of the Pastor is final.

Eligibility requirements for Admission:

1. Age requirements are fulfilled:
 - Students entering kindergarten must be five years of age by before Sept. 1 of the school year.
 - Students entering at first grade level must be six years of age by Sept. 1 of the school year.
2. Verification of age is provided by means of the **certified** birth certificates for children entering school for the first time.
3. Physical exams are necessary for all students entering preschool, kindergarten, sixth grade, and for students new to the State of Illinois.
4. All children in kindergarten and the second and sixth grades shall have a dental examination. Each of these children shall present proof of having been examined by a dentist by May 15th of the school year. If a child in the second or sixth grade fails to present proof by May 15th, the school may hold the child's report card until one of the following occurs: (i) the child presents proof of a completed dental examination or (ii) the child presents proof that a dental examination will take place within 60 days after May 15th
5. Students entering Kindergarten must be given the chickenpox vaccine (Varicella) at the time of their physical. If the child has had chickenpox, the doctor must write a signed note on the physical report verifying this fact.
6. Students entering kindergarten or enrolling for the first time in an Illinois school are required to have a comprehensive eye exam performed only by a qualified eye doctor. Proof of the eye exam must be submitted by October 15.

Transfer students are interviewed on an individual basis before decision for entry is made. The student's cumulative records are requested from the school last attended.

Parent cooperation will be considered as a condition for admission and continued enrollment.

APPEAL AND REVIEW

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by any member of the diocese under certain conditions found in APPENDIX B of this handbook.

ASBESTOS MANAGEMENT PLAN

As required, our building was initially inspected for asbestos on 5/14/89. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a reinspection conducted every three years. The inspection/management plan is available for public review in the principal's office.

ATHLETIC PROGRAM

Philosophy: The Athletic Program of Peru Catholic reflects the values of the school's philosophy and is designed to aid the students in their development as young Christian men and women. The program provides for the growth and enrichment of the individual. The objectives assist in the full development of the individual. Character development within a Christian atmosphere is integral to the Peru Catholic School System athletic program. Participation in the program is open to all students giving them the opportunity to develop skills in a particular sport and to experience the benefits of teamwork and self-discipline.

The PCS athlete represents his/her school, parish and family and is expected to give evidence of high standards of Christian behavior and good sportsmanship. An athlete who does not meet the academic or disciplinary requirements of Peru Catholic School will not be allowed to participate in sports until there is evidence of a change of behavior as outlined in the eligibility policies of the school.

Peru Catholic is very proud of the academic, athletic and service accomplishments of its students and continues this fine tradition in all areas of the school program. The goal of the Athletic Program is to develop the academic abilities, athletic potential and Christian values in each student.

Objectives:

- To provide participation opportunities in athletics regardless of ability
- To provide students with an opportunity to shape good character through development of values
- To teach and improve physical skills
- To teach students sound habits of health, hygiene and safety
- To teach students rules and regulations governing each sport
- To help students appreciate their physical, mental and social abilities
- To provide athletes and spectators opportunities to embody and observe good sportsmanship
- To incorporate the interschool athletic program as part of the ongoing process of education in a special skills area.

Information: The Sports Program of Peru Catholic School offers baseball, basketball, cheerleading, volleyball, scholastic bowl and track to any eligible Peru Catholic student. The programs and any other athletic involvement are responsible to and under the direction of the Peru Catholic School administration. A separate handbook for athletes, parents and coaches will be issued to them at the beginning of each year.

Eligibility: All athletic program participants must be students currently enrolled at Peru Catholic School.

Academic Eligibility Criteria: Students participating in sports take on the added responsibility of giving time outside of their academic life for a worthwhile school-related function. Students who choose to represent their school in this way are to maintain acceptable modes of attitude, behavior and academics. The purpose of the eligibility program is to instill in our students the importance of doing their best academically. When a student becomes ineligible, the focus of his/her time should be on improving the failing grade(s).

To be eligible to play on any school team or to participate as a cheerleader, students must meet certain grade standards.

- A student may not receive more than two D's or any F's, or any U's in the academic subjects of Religion, Science, English, Social Studies, Reading, Computer, Art, Music, Math or Physical Education. Also a student may not receive any U's in personal development/performance/conduct to be eligible for the following week's games. The ineligible student may attend practice sessions at the discretion of his/her parents, but may not participate in any games.
- If at the end of one week of ineligibility, the student is still receiving more than 2 D's or any F's, or any U's in academics or personal development/performance/conduct, he/she will continue ineligibility on

a week to week basis but will be excluded from practice sessions and games.

- Teachers will verify athletic eligibility for student athletics. Weekly eligibility will extend from the following Monday through Sunday.
- A student must eliminate his/her ineligibility during the following week to be eligible for practice and games. If not, the student continues his/her ineligibility.
- If a student is unable to fulfill this academic eligibility due to limitations in ability, the faculty and principal will review his/her standardized tests and other academic and pertinent information and may consider allowing a waiver for this student.
- A student must be in full day attendance on the day of the game. If a student is absent from school on the day of a game she/he will not be permitted to play for that game or practice that evening. The student should notify the coach of his/her absence.
- Calculations for academic eligibility are cumulative and start fresh each quarter.

In addition to academic standards, students must meet certain behavioral standards.

- Students receiving two (2) detentions in one (1) week will be ineligible for one (1) game the next week.
- Students receiving three (3) detentions in (1) week or a suspension of any kind will be ineligible for the next week's practices and games.

These standards are minimal. Parents are encouraged to impose more stringent requirements where appropriate.

Any student who has been ineligible for three (3) consecutive weeks or five (5) weeks total for a particular sport will be dropped from the team's roster.

Any child who has a medical or learning problem that affects their schoolwork will not be held to the same criteria. This problem needs to be documented by a medical doctor or expert and be in the school file. These students, however, will still be expected to finish all assigned work. Incomplete work will cause the student to be ineligible to participate.

Students must participate in at least five (5) regularly scheduled practice periods before playing in their first game.

Athletic Fees: In order to maintain an athletic program of high quality, it is necessary for Peru Catholic School's Athletic Program to charge a fee for participation. The fee will be reviewed annually by the Athletic Commission and is subject to change.

Physical Examination: Each athlete must have a physical examination certificate dated after the completion of the previous school year on file in the school office. The physical must be on file in the school office prior to the first practice, game or tournament. It is the parent's responsibility to notify the Athletic Director and/or coach(es) should any change(s) occur in the student's physical condition. If any injury occurs, a written release from a licensed doctor must be submitted to the Athletic Director prior to any further athletic activity.

Other Athletic Information: Information concerning athletic fees, sports uniforms, dress code, transportation, coaching responsibilities, practices, first aid, and parent responsibilities is listed in the PCS Athletic Handbook.

ATTENDANCE

It is the legal responsibility of the parent/guardian to make reasonable efforts to insure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code and to inform the school of any absence/tardiness and their causes. Any absence or tardiness must be explained in a written note signed by the parent or guardian.

In keeping with Section 26-2a of the Illinois School Code, the following circumstances are considered to be valid causes for a student's absence:

- A. Illness
- B. Death in the Immediate Family
- C. Family Emergencies
- D. Other situations approved by the school principal

In so far as possible, appointments should be made outside of school hours. If an appointment must be made during school hours, a written request must be sent to the office no later than the morning of the appointment. Whenever a child must leave the school premises before the regular dismissal (due to illness, injury, an appointment, etc.), he/she must be met by the parent or guardian and be signed out and back in if returning later in the day. Under no circumstances are children to be taken from the classroom or playground.

PARENTS WHO DECIDE TO TAKE A STUDENT ON VACATION WHILE SCHOOL IS IN SESSION MUST SIGN A FORM RELEASING THE SCHOOL FROM ANY RESPONSIBILITY FOR THE EDUCATION OF THEIR CHILD WHILE HE/SHE IS NOT IN ATTENDANCE. After such vacation students have only one week to hand in make-up work for credit. Prior to leaving on a vacation, the teacher will inform the student(s) of major projects, upcoming tests, and future reading assignments if known. All daily assignments, quizzes, etc. will be made up after their return.

Guidelines to be followed when an absence occurs:

- A phone call from a parent/guardian is required for all absences. The parent/guardian should call the school office before 9:00 AM. Leaving a message on the school's answering machine the night before an absence will be accepted. **UPON RETURN TO SCHOOL, A WRITTEN EXCUSE MUST BE PRESENTED TO THE OFFICE**. Documentation of valid/invalid absences is very important and accurate records will be kept.
- **General Guidelines for the recording of Attendance.**
 - **Grades Kindergarten – 1st:** A full day of instruction is considered to be over 240 minutes. A student who is present 120 – 239 minutes will be recorded as a half-day. A student who is present zero to 119 minutes for instruction will be marked as absent. Lunch period is not considered instructional, and does not count in calculating attendance.
 - **Grades 2nd – 8th:** A full day of instruction is considered to be over 300 minutes. A student who is present 150 – 299 minutes for instruction will be recorded as a half-day. A student who is present zero to 149 minutes will be marked as absent. Lunch period is not considered instructional, and does not count in calculating attendance.

The following resources and supportive services are available to students with attendance problems and to their parents or guardians:

- *Parent-Teacher conferences
- *Psychological Testing
- *Community Agency services as available
- *Counseling Services by counselor and/or social worker
- *Alternative Educational Program/School Placement

If such support services have been offered to the student and these measures prove ineffective and the behavior persists, the Principal may call upon the resources of other outside agencies such as the juvenile officer of the local police department or the truant officer of the Educational Service Region.

In accordance with the School Code of Illinois, no punitive action, including out of school suspensions, expulsions or court action shall be taken against a chronic truant (a child subject to compulsory school attendance and who is absent without valid cause from such attendance for ten percent or more of the previous 176 regular attendance days) for his or her truancy unless available supportive services and other school resources have been provided to the student.

Tardiness: A student is tardy if he/she arrives later than the time designated for the beginning of the morning session. Parents must sign in the student at the office upon arrival at school. After three tardies the student will serve a detention. Detention time will be 8:00–8:25 A.M. on the assigned day. The LaSalle County Truant Officer will be notified in the case of excessive tardiness.

Absence: Upon returning to school a student is to bring a written excuse from his/her parent or guardian to the office. A written excuse is also required whenever a student is late for school or must be dismissed early for an appointment. If the excuse is not brought in the following day, the student will be given one more day to bring in the excuse. The note is necessary to determine if the absence is excused or unexcused.

Under the guidelines of the *Tuancy Intervention/Prevention Program* of LaSalle County Educational Service, a letter will be sent home when a student has missed 10 days of school, which is considered to be the maximum amount to miss during any school year. The County Tuancy Officer will also receive a copy of the letter as a matter of policy.

ANY STUDENT WHO IS ABSENT THIRTY (30) DAYS WILL BE PASSED ON CONDITION TO THE NEXT GRADE DUE TO EXCESSIVE ABSENCE.

BACKGROUND CHECKS/SEXUAL ABUSE ALLEGATIONS

Peru Catholic requires Criminal Background Checks for full and part-time employees as well as regular school volunteers who work in/with the school. This background check must be completed as a condition for employment (CDOP Policy C-400). Peru Catholic follows the Diocesan Policies for Sexual Abuse Allegations involving laity, religious, and diocesan and non-diocesan clergy. See Sexual Abuse Allegations Policies C-402 Appendix C of this handbook.

BAND/CHOURS (JR. HIGH)

Jr. High student may participate in Band or Chorus through the Peru Public School System. Because students receive a grade for these classes, if a student chooses to drop the class after a two week period, he/she will receive a failing mark for the semester.

BEFORE/AFTER SCHOOL CARE

Peru Catholic will have a before school program from 7:15 am to 8:15 am, and an after school program from 3:05 pm to 5:15 pm every day except early dismissals. Students not picked up by 3:15 will be sent to aftercare.

BIKES

If students ride bikes to school, they are expected to obey all safety rules both for their safety and the safety of others. Bikes should be locked into the bike rack during the school day. The school is not responsible for lost or stolen bikes. Students are to walk their bikes on and off school property.

BOOKS COVERED

All textbooks belong to Peru Catholic School. All books are to be treated with respect for the knowledge they contain. **ALL BOOKS MUST BE KEPT COVERED.** A 25 cents fine will be charged for any uncovered books. Contact paper is not allowed. Scribbling on covers or pages of books fails to show respect for the books or concern for the person who will next use the books and, therefore, will not be tolerated. **BOOKS WILL BE CHECKED PERIODICALLY AND AT THE END OF THE YEAR FOR DAMAGE AND FINES WILL BE CHARGED.**

BUS STUDENTS

Only those students who live one and one half (1½) miles or more from school in the city of Peru are eligible for transportation by the Public School bus company according to State Law.

Students are expected to demonstrate good Christian behavior to and from school on the bus. Students are expected to observe all rules established by the bus company. Any student who is reported for bad language, excessive noise, disrespect, fighting or vandalism may be denied bus service.

The following bus penalties will be assessed:

1st offense - Warning with parents notified

2nd offense - 5 days bus suspension

3rd offense - Permanent bus suspension

CHRISTIAN SERVICE PHILOSOPHY AND PROGRAM

Peru Catholic School has a philosophy based on the gospel message – community service and worship. To give form to the goal of service, all within this community are called to develop means of sharing Christ’s life and spirit with others within and beyond the school community. Service activities will draw from the love of Christ that is fostered at home and school and will become visible gifts from the heart- not seeking reward, but sharing love.

The Peru Catholic faculty invites and encourages student participation and involvement in Christian service activities at all grade levels. Service projects are determined according to school goals.

CONFIDENTIALITY

Generally, schools must have written permission from the parent or legal guardian before releasing any information from the student’s record. However, the law allows school to disclose records, without consent, to the following parties.

- School employees who have a legitimate educational interest;
- Other school to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Organizations conducting certain studies for the school where the student’s identity is not disclosed;
- Accrediting organizations (i.e. colleges, universities);
- Individuals who have obtained court orders with notice;
- Persons who need to know in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific law

A school may also disclose, without consent, “directory” type of information such as a student’s name, parents’ name, address, telephone number, date and place of birth, awards, and dates of attendance. Parents have the opportunity to request that the school not release this information. Contact the school’s office if you prefer the “directory” type information not be released for newspaper articles, parents’ club directory, etc.

CONFLICT RESOLUTION / GRIEVANCE POLICY

If a student, parent, or guardian has a grievance, they are to follow this procedure:

1. Speak to the teacher as soon as possible.
2. If that is not sufficient, speak to the principal as soon as possible after speaking to the teacher. Contact may be made through the school office.
3. If still not satisfied, see copy of the formal grievance procedures (Appeal and Review) listed as Appendix B of this Handbook. Peru Catholic follows the conflict resolution policy of the Diocese of Peoria. (G 111)

CONFIRMATION

Successful completion of sacramental content and attendance at the practice and retreat is mandatory in order to be confirmed.

CONDUCT

Talking, whistling, running and boisterous conduct in school corridors and classrooms is disruptive to the learning process and, for the good of all, will not be tolerated. All students are to be seated during class time. Paper is to be thrown away when the students leave the classroom or with permission from the teacher.

When arriving in the morning before 8:15 A.M. for the Before/After Care Program students are to go directly to the cafeteria, no standing around the halls, going to the washrooms or standing in doorways. Bus riders will remain in the designated area until 8:15.

Students will respect the property rights of the school, including playground and P.E. equipment. Restitution is required for any property damage.

The teacher's desk is for the teacher. Students are not to touch anything on or in it without the express permission of the teacher.

Each student's property is to be respected. Students are not allowed to go into another student's desk or locker.

All students are expected to help maintain the order and cleanliness of corridors and classrooms of the school. Simple jobs within the room will be assigned to students. Each student is responsible for the desk and locker assigned to him/her.

Students should come prepared with needed materials for class. Continuous lack of preparation for class will affect one's grade.

Cell phones, MP3 players, hand-held electronic games, etc. are not allowed since they can be disturbing to the class. The teacher has the right to confiscate any article a student uses to disrupt work in a classroom or anywhere in the school. If you want your child to have a cell phone, it must be turned off and not accessed during regular school hours.

Out of respect for the teacher, students are to remain seated until he/she dismisses the class at the end of the period, as well as, at dismissal. Likewise, students are to respectfully raise their hands to be called upon and not just talk out.

***ANY STUDENT WHO ENGAGES IN CONDUCT, WHETHER INSIDE OR OUTSIDE OF SCHOOL, THAT IS DETRIMENTAL TO THE REPUTATION OF THE SCHOOL AND/OR INCONSISTENT WITH THE MISSION, PHILOSOPHY, OR TEACHINGS OF THE CATHOLIC CHURCH MAY BE SUBJECT TO DISCIPLINARY ACTION INCLUDING SUSPENSION OR EXPULSION.**

CONDUCT GRADES: See Appendix K

COUNSELING SERVICES

Peru Catholic employs a part-time counselor who is available to help students and their families. Catholic Charities of the Diocese of Peoria is a comprehensive professional social service agency serving all people in Christ's name and according to His teachings. Catholic Charities provides a full range of services to children and their families. Catholic Charities can be contacted through the school or by calling 815-223-4007.

COURTESY

Students should greet all people whenever they meet them and should offer to open classroom doors, carry books, etc. Some guidelines to common courtesy are:

- A. Use "yes", "no", "thank you", Mrs., Ms., Mr., or Sister name.
- B. Excuse themselves if they bump into someone or walk in front of someone.
- C. Do not interrupt adults but, rather, wait their turn.
- D. Are courteous and kind toward classmates by treating each person with respect.
- E. Show respect and consideration for all school personnel.
- F. Knock on doors and do not enter until asked to do so and then present the message to the teacher.
- G. Treat speakers with respect at assemblies. Students are expected to applaud, where proper, in a

manner befitting young Catholic students. Loud laughter, noises, whistling, stamping of feet is out of order at ANY assembly, i.e., speaker, movies, plays, etc.

CRISIS PLANS

Peru Catholic School aims to provide a safe school environment. A Crisis or Emergency Preparedness Plan has been designed to provide a framework for protecting students, staff, and school facilities, as well as describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur. It is kept in compliance with cooperation with the Peru Police Department, American Red Cross, and the Peoria Office of Catholic Education. A copy is available in the school's office.

CURRICULUM

Peru Catholic School is recognized by the State of Illinois Board of Education. Textbooks used in various courses are selected from among those approved by the Catholic Schools Office. The textbooks in the school meet the same requirements as that of the public school system. Textbooks are updated on a regular basis. Peru Catholic Teachers participate regularly in Diocesan Curriculum studies.

DISASTER DRILLS

The safety of students is insured by drills and precautionary measures which are followed in the event of a disaster from fire, storm, tornadoes, threats, or civil defense alerts. Peru Catholic follows a written Crisis Plan that is updated regularly. Directional signs are in every room by the doorways for quick reference.

FIRE: Fire alarm will ring.

- Windows and doors should be closed.
- Walk briskly through the exits and remain orderly and quiet in ranks. Teacher will take roll call.
- Keep hands off others.
- Return orderly and quietly to school after the drill.

Silence is necessary coming and going in a fire drill.

When all students are accounted for and reported, wait for the indication of "ALL CLEAR". Do not presume to go inside unless notification is given by the administrator or designated official.

No students are to enter the building during the fire drill. They must never re-enter once they have left the building.

If students are out of the classroom at the time of an alarm, they are not to return to their classroom but go out the nearest exit. Students are **NEVER** to go against the flow of traffic to get to their classroom.

The first student in the line must be alert to any blockage or danger areas. If an area is blocked, the teacher in front, or the student in front of the line, should hold up both arms to indicate a stop and point to the alternate exit. This signal should be made high in the air so others can see it. It will mean an about-face for the group.

IF SMOKE IS PRESENT--CRAWL ON THE FLOOR TO SAFETY!

TORNADO: There is an outside warning every first Tuesday of the month or the school bell will ring in repeated short rings for about six times.

- Windows should be left open and doors should be open unless less than ½ glass--then they are to be closed.
- Lights should be turned off. Bring a book if possible.
- Remain orderly and quiet in line and keep hands to oneself.
- All students proceed to interior hallway in assigned areas as directed by the teacher. The teacher will

- take roll call.
- Assume correct body position for safety; face wall and cover head with a book or hands.
- If outside and there is no time to escape, lie flat in the nearest depression such as a ditch or ravine.
- Return orderly and quietly to classroom when all clear signal is given or directed by your teacher.

DISCIPLINE

Jesus is the center of our lives and his teachings are the prime reason Catholic schools exist. Our students, through their personal conduct, should reflect this. On those occasions when this attitude is not evident, the following steps will be taken to guide the students in Christian behavior.

As professionally prepared persons, the teachers, staff and volunteers will be expected to use their own methods of disciplining students who behave inappropriately. This approach should always be of a consistent positive nature. An appropriate consequence, which relates to the misbehavior will be given by the teacher and seen to completion by the student.

A note to parents will be sent home at the beginning of the school year explaining the teacher's classroom rules and expectations of the students.

Discipline – Jurisdiction: Peru Catholic has jurisdiction over its students during the regular school day and while going to and from school on school transportation. The school's jurisdiction includes any school related activity, regardless of time and location.

Acts of Disobedience Any acts of disobedience or misconduct may be disciplined by withholding privileges, such as recess, or by issuing detention, suspensions, or expulsions depending on the age of the student, and the circumstances, frequency, and severity of the offense.

The following are considered serious misbehavior and will usually result in the student being given detentions or being sent to the principal for more serious punishment.

- Disruptive behavior in the classroom, on or near school property, or at school related functions.
- Cheating on any academic work.
- Possession of, use of, or distribution of alcohol, cigarettes, drugs, or any other substance or weapon which is otherwise unlawful for a student to possess, use, or distribute. (See Diocesan Weapons Policy D150 Appendix D of this handbook.)
- Fighting or assaulting any person.
- Theft or intentional damage to or destruction of school property, or personal property of other.
- Other acts which directly or indirectly jeopardize the physical or psychological health, safety, and welfare of self and others at school.
- Insubordination to school personnel.
- Verbal abuse or use of profanity, obscenity, or obscene gestures.
- Intimidating or attempting to intimidate school personnel, staff or students. (See Diocesan Harassment Policy C 401 Appendix E of this handbook.)
- Use of school computers to obtain, copy and/or disseminate inappropriate materials, including, but not limited to pornographic, violent or hate-inspiring topics.
- Any activity that is considered by the administration to interfere with the best interests of the school, its mission, and/or its students, faculty and staff.
- Gang related activities: display or possession of gang related paraphernalia, drawing gang graffiti, and using signs and signals in furtherance of gang activity.
- Bullying (See Diocesan Bullying Policy D 147 Appendix F of this handbook.)

Search and Seizure Searches of students will be conducted according to the *reasonable person* doctrine of tort law. Reasonable cause will be held to exist when an administrator has reliable knowledge about the whereabouts of illegal or dangerous material on campus. Reasonable cause might include anonymous phone calls or rumors.

Harassment Every student of Peru Catholic School should have the reasonable expectation of working and interacting in an environment where they receive respect and are surrounded by Christian values. Harassment of any type – verbal, physical, visual, sexual- is opposed to the mission of Peru Catholic School and will not be tolerated. The term “harassment” includes, but is not limited to, slurs, jokes, or any other form of verbal, graphic, or physical contact which reflects adversely on an individual’s race, color, sex, religion, national origin, citizenship, age marital status, veteran status, or mental, physical, or academic handicap. Harassment of any person on school grounds or at any school-related function or by any employee while acting as a representative of this institution is not acceptable. Any individual judged harassing another will be subject to appropriate disciplinary action.

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, etc. may result in disciplinary actions if the content of the student’s blog includes defamatory comments regarding the school, the faculty, other students or the parish.

What To Do If You Are Harassed.

- a. Students should tell the person harassing them what their feelings are and ask him or her to stop.
- b. If this is too difficult to do alone, the student should seek help from a teacher, parent, friend or the principal of the school
- c. If the behavior is repeated or is a major offense, report it to a teacher or the principal.
- d. After an investigation that proves the report to be true, the harasser will be subject to suspension or expulsion.
- e. A written record of the harassment will be recorded and put into the student’s file.

*See Diocesan Harassment Policy C-401 Appendix E at the back of the handbook.

Bullying All elementary and secondary schools of the Diocese shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation, including bullying. Bullying is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, putdowns or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusations, and/or social isolation. Bullying behavior shall not be tolerated in any form at school or school-sponsored programs and activities.

*See Diocesan Bullying Policy D-147 as Appendix F at the back of the handbook.

General Guidelines for Assessing Discipline Penalties

When imposing discipline, school personnel will adhere to the following guidelines:

- a. Discipline will be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
- b. Students will be treated in a fair and equitable manner. Discipline will be based upon a careful assessment of the circumstances of each case. Factors for consideration will include:
 1. seriousness of the offense
 2. student’s age
 3. frequency of misconduct
 4. student’s attitude
 5. potential effect of the misconduct on the school environment

Professional Consultation Certain misbehavior will occur which the teachers and principal are not qualified to handle. Social service agencies and professional consultation may be recommended to the parents. The school can only encourage professional help. However, if the recommendation is not followed, the school’s

ability to meet the student's needs may be restricted.

Discipline Consequences

Kindergarten: A color change will be used. Each day the students start with the color green – 2 color changes or verbal warnings must occur before a student reaches the red color – time out is given (5-6 minutes). If the behavior continues, the teacher will contact the principal/parents for a conference. If the behavior is extreme, these steps will be by-passed and the student will be sent directly to the principal.

Grades 1-2: Marbles are given to the class for good behavior throughout the day. When the marble jar is filled, the class earns a reward. Individual students who do not observe our classroom rules or school rules get their name on the board as a warning. 2nd warning: One check after their name and they lose 5 minutes of recess. 2nd check after their name they lose 10 minutes of recess and a conduct slip is sent home. Parent notification will be given if inappropriate behavior continues. Any serious infractions of class or school rules will be immediately reported to the principal where additional consequences listed below may be deemed appropriate.

Grades 3-4: Conduct slips will be issued for the following: Cheating, lack of respect, etc. (as listed on conduct notice)

First notice – written assignment to be completed at **home**.

Second notice – after school detention

Third notice – conference with parents/teacher/principal

Fourth notice – In-school suspension

Anything beyond four notices – a meeting with the principal/priest/parents/student

Grades 5-8

First offense – appropriate punishment to fit the offense

Second offense – after school detention, which will be for 30 minutes

Third offense – conference with parents/teacher/principal

Fourth offense – In-school suspension

Anything beyond four notices – a meeting with principal/priest/parents/student

Suspension Suspension is defined as removal from all or part of the school activities for a definite period of time. It may be “in-school” or “out-of-school” as determined by the number of previous offenses and is under the discretion of the principal and pastor.

Out-of-School Suspension and Expulsion Pupils guilty of gross disobedience or misconduct may be suspended from school by the principal/pastor or a staff member acting on their behalf. Suspension and expulsion as defined herein means the removal of a pupil from the regular school program and all school activities and a prohibition from being present on school grounds. When behavior change has not been effected by other discipline procedures, expulsion may result. Any suspension or dismissal is viewed as extreme measure, and in every instance, the principal/pastor should use every resource reasonably at their disposal in an effort to affect another solution. Any student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy or teaching of the Catholic Church may be subject to disciplinary action including, suspension or expulsion.

Daily work will be assigned and expected to be completed during the suspension. All work done during the time of suspension will be given a grade of zero. Grades given for major tests and projects will be at the teacher's discretion.

Permanent Dismissal As soon as it becomes evident that expulsion of a particular student is necessary, the principal will consult with the pastor and advise the parents or guardians of the child and the child's teacher(s). When a child has been expelled, the Office of the Superintendent of Schools will be notified in writing.

DRESS CODE

Frustration can easily be avoided in both the home and school if the following stipulated dress code requirements are enforced in the home from the start of the school year.

Uniforms are required by the school and must be worn at all times except on non-uniform days previously determined by the principal and which are communicated to the parents.

Parents must send a written note with a child who comes to school out of uniform. The dress code is to be followed on every school day beginning with the first day. The dress code is to be complied with to and from school and during class. First and second Offenses will be a written warning. Third and all subsequent violations will be a 30 minute detention. The Uniform Code is as follows:

ALL STUDENTS:

- Pants:** Grades K-4: Navy blue polyester, cotton, twill or corduroy **uniform** pants. Pants are optional for girls. **Pants must be uniform style.**
Grades 5-8: Navy blue or khaki, polyester, cotton-twill or corduroy **uniform** pants. Pants are optional for girls. **Khaki pants must be purchased only through Land's End ,J.C. Penney or Dennis. The correct color is listed as Khaki.**
Pants may **not** be form fitting. No knit or stretch pants allowed.
No blue jeans or jeans-style pants allowed. Belts are to be worn with pants that have belt loops.
Pants may not be rolled up. No hip-huggers.
No "slits" at bottom of pants. No cargo pants.
- Shorts:** Navy blue twill or corduroy **uniform style** shorts may be worn only April 1st through October 31st. Shorts must be **no shorter than 3 inches above the knee.** Shorts are optional. Spandex shorts are never allowed.
The same guidelines listed above for pants apply to shorts. No cargo shorts.
Grades 5-8 may wear Khaki shorts. These must be purchased only through the Land's End, J.C. Penney's or Dennis uniform catalogs. The correct color **listed is Khaki.**
- Socks:** Plain (**no logos, no designs, no lace**) white or navy socks. Socks must be visible and worn at all times!
- Belts:** Must be plain, dark colored belt. (black, brown or navy only) Must be worn if pants have loops.
- Sweatshirts:** Optional Burgundy sweatshirts with the Peru Catholic emblem embroidered on the front left shoulder. **Uniform Sweatshirts must be only purchased through The Locker Room in Spring Valley or an approved School Club selection.**
- Sweaters:** Plain navy blue, burgundy or white cardigan, plain crew or v-neck pull-over or vest. Sweaters may not have a hood. No sweaters with logos or writing on them.

GIRLS: ALL ITEMS ON THE DENNIS WEB SITE IS APPROVED FOR SCHOOL.

- Blouses:** Short or long sleeved **PLAIN** white collared blouses (NOT SHEER OR WITH RUFFLES). White turtlenecks. White or burgundy 3-button **collared** shirts. Blouses/shirts must be tucked in at all times. **Burgundy shirts must be purchased only through the Land's End Uniform Catalog or Dennis.** Land's End Uniform Catalogs will be available through the school office.
- Jumpers:** Grades K-4. Obtained only through Lagron-Miller in Peoria (#55), Lands End (Hunter/Classic Navy Plaid), or **Dennis (belair 201-180).**
- Skirts:** Grades 5-8 (after jumpers wear out for 5th graders) Obtained only through Lagron-Miller in Peoria (#55), Lands End (Hunter/Classic Navy Plaid), or **Dennis (belair 201-180).** Jumpers/Skirts may not be shorter than 2 inches above the knee.
- Tights:** White or navy blue tights. (**no lace, no designs, NO LOGOS**)
- Shoes:** Standard style shoes or clean athletic shoes **are to** be worn. **No platforms , heels or Clogs.** Sandals are allowed, but must be worn with sock and must have a back. Shoes with laces must be tied at all times.
- Jewelry:** Pierced ears are permitted. No earrings off the ear.
Bracelets are NOT allowed. Religious bracelets are permitted.
Necklaces with crosses or religious medals are permitted.

Make-up: 5-8 grade only. Light make-up only, no eye make-up.
Nail polish must be clear.
Preschool- Grade 4: are not allowed to wear make-up or nail polish.
Containers of hair-spray are not allowed at school at any grade level.

BOYS: ALL ITEMS ON THE DENNIS WEB SITE IS APPROVED FOR SCHOOL.

Shirts: Burgundy or white knit, collared pull-over, 2-4 button shirts.
White turtleneck shirts. White dress shirts. All uniform shirts must have collars. Shirts are to be tucked in at all times.
Burgundy shirts must be purchased only through the Land's End Uniform Catalog or Dennis.
Land's End Uniform Catalogs will be available through the school office.

Shoes: Standard style shoes or clean athletic shoes **are to** be worn. Sandals are allowed, but must be worn with sock and must have a back. Shoes with laces must be tied at all times.

Jewelry: Boys may not wear any kind of earring(s).
Chains with crosses or religious medals are permitted.

IN GENERAL FOR ALL STUDENTS:

All pants must meet the requirements of being a standard uniform pant. Any labels appearing on the outside of pants or shirts are strongly discouraged. If a label is present, they are to be as inconspicuous as possible. The principal and teachers reserve the right to determine if a label is distracting or unacceptable in size or appearance. Clothing should be size appropriate: no oversized, baggy pants, sweaters, shirts. Shoes must be serviceable style school shoes or clean and neat non-marking gym or athletic shoes. Boots of any style are not permitted in classrooms. **Any student who wears boots to school due to weather conditions must bring a change of shoes for the classroom.** Students will be asked to remove any jewelry that interferes with P.E., safety at recess, or academics. Hair must be clean and well-groomed at all times. No unusual hairstyles are acceptable. Examples: no hair engravings, no tails, unusual colors. Any garment worn under the school uniform must not show with the exception of the collar of a white t-shirt.

DRESS-UP DAY DRESS CODE

Dressy shirts and blouses, long and short sleeved, that are tucked in.
Pants or slacks of durable corduroy, cotton-twill or wool. They may not be rolled up.
Shorts not shorter than 3 inches above the knee.
Turtleneck sweaters, crew or v-necks or vests.
Polo style or button-down shirts.
Dressy sweatshirts worn as sweaters.
Dresses, jumpers or skirts no more than 2 inches above the knee.
Knee-length culottes.
Clean leather or canvas shoes, properly fitted and tied.
Sock or other hosiery—mandatory.
Colored dress jeans, non-faded, other than BLUE denim may be worn on dress-up days.

UNACCEPTABLE CLOTHING INCLUDES:

Faddish or trendy or extreme clothing (to be determined by the school).
Athletic clothing (sweat pants, gym shorts, warm-ups, football, basketball jerseys or wind pants.)
Military clothing.
Halter or tank tops; mini-length outfits.
Shoes without backs, high heels, thongs (flip flops), cowboy boots, spikes, clogs without backs.
Any clothing with inappropriate writing or pictures to be determined by the school.
Faded or torn clothing.
Tight, form-fitting pants or clothing.
Oversized or baggy clothing.
T-shirts will not be allowed.
No Cargo Pants

The principal reserves the right to request that dress be upgraded whenever necessary. Both parents and students will be notified in writing of such requests. If a child is sent home to change, parents will be notified. ANY STUDENT WHO DOES NOT FOLLOW THE DRESS-UP DAY DRESS CODE WILL NOT BE PERMITTED IN CLASS UNTIL PROPER CLOTHING IS BROUGHT FROM HOME.

EMERGENCY CLOSING OF SCHOOL

If school is called off or early dismissal is necessary for any reason, parents/guardians will be alerted by 1) A phone call to all phone numbers provided by parents through our *SchoolReach* messaging system; or 2) listening to the local radio stations WLPO (1220 AM) or WLRZ (101 FM). Peru Public and Peru Catholic Schools follow the same emergency dismissal. If the weather looks bad please listen to the radio. DO NOT CALL SCHOOL.

FACULTY AREAS ONLY

Students are not allowed in the faculty lounge, supply room, art cupboard, or janitor's room unless accompanied by a teacher. Only faculty permitted in office records area.

FIELD TRIPS

Educational field trips are taken during the year. All school trips shall have an educational purpose stated in writing and on file in the school office. Permission forms including the educational purpose and parent signatures shall be required for students to attend any trip and shall be kept on file in the schools office (CDOP Policy D-131). Field trips are privileges afforded to the students; therefore, students can be denied participation if they fail to meet academic or behavioral requirements through the school year. Students currently earning an Unsatisfactory in their conduct grade will not be allowed to attend field trips. **Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.**

FIELD TRIP GUIDELINES

- a. All field trips shall have the approval of the Principal.
- b. An educational purpose shall be stated in writing and kept on file in the school office.
- c. Transportation shall be provided by a bus company unless the principal authorizes private transportation. If private transportation is required, all drivers of cars must complete a form: Driver Proof of Insurance/Licenses and Liability. This form requires a copy of Driver's License and a proof of liability insurance. The form and required attachments are to be submitted to the homeroom teacher, who will forward them to the office. This process is required for each driving event.
- d. On bus trips, a fee may be set to defray the cost of transportation. This fee will be based on a quote from the bus company.
- e. All field trips will be adequately supervised by faculty members and other approved adults. Only those persons who have completed the Virtus or Safe Environment Program and have had their background checks will be allowed to chaperone school-sponsored field trips.
- f. Parents will be notified of the date, time and details of the trip.
- g. Parental permission, in writing, must be obtained before the student will be allowed to attend the field trip. Verbal permission will not be accepted in lieu of written permission. If a student fails to return a written permission slip, that student will not be permitted to attend the field trip and will be sent home.
- h. The parent or guardian will be required to sign a release and agreement to indemnify and hold harmless the Parish, the School, the School's employees and agents, the Diocese of Peoria, and the volunteers assisting the School, from any and all liability for injuries, medical expenses or any other loss suffered to your child or your family due to the child's participation in this activity.
- i. A permission form shall include the following components:
 - A description of the trip including the place to be visited, the method of transportation, the type of supervision, and the time and place of departure and return.
 - The educational purpose including objectives. Example: observe natural setting along the river
 - Specific materials to be brought including lunch, clothing, money, etc.
 - Authorization for medial treatment.
 - The waiver of liability.
 - Parent/guardian signatures and date (both parents should sign).
- j. A medical information sheet shall be obtained and on file for each child participating in the trip.

- k. After each trip, a written report shall be submitted by the designated trip supervisor and kept with a description of whatever injuries or damages occurred or where reported. These reports are to be kept with the permission slips for that trip, if an incident occurs, the report shall be immediately forwarded to the Office of Catholic Education and the Diocesan insurance carrier shall be contacted by the OCE.

Clothing, Refreshments, Equipment: will be at the faculty's discretion. All clothing must be appropriate.

Responsibilities Of Chaperones

- a) One chaperone for every 5 students. These higher chaperone/student ratios are encouraged to reduce the risk of student injury incidents.
- b) The teacher will assign each chaperone a group of students. The chaperones are required to be physically and mentally present to their assigned group.
- c) Non-school aged children will NOT be allowed since chaperones will need to provide full attention to their assigned students on the trip.
- d) Remind students if they become separated from the group to seek help from a Guide, Police Officer, or employee of the facility.
- e) Children will be allowed to go to the restroom only when accompanied by an adult.
- f) As a representative of Peru Catholic School please assist the teacher in any way needed or requested by that supervising teacher.

*Siblings are not allowed to attend field trips by Diocesan Policy. For forms relating to "Field Trips" see Appendix G of this handbook.

FINANCIAL SUPPORT

Tuition represents only a small portion of the actual cost of education of our students. It is the parents/guardians' responsibility to make regular weekly contributions in their parish church's Sunday collection and also to participate in the annual fund raisers to make up the difference between tuition and actual education costs. Families unable to meet their tuition payments must contact the pastor and then the principal. New tuition/book fee rates are issued each year during pre-registration. It is the primary parent/guardian's responsibility for payment of tuition and book fees.

John Lancaster Spalding Scholarship Fund Grants: Tuition assistance scholarship grants from the endowment fund established as a result of the Diocese of Peoria ROOTED IN FAITH Campaign and named in honor of Archbishop Spalding, the first Bishop of Peoria, will be available for students enrolled in or intending to enroll in grades Kindergarten through 12 in any Catholic school located in the Diocese of Peoria whose families are members of a Catholic Parish in the Diocese. All grants will be based on financial need objectively assessed. Information about the grants and application materials may be obtained from any Catholic elementary or secondary school in the Diocese of Peoria. The application deadline is in February and notification of grant awards will be made by mid-April.

Tuition Assistance: Families are eligible for local assistance through the Pastor's Board. Those families applying for the Spalding Fund will be automatically considered for local assistance. Other families are encouraged to apply. There is a May 31st deadline so that awards can be announced before the August registration date. Contact the school's office for the application process. **Families not officially applying for Tuition Assistance will not be considered eligible for financial aid.**

GRADING SYSTEM

The grading system at Peru Catholic School follows the Achievement Code of the Diocese of Peoria.

Kindergarten:

- + Achieving what is expected at this time
- NI Student needs increased practice/reinforcement
- Not evaluated this quarter (blank)

P Progress shown, but is below grade level

Grades 1 and 2: Academic Marking Code

| | |
|------------|--|
| + | Excellent |
| S+ | Exceeds basic requirements |
| S or blank | Satisfactory progress |
| S- | Having difficulty meeting basic requirements |
| NI | Student needs increased practice/reinforcement |
| U | Unsatisfactory |
| P | Progress shown, but is below grade level |

Grades 3–8: Academic Marking Code

| | | | | | |
|----|-------------------------------------|---|-------|----|-------|
| A+ | 99–100 | A | 96–98 | A- | 94–95 |
| B+ | 92–93 | B | 88–91 | B- | 86–87 |
| C+ | 83–85 | C | 79–82 | C- | 76–78 |
| D+ | 74–75 | D | 70–73 | D- | 68–69 |
| F | 67–below | | | | |
| E | Effort shown, but below grade level | | | | |
| I | Incomplete | | | | |

Grades 1–8 Performance/Personal Development and for Study Hall, Art, & Music:

| | |
|------------|--|
| + | Excellent |
| S+ | Exceeds basic requirements |
| S or blank | Satisfactory progress, consistent |
| S- | Having difficulty meeting basic requirements |
| √ | Shows improvement |
| NI | Needs Improvement |
| U | Unsatisfactory |
| NA | Does not apply this quarter |

Honors Recognition

Honors recognition is determined by averaging grades for students in grades 5 - 8. No student may receive a C- or an S- in **any** subject at a reporting period nor have the Christian Conduct/Social Growth and Work Habits evaluation be lower than the full satisfactory level to be eligible for the Honor Roll. Grade points are used to determine eligibility. A = 4 pts; B = 3 pts; & C = 2 pts. For Algebra, A = 5 pts; B = 4 pts; & C = 3 pts. The points are added up for the seven (7) core subjects: Reading; Science; Computer; Math; Language Arts; Social Studies; & Religion. Twenty-five (25) points are required for the High Honor Roll, twenty-one (21) for the Honor Roll.

Non-Promotion

If a student receives a total of seven (7) F's or U's in core academic areas on his/her report card for the school year, this is an indication that he/she may need to repeat the present grade. The teacher will discuss the matter with the parents/guardians. Subsequent conferences will be held as necessary. Retention will be determined on an individual basis by the principal, teacher, and parents/guardians.

If it is determined that retention (non-promotion) is to be considered as a necessary action for the benefit of the student, the teacher will keep the parent(s) informed of student progress throughout the year. The teacher will offer a variety of remedial work to aid the student and include diagnostic testing. Communication will be maintained between conferences and progress reports.

The teacher informs the principal of the potential need for retaining a student prior to or by the third quarter and will then communicate with the parent(s) regarding the need/possibility of retention and gives rationale for proposing it.

Parents may also request or discuss retention with the teacher at any time, particularly if they become aware of anxiety, frustration or failure in the student due to learning difficulties.

If there is disagreement or uncertainty about retention between the teacher and parents, the principal meets in joint conference with them. The pastor is kept fully informed during this process. The principal makes the final decision regarding the placement of a student after having seriously considered the input of both parents and teacher. The principal may choose to place a note in the student's file describing the circumstances and decision regarding placement. This note is presented to the parents/guardians for signature. The pastor is informed of the outcome.

GRADUATION

A diploma will be awarded to the eighth graders who have completed the required course of studies established by the Peoria Diocese and are in good standing. Graduation exercises will be held at the end of the school year.

GUM, CANDY, ETC. IN CLASS

Gum chewing on school premises is not allowed. A warning slip will be given for the first offense. A gum chewing slip will be issued at the second offense and the student will be issued a fine. Eating candy or chewing on any other items such as pen caps, paper, etc., is also not permitted and the same procedure applies.

HEALTH CARE

Good health habits include having a sufficient amount of sleep, practicing good nutrition, and wearing clothing suitable to the weather.

Since many childhood diseases are communicable, it is essential that parents/guardians use good judgment in determining whether their child is well enough to attend school. An elevated temperature, stomach cramps, vomiting, and dizziness are indications that the child may not feel well enough to complete the school day. It is imperative that children remain home for 24 fever-free and **aspirin-free hours after having a fever**. Not only is this a protection for your child, but for the children in your child's class. Ordinarily, if children need cold or cough medicine or aspirin during the school day, they should be kept at home.

Physical exercise and fresh air are beneficial to all students. In the event that a student is well enough to attend school but needs to stay indoors at recess for a health reason for an extended time period (more than 1 day), parents must submit a doctor's written request. The request should state the health reason and the specific length of time for being excused. If a student needs to be excused from PE, a doctor's written request is required.

Head Lice Head lice are more prevalent among American Children than all other communicable childhood diseases combined. Head lice do not observe any class distinction; they can infest anyone and are a problem which is rapidly gaining ground in all strata of our society. Peru Catholic School follows the guidelines of the LaSalle County Health Department. To accomplish this health standard, they recommend periodic head checks and procedures when lice have been identified.

When an individual case is found, the following shall be done:

- The child's parents will be notified immediately to pick up their child.
- Written instructions regarding treatment of the student and the home environment and information about head lice will be provided.
- For re-admission to school the following day, parent(s) must show proof of appropriate treatment (i.e., note from a physician, copy of prescription, or proof-of-purchase of an over-the-counter product).

- Student will be re-examined by school personnel.
- If you find lice in your child's hair, please notify the school office.

Health Examinations The Illinois State Code requires health examinations for all students entering school for the first time and in grades kindergarten and Sixth. Dental examinations are also required for Kindergarten, second and sixth grade students. Eye examinations are required for Kindergarten students or students enrolling for the first time in Illinois.

First Aid The school is equipped to handle injuries of a minor nature such as bruises, superficial cuts, abrasions, etc. Should a major injury occur, the parent/guardian will immediately be contacted by telephone. If the parent/guardian cannot be reached, the child will be taken to the emergency room of the nearest hospital. It is **VERY IMPORTANT** that emergency cards be filled out completely by the parent/guardian each year stating where they may be reached if they are at work, a relative or neighbor who can be contacted when we are unable to reach the parents/guardians, and any medical facts of which we should be aware of in case of an emergency (e.g. allergic reactions, history of seizures, etc.). All student medical records must be kept up to date.

Immunizations A complete immunization record must be on file for each student. For students entering school before October 1 of any given year, proof of immunizations must be up to date or the student will be excluded from school until the requirement is met. THIS IS THE LAW. If for medical reasons one or more required immunizations must be administered after October 1, the student must present to the principal, by October 1, signed documentation from the doctor of such immunizations and a statement of the medical reason for the delay. Students enrolling after October 1 must present the immunization record and their latest health examination as soon as possible.

Vision and Hearing Screening Vision and Hearing screenings are conducted annually by LaSalle County Health Service Personnel according to state mandates. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Medication If it is determined by a doctor that it is necessary for a child to take medication during school hours:

1. Written orders must be provided to the school from the doctor which includes: the child's name; date of birth; licensed prescriber, phone number, and signature; name of the medication, the dosage, and the times it is to be taken; date of prescription.
2. A written request from the parent authorizing the administration of any prescribed medication is also required by the school.
3. Medication shall be brought to school in a container appropriately labeled by the druggist or pharmacy and kept in the office. Appropriate labeling includes: child's name, prescription number, medication name/dosage, administration directions, date and refill, licensed prescriber's name, pharmacy name, address, and phone number, name or initials of pharmacist.
4. Only enough medication shall be sent to school for that week. The container is to be taken home on Friday or the last school day in a given week.
5. Over the counter drugs are **not** to be administered at school (unless prescribed by a doctor according to the above regulations). This includes cough medicine, aspirin, etc.

If a child is on medication and the parent/guardian wishes to come to school and administer that medication, he/she may do so. If, however, he/she wishes the school personnel to supervise the child taking any medication, the above rules must be followed. Students who need to use inhalers for asthma or use an epinephrine auto-injector will be allowed to carry their inhaler or injector with them upon their parent's written and signed request. The school will provide safe storage of the prescribed medicines and will keep a basic record of any drug administration.

HEADING ON PAPERS

The heading on all papers for grades 4–8 is:
Subject

Name (and grade) Full date

HOME - SCHOOL COMMUNICATION

In order to insure that all communication from school reaches home in a timely manner, PCS uses a Thursday envelope system. Official envelopes containing all correspondence are sent home on Thursdays and should be returned the following day. There is a \$1.00 replacement charge for envelopes that are lost or not returned. The school's newsletter – *Cougar 4-1-1* will be sent home in the envelope every Thursday unless the family elects to receive it electronically.

HOMEWORK

Homework is an extension of classroom work for the purpose of allowing students to work independently. It is a reinforcement of and a time to review and practice concepts and skills worked on in school. The amount of homework will be appropriate to the grade level of the child. Homework is the responsibility of the child. It is recommended that a private place and regular time be set aside each evening for homework.

INCLUSION OF STUDENTS WITH SPECIAL NEEDS

Peru Catholic School shall admit students with special needs whenever possible. The Diocesan policy is D-105 and can be found in Appendix A in this handbook.

INTERNET

We are pleased to offer students at Peru Catholic School access to computers to meet their educational and informational needs.

Access to the Internet will enable the students & staff to explore thousands of libraries, databases, museums, and other repositories of information. The Internet is a collection of many interconnected computer networks that make it possible to access and exchange a wide variety of information quickly and easily.

However, there are some disadvantages to the use of computer technology. We need to be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. The Internet is an unregulated medium and there is no editorial control over information, images and commentary. Remember, anyone can post anything; always question the accuracy, authority or timeliness of the content. Peru Catholic School believes the benefits you gain from access to the Internet in the form of information resources and opportunities for collaboration outweigh these disadvantages. Ultimately, you as parents are responsible for setting and conveying the standards your child should follow. The school, therefore, respects each family's rights to decide whether to approve student access or not. It is important that parents understand that while the school will make every effort to guide and monitor students' access to the Internet, it does not have control of the information or content.

Students must be responsible for good behavior on school computers just as they are in the classroom. Computers are provided for students to engage in educational experiences and may not be used unless supervised by a teacher. Access is given to students who agree to act in a responsible manner. Parent permission is required and access is a privilege - not a right. Inappropriate use will result in limitation or cancellation of user privileges and possible school disciplinary action. These consequences can be imposed on the first offense.

Peru Catholic follows the Technology/Internet Policies of the Diocese of Peoria with regard to student/staff use of computers/software, Federal Copyright Law and Internet usage. Students/Staff sign a waiver concerning correct use/copyright laws. See Diocesan Policy C-404 Appendix J of this handbook.

LIBRARY

Every student in grades K – 8 will have regular access to the school's Library. Fines will be charged for overdue books. Lost books--paperbacks, hard cover and reference books--will cost the replacement amount of a comparable book.

LITURGY AND PARALITURGIES

Liturgical and paraliturgical services play a major role in the life of the Peru Catholic School student. Worshiping in Word and song teaches children life-long respect for the focal point of their religion--the Eucharist. Each class has the privilege of planning liturgies throughout the school year. Seasonal paraliturgies emphasize theological precepts of their faith and are planned carefully and consistently for their participation.

LOCKERS

Each student is assigned a locker in which to store clothing and textbooks. The school reserves the right to inspect lockers at any time. Students are not allowed to put a lock on their lockers.

LOST AND FOUND

Students are responsible for those items which they bring to school. Students should check the Lost and Found if items are missing. The Lost and Found can be found in the labeled lockers across from the office.

LUNCH

A hot lunch program is available to all Peru Catholic students, with the exception of preschoolers. The lunch program is through Peru Public Schools. Under the National Hot Lunch Program, free & reduced lunches are available for those who qualify. Applications are distributed at the beginning of the school year and may also be acquired through the school offices during the school year. All applications for free and reduced lunches are kept confidential. Students may also bring a cold lunch from home (soda is not allowed). Due to health concerns, sharing of candy or other food items from hot or sack lunches is prohibited. Milk for those with cold lunches or extra milk is available. The cost for milk may vary depending upon our supplier's cost. **Fast Food lunches or drinks (i.e., Burger King, McDonald, Pizza Hut, etc.) are not allowed to be brought in.**

A monthly menu is sent to the parents. Each morning the homeroom teacher will take a count of the number of students that have a sack lunch and which of those students need milk. The teacher will then send their count to the office and hot lunches will be ordered for that day. If a student forgets his/her lunch, please notify the office before 9:00 so a hot lunch will not be ordered. Parents will be billed for lunches ordered, whether they were eaten or not. Lunch money must be in a sealed envelope and clearly marked "lunch money" along with the child's name & grade. Lunches will be billed periodically. Cost per lunch is determined by Peru Public Schools. All hot lunches include milk (white or chocolate).

Students are asked to talk quietly while they eat and do not leave their seats without permission from a supervisor. Our objective is a quiet, cheerful lunchroom with an atmosphere conducive to polite behavior and healthful eating. After eating lunch all students are responsible for cleaning up after themselves by taking items to the garbage. No food or drink items are allowed on the playground.

If a medical condition warrants the need for a special lunch, please contact the school principal.

All students with sack lunches should have their lunch with them when they arrive at school in the morning. In the event that a lunch is brought to school before 9:00 am, it should be marked with the child's name and left in the school office. If a forgotten lunch can not be delivered before 9:00, you must call the office so that a hot lunch will not be ordered.

MAKE-UP WORK

Missing assignments and make-up tests after illnesses are the responsibility of the STUDENT. He/she must see each teacher on the first day he/she returns to school and make arrangements to do the work required within the following week. To fail to get this work made up within a week after returning to school means a zero for the grade missed. Parents should make arrangements to pick up homework so that the student does not fall behind. If the student is out of school for an extended illness, special arrangements will be made.

After vacation students have only one week to hand in make-up work for credit. Students who do not complete the work before the end of quarter grading shall receive an "I" (incomplete). The "I" will be changed to a grade when the make-up work is submitted, graded and approved. This special grading applies only to those who have incomplete work due to excused absences.

NON-CUSTODIAL PARENT

Peru Catholic School System abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

NOON WATCH

The School employs permanent persons to supervise lunchtime. Every family will pay a \$25 per year fee to help offset the cost of hiring persons to cover noon duty. Students are expected to treat these supervisors with respect.

OFFICE RECORDS

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to date.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held during the year. Following the 1st grading period all parents/guardians must come for a conference and during the rest of the year by parent or teacher request. The length of the conference should not exceed ten minutes. If there is any problem, a parent or teacher may arrange for a special conference at another time. Conferences between the principal and the parents may also be arranged upon request.

PARTIES/TREATS/OUTSIDE PARTIES

Parties are planned by the teachers and the room parents for special occasions: Halloween, Christmas, and Valentine Day. Children may bring birthday treats to share with class members if desired. Simple treats are recommended.

Personal student deliveries of flowers, balloons, etc. are discouraged. If such a delivery is made, the student will be notified and will be able to pick up the delivery from the office at the end of the day.

Outside of school party invitations may not be handed out at school unless everyone in the class (entire class or all girls or all boys) are included.

PAYMENT OF BILLS

Make all checks payable to Peru Catholic School. Please place all money in an envelope stating the student's name, grade, amount and purpose of the money.

P.E. UNIFORM

All students, grades 5-8, wear P.E. uniforms. Maroon Peru Catholic School P.E. uniforms may be purchased from The Locker Room in Spring Valley. Clean gym shoes with non-marking soles, for gym use only, are required by students in K-8. The P.E. grade will be reduced if a student is not in uniform. Out of uniform for a third of the quarter warrants a "U" in P.E. Grades K-4 wear regular school uniforms for P.E.

PLAYGROUND RULES

Every child is expected to be familiar with the playground. At noon recess students are to leave and enter the building quietly and orderly. They may not re-enter the school building except for emergencies or teacher request. Students are not to leave the playground area during recess. The playground supervisors will receive obedience, courtesy, and respect from every student.

- a) At the sound of the bell, students WALK, not run, quietly to their line.
- b) No student is to enter or leave the building without a teacher or supervisor.
- c) No student may leave the school grounds during the school day without permission from the office.
- d) No rough games are allowed that could be harmful or dangerous to others.
- e) Only nerf balls or balls approved by the school are allowed.
- f) Throwing of stones, snowballs, kicking of snow, or throwing or kicking foreign objects is not allowed.
- g) Fighting is never allowed.
- h) Destruction of school property is forbidden.
- i) Restitution is required.
- j) Bad and obscene language and gestures are not tolerated.
- k) Name calling, and the taking of other children's personal items is not allowed.
- l) Gum chewing is forbidden on school property.
- m) Any action that endangers others is forbidden.
- n) Any other action that is deemed serious by the supervisor, teacher, or principal will be unacceptable behavior.

Inside Classroom Recess:

- o) Students need to remain in their own classroom.
- p) No one is to be out in the hall.
- q) When playing indoors, there is to be no running or other dangerous activities.
- r) No throwing of balls or other objects.

PLAYGROUND POLICY It is the right of every student of Peru Catholic School to play freely on the playground without fear of physical or psychological harm. Students who do not respect this right by displaying unacceptable behavior will be dealt with according to the school's discipline policy.

***The appropriate course of disciplinary action will be dictated by the particular circumstances of each situation.

SERIOUS INFRACTION OF THE RULES—This will result in immediate notification of principal and parents. NO STUDENT IS TO REMAIN IN THE BUILDING UNSUPERVISED DURING RECESS. NO STUDENT IS TO GO BACK INTO THE BUILDING.

READING AND OTHER MATERIALS

Occasionally, students will bring morally questionable books and/or materials to school. Since the parents are the first educators in the areas of morality, they are encouraged to evaluate the materials their children read and/or possess. However, the final decision regarding what may be brought to school rests with the principal and teachers.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

Safety during the school day is a major concern to everyone involved with the student's welfare; therefore, the following practices for release of the student during the day will be followed:

1. Whenever a child must leave the school premises before the regular dismissal (due to illness, injury, and appointment, etc.), he/she must be met by the parent or guardian and be signed out and back in if returning later in the day.
2. Under no circumstances may children be taken from the classroom or playground.
3. NO CHILD WILL BE RELEASED TO A PERSON WHO IS NOT KNOWN TO THE PRINCIPAL, TEACHERS OR SECRETARY.
4. Unless parents are notified, no child will be sent home during the school day.

REPORT CARDS/PROGRESS REPORTS

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks. Parents are to sign and return the report card envelope only for the first three (3) quarters.

Progress Reports will be given mid-way between each nine-week grading period for grades 4 - 8. Those families that elect to receive electronic progress reports will have access to their child's grades online from Friday afternoon until Monday morning each week.

SACRAMENTAL PROGRAM

The sacramental life of the children of the Catholic tradition is an important component of the religion program at PCS. Preparations for two sacraments, Reconciliation and Communion, form the core of our efforts in Grade 2. In accordance with the diocesan guidelines, candidates for First Communion will receive the sacrament of Reconciliation prior to First Communion. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Communion are only conferred to students baptized in the Roman Catholic tradition.

SAFETY PATROL

Students who are assigned to the Safety Patrol have the authority and responsibility to see to the safe crossing of other children before and after school. Members of this patrol will report any violations to the principal and to the supervising staff.

SCHOLASTIC READING PROGRAM

Reading is the key that will open the door to the rest of your child's education. All students need to develop strong reading skills that they will use every day, in and out of school. This is why Peru Catholic School uses the Scholastic Reading Program and counts it as a major grade in Reading Class. The goals are to: Promote Reading; Improve Test Scores; and Develop Language Arts Skills. To see a copy of the rules and grading scale for Scholastic Reader see Appendix L.

SCHOOL COMMISSION

The School Commission meets the third Monday of the month, August through May. Observers are welcome. Persons wishing to address the Commission need to be put on the agenda by calling the principal one week before the meeting.

SCHOOL CLUB/PARENT SERVICE REQUIREMENTS

P.A.C.E. (Parents Active in Catholic Education) is the School Club renamed and reorganized to consist of parents & teachers working together to help promote greater family involvement in our school. Each family is required to commit to earning PACE points each year. More details about PACE can be found in APPENDIX M.

SCHOOL HOURS

All students begin school at 8:25 a.m. Dismissal is at 3:00 p.m. for Kindergarten, Preschool & afternoon bus riders. All other grades will dismiss at 3:05 p.m.

Students are not allowed in the school earlier than 8:15 A.M. Parents with students who need early arrival will place their child/ren in the PCS Before/After School Care Program (7:15-8:15 a.m.). Morning bus riders will be the only other students allowed to arrive before 8:15 a.m. (They will go to a designated area.)

Students will be walked to the outside of the building at 3:05 P.M. at which time they should be promptly picked up or should immediately walk home. If a student is kept after school hours at the request of the teacher, parents will be notified. In the event that parents will be late in picking up their children after school is dismissed, it will be necessary for them to phone the school office notifying the secretary. Students not picked up promptly after school will be sent to the After School program and charged for the service. Due to the above-noted procedures, no students may remain outdoors unattended after school hours.

SCHOOL OFFICE HOURS

The school office is open on all *regular* school days from 8:00 AM – 3:30 PM.

SCHOOL PRINCIPAL'S RIGHT TO AMEND HANDBOOK

The school principal retains the right to amend the handbook. Parents will be given prompt notification if changes are made.

SKATEBOARDS, ROLLER BLADES, ROLLER SKATES

Skateboards, roller blades and roller skates are not allowed on school property. If they are brought to school, they will be confiscated and must be picked up by a parent/guardian.

STUDENT INFORMATION/PUBLICITY FORM

Peru Catholic asks parents to sign a standard Diocesan Publicity form that allows students to be photographed, audio or video taped for purposes of remembering such activities for school/parish publications or advertising materials. See Appendix H of this handbook for a copy of the publicity form.

STUDENT INSURANCE

Student accident insurance is provided through the school for all students.

STUDENT/PARENT RESPONSIBILITIES

Students are responsible at all times to the school administration and to their respective teachers. They must comply with school regulations and policies at all times. Parents/Guardians must also show cooperation with school administration as a condition of student enrollment at Peru Catholic.

STUDENT RETREATS/SERVICE PROGRAMS

Students at Peru Catholic have the opportunity to participate in school sponsored retreats as well as a variety of service programs. Eighth Grade students are required to fulfill service hours and participate in a retreat as

part of preparations for the sacrament of Confirmation.

TELEPHONE

Students will not ordinarily use the school phone. It is the student's responsibility to come prepared for classes and it weakens this sense of responsibility if parents are requested to make special trips with forgotten homework, P.E. clothes, etc.

If a child is sick, the teacher or secretary will make the call.

Parents are requested not to ask office personnel to transmit telephone or written messages, unless there is an emergency. Complying with these requests interrupts the instructional program of the students and office work of the staff. Lunches may be left in the office, but students should be instructed by parents to retrieve them in the office at lunch time.

TESTING PROGRAMS

Tests of student's learning capacity, ability and achievement measure not only the child, but also serve as an indication of the efficiency of the school to other educational institutions of the same level. Peru Catholic School will participate throughout the year in nationally accepted tests.

TUITION & FEES

The tuition for Peru Catholic School students is set by the Education Commission and approved by the Pastor.

Parishioner Tuition for K – 8: One child = **\$2,250**; Two children = **\$3,275**; Three children = **\$4,205**; Four children = **\$4,355**

Non-Parishioner Tuition for K – 8: One child = **\$2,950**; Two children = **\$3,975**; Three or more children = **\$4,905**; Four children = **\$5,055**

Preschool Tuition: Five ½ day sessions = **\$1,120**; Three ½ day sessions = **\$885**; Five full days = **\$2,250**; Three full days = **\$1,420**. **Families with children enrolled at PCS in grades K-8 will receive a 5% discount on their PreK tuition.**

Preschool One-time **Snack/Milk** Fee: Five day session = **\$55**; Three day session = **\$34**

Fees included in the above totals include: Supplies; Yearbook; Student Insurance; and Cafeteria Fee.

Fees not included: Kindergarten Snack/Milk Fee = \$55; Kindergarten Graduation Fee = \$15; Eighth Grade Graduation Fee = \$50.

Payment options for school year 2009-2010 tuition include:

- Full payment at the beginning of the school year – due at Registration on **8/4/2010**.
- Semi-annual payments at the beginning of the school year (**8/4/2010**) and the beginning of second semester (**1/18/11**)
- By Quarters – ¼ due at Registration (**8/4/10**), and the beginning of the 2nd (**10/28/11**), 3rd (**1/18/11**), and 4th (**3/18/11**) grading period.
- Monthly – due at Registration on **8/4/10**, remaining payments due by the 15th of each month beginning September 15, 2010.

TUITION/FEE REFUND POLICY In the case of a pre-paid withdrawal payment, the tuition and lunch will be refunded on a pro-rated per diem basis. No book fees or pre-registration fees will be refunded. Sports Fees are non-refundable unless the student fails to participate due to withdrawal from PCS or a sports injury which would prohibit participation in the sport for that season.

NONPAYMENT POLICY In the event that bills/fees are not paid according to your tuition agreement:

- Registration for the following year will be rescinded until arrangements for payment are made.
- Academic records will not be forwarded to other schools until arrangements for payment are made.
- Report Cards will not be issued (quarterly).
- Eighth graders will not receive diplomas, although they may participate in graduation activities.

USE OF SCHOOL GROUNDS

No unauthorized use of Peru Catholic School System grounds is allowed. Permission must be obtained through St. Joseph's Rectory or through the Main School Office.

VISITORS

All visitors to the school are to report directly to the office through the main entrance. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to return the nametags and sign out at the time of departure. Parents are not permitted to go to the classroom or lockers unless permission has been obtained in the office. An appointment must be made to see the teachers in the morning or afternoon.

VOLUNTEERS

Any person who volunteers in any capacity for Peru Catholic School will need to complete a CANTS & fingerprint form. Volunteers will also need to complete the Safe Environment (formerly VIRTUS) program. This includes, but is not limited to, Coaches, Chaperones, Drivers, Room Parents, etc. No exceptions will be made. See Appendix I for a copy of the Volunteer's Code of Conduct.

WITHDRAWAL

A week's notice is required for transfers from Peru Catholic School System. Records will be sent to the new school upon the receipt of a written and signed consent form and when all financial obligations have been met. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Non-release of Student Records

Unlike public schools, private and parochial schools do have the right to withhold credits, transcripts, diplomas, etc., upon the transfer of a student to another school when tuition or other debts have not been paid. A private or parochial school is distinguished from a public school and is governed by contract law principles, rather than by any State regulation or policy.

1. An unofficial record will only be sent until such time as the bills are paid.
2. Records will be sent within 10 days after all bills are paid.

INCLUSION OF STUDENTS WITH SPECIAL NEEDS

The Section 504 Handbook shall be considered to be part of this Administrative Regulation and must be consulted by all elementary and secondary schools regarding the inclusion of students with special needs. In addition, schools should consider the following guidelines when enrolling special needs students at the local level:

1. The goal of inclusion requires the cooperation of the school and the parents and the realization by both that circumstances and available resources may make inclusion (in whole or in part) of any particular student impossible.
2. When a special needs student applies for enrollment, the administration and the parents/guardians should meet to define the student's special needs and the school's ability to meet those needs. This meeting might include a conference with the student.
3. In accordance with the procedure outlined in the Section 504 Handbook, an annual written agreement between the school and the student's family should be developed and executed before the commencement of each academic year. This agreement should set forth specific educational goals and expectations of the student and the responsibilities of both the school and the student's family.
4. The annual agreement should specifically identify the extent of the need for a teacher's aide for the student. The cost of a teacher's aide might need to be borne in whole or part by the student and his/her family, with such public or private assistance as may be obtained. Failure to reach agreement on these points in advance of the academic year may result in the student not being allowed to enroll.
5. The school, to the extent practical, should work with the student's family in exploring public and private agencies for financial, academic, and/or other assistance.
6. Extensive in-service programs should be given to educational commission members, faculty, and students on an annual basis or more frequently if needed.
7. Any special arrangements for grading, promotion, and graduation should be described within the annual agreement.
8. Failure of the student or his/her family to abide by the terms of the annual agreement (including but not limited to any financial requirements) shall be grounds for dismissal.
9. "Inclusion" as used herein contemplates including the student in a normal classroom and classroom activities.
10. Some consideration of partial inclusion may be appropriate. Where some special services are available without charge to the family from the public schools or other sources (such as speech therapy, occupational therapy, etc.), these services might be coupled with part-time inclusion in the normal parochial school classroom.

Local schools may develop additional conditions for the inclusion of special needs students in their own schools. This should not be construed, however, as to encourage the setting of "quotas" or overly restrictive standards that violate the underlying philosophy of Policy D-105.

Office of Catholic Schools
Administrative Regulation
Issued: 9/07

APPEAL AND REVIEW

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by any member of the diocese under the following conditions only:

- The decision violates or is in conflict with the teachings of the Roman Catholic Church, or
- The decision violates or is in conflict with an applicable diocesan policy, or
- The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question, or
- The decision violates or is in conflict with an applicable federal, state or local civil law.

It is to be noted that dissatisfaction with a decision is not a sufficient condition for appeal.

Catholic Diocese of Peoria Policy
Adopted: 5/00
Revised: 1/03

APPEAL AND REVIEW

The individual or group desiring the appeal or the review of a decision must make that request known to the governing pastor or pastors' board responsible for the school in the form of a letter. As a matter of record, a copy of that letter is to be forwarded to the local vicar and to the Superintendent of Schools.

This letter must clearly cover each of the following points:

- The decision that is being questioned and which competent authority made it.
- The grounds for the appeal or the review with specific reference to one or more of the four (4) conditions listed in the policy statement above, and
- The proposed resolution.

The governing pastor or pastors' board, having received the request for appeal or review, is to respond to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the local vicar having jurisdiction over the particular parish/school and to the Superintendent of Schools.

In most cases, the decision of the governing pastor or pastors' board is final. However, those who have requested the appeal or review may further appeal the decision of the governing pastor or pastors' board to the local vicar within thirty (30) days. The local vicar has the authority to summarily dismiss the appeal or he may forward the appeal to the Vicar General of the Catholic Diocese of Peoria and the Office of Catholic Schools. The Vicar General shall make a final decision on the appeal in such cases. If the local vicar decides to dismiss the case he must, as a matter of record, forward a copy of such decision to the Vicar General and the Office of Catholic Schools.

It is at the sole discretion of the Bishop of the Catholic Diocese of Peoria to intervene in any matter at any time, and to modify, reverse, or rescind any action taken by the above-referenced officials.

Catholic Diocese of Peoria
Administrative Regulation
Issued: 1/03

POLICIES AND PROCEDURES RELATING TO ALLEGATIONS OF SEXUAL ABUSE OF MINORS BY PRIESTS OR DEACONS, OR BY LAY EMPLOYEES OR VOLUNTEERS

This policy and its accompanying administrative regulation set forth procedural guidelines which apply to priests, deacons, lay employees, or volunteers employed by or in the diocese against whom sexual abuse is suspected or reported. It is intended to clarify the roles and responsibilities of diocesan or parish personnel who have administrative responsibility involving the diocese, a parish, a parish institution, school or organization in situations involving possible sexual abuse. It sets forth the diocesan response to victims. It is intended to inform parties who may wish to report such misconduct.

Catholic Diocese of Peoria Policy
Adopted: 6/95
Revised: 1/03, 8/03

C-402
AR-CDOP

POLICIES AND PROCEDURES RELATING TO ALLEGATIONS OF SEXUAL ABUSE OF MINORS BY PRIESTS OR DEACONS, OR BY LAY EMPLOYEES OR VOLUNTEERS

Under both Federal and Illinois civil and criminal law, the sexual abuse of minors is a grave crime and an offender may be subject to severe penalties, including incarceration, fines, and/or monetary damages.

Sexual abuse of a minor includes sexual molestation or sexual exploitation of a minor and other behavior by which an adult uses a minor as an object of sexual gratification. A minor is a person who has not yet reached his or her eighteenth birthday.

In order to guard against incidents of sexual abuse of minors by personnel of the Diocese, the Diocese will establish and maintain a Safe Environment Program designed to prevent, identify, and respond to abuse, to provide appropriate education and training to Diocesan personnel about inappropriate behavior and about warning signs of possibly abusive behavior.

The Diocese of Peoria recognizes that sexual abuse of minors often causes serious and continuing emotional and psychological problems for the victim. Therefore, the Diocese is committed to providing victims of such misconduct with appropriate professional assistance to address these consequences of abuse by any personnel of the Diocese. It is the policy of the diocese that victims must be treated justly. The Bishop of Peoria will appoint a Victims Assistance Coordinator.

Any personnel of the Diocese, including, but not limited to, mandated reporters who have actual knowledge of or who have reasonable cause to suspect sexual misconduct against a minor by any personnel of the Diocese (including a priest or deacon), must report that information (unless to do so would violate the priest/penitent relationship of the Sacrament of Penance). First and foremost, an individual should contact the Illinois Department of Child and Family Services at 1-800-252-2873. A report should also be made to Diocesan officials by contacting the Office of the Chancellor.

When an allegation of sexual abuse of a minor is received, a preliminary investigation will be initiated and conducted promptly and objectively. In the case of a priest or deacon, the investigation will be conducted in harmony with canon law including appointment of an Investigator for this purpose. The Diocese will obtain legal advice, both civil and canonical, as soon as possible. (c. 1717)

The Diocese of Peoria will comply with all applicable civil laws with respect to the reporting to civil authorities all allegations of sexual abuse of minors and will cooperate in their investigation. The Diocese of Peoria requires all personnel of the Diocese to comply with these requirements, and appropriate sanctions may be imposed for failure to do so.

The Diocese supports any person's right to make a report to public authorities concerning such allegations.

Catholic Diocese of Peoria
Administrative Regulation
Issued: 1/03
Revised: 8/03

POSSESSION OR USE OF WEAPONS OR LOOK ALIKE WEAPONS IN SCHOOL

Catholic schools in the Diocese of Peoria teach and uphold the sanctity of human life. Virtues such as respect for others, peacemaking, and self-discipline are foundations of Catholic education. Furthermore, a safe academic and social environment is essential for learning and Christian formation. The possession or use of weapons not only disrupts the school's learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students.

It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school-related functions. Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling (or seeking the sale or trade of) weapons at school or any school-related function shall, at the discretion of the pastor and principal, be subject to immediate expulsion.

Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. The student's parents will be notified, and there will be an administrative review. The normal consequence shall be expulsion from school.

In cases where there are substantial mitigating circumstances, the pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in grades K-3). In the event that a student finds a weapon at school or a school-related function, the student shall *immediately* notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into the school.

Diocesan schools reserve the right to dismiss any student at anytime whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students.

Catholic Diocese of Peoria Policy
Adopted: 4/04
Revised: 9/07

DIOCESE OF PEORIA HARASSMENT POLICY

Harassment, including but not limited to, sexual harassment, of any employee or other person is unethical, is illegal and is prohibited. This policy is intended to clarify the roles and responsibilities of Diocesan or parish personnel who have administrative responsibility involving the diocese, a parish, a parish institution, school or organization in situations involving possible sexual harassment. It sets forth the Diocesan response to victims.

DEFINITION

The term "harassment" includes, but is not limited to, slurs, jokes, or any other form of verbal, written, graphic, or physical conduct or advances which reflect adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, or physical or mental handicap. Harassment under this policy includes sexual harassment which means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or (4) such other conduct or actions as are defined as "harassment" under the Illinois Human Rights Act as amended from time to time. Further, retaliation against a complainant or witness who initiates a case under this policy is included within the term "harassment" as used herein and shall be handled under this policy.

PROCEDURE

- This policy encourages the reporting of harassment by the person harassed (the complainant) or any witness to harassment. It includes harassment by any cleric, religious, a lay person employed by or in the diocese or its parishes, or by any volunteer of the diocese or its parishes.
- If a complainant believes that he/she has been harassed, he/she may wish first to deal with the harassment on an informal basis with the harasser. A witness to harassment may wish to do the same. However, if harassment continues, or if a single instance of harassment is of such magnitude that the complainant or witness feels that an informal resolution is inappropriate, the harassment should be reported by the complainant or witness to his/her supervisor, department head, principal, pastor, Chancellor, or Vicar General of the Diocese of Peoria. The preceding sentence does not establish "steps" of giving notice and the complainant or witness can give notice to any of those identified people. The notice of harassment should be given within ten (10) calendar days of the alleged harassment to promote a prompt and fair response.
- At the direction of the Chancellor and Vicar General, an investigation will be conducted of the alleged harassment. The Chancellor and Vicar General shall be responsible for determining who will serve in the investigatory role. This investigation shall include interviewing the complainant, the accused, any witnesses, and any pertinent third parties. In
- Alleged victims who report harassment have the right to know the general disposition of the harassment investigation.
- It is the policy of the diocese that victims must be treated justly. The Diocese presently offers a program of counseling to alleged victims of harassment. Any person who feels he or she has been harassed may contact the Chancellor and/or Vicar General to discuss the availability of counseling. The Diocese in its sole discretion shall determine whether to provide ongoing assistance and the extent thereof.

03/08

BULLYING

All elementary and secondary schools of the diocese shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation including bullying. Bullying is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusations, and/or social isolation. Bullying behavior shall not be tolerated in any form at school or school-sponsored programs and activities.

Catholic Diocese of Peoria Policy
Adopted: 1/03

BULLYING

All elementary and secondary schools of the diocese shall develop anti-bullying procedures according to the following guidelines:

1. All members of the school have a responsibility to recognize bullying and to take action when they are aware of it happening.
2. An anti-bullying program will be conducted with each class annually. This will be supported by school-wide messages on the issue and, when appropriate, a parent information evening.
3. All faculty and staff shall treat any report of bullying seriously and take action. A faculty/staff meeting will be held annually to discuss bullying and review reporting and investigation procedures, prevention strategies, and disciplinary approaches.
4. Faculty and staff members shall listen carefully to the student(s) reporting bullying, and make sufficient inquiries to clarify exactly what has been happening.
5. Student(s) should be assured that they have acted correctly in reporting bullying.
6. The faculty or staff member who receives a report of bullying behavior shall make a written summary of the information and pass it on to the dean and/or principal, who will take appropriate action.
7. The school administration shall thoroughly investigate all reports of bullying. This may include interviews with students, parents, and staff members as well as a review of school records. The victim(s), accused student(s), and any witnesses shall be interviewed separately to establish an accurate account of events. Written records shall be maintained of suspected and/or repeated incidents of bullying.
8. Emphasis must be placed on changing the behavior of the bullying student(s), while providing care and support for the student who has been bullied.
9. Whenever bullying has been reported, the principal or his/her designee (assistant principal, counselor, dean, etc.) shall give advice to the student(s) who have been bullied on how to deal with any repeat incidents of bullying that may happen.
10. The principal or designee shall arrange follow-up discussion with the student(s) at periodic intervals to find out if the bullying has stopped.
11. Whenever incidents of bullying are reported, the school shall contact the parents of all the students who are involved.
12. Any student who retaliates against another student for reporting bullying behavior shall be reprimanded and penalized in accordance with the school's disciplinary code.



Peru Catholic School

APPENDIX G

2003 Fifth Street
Peru, IL 61354
Phone: 815-224-1914
Fax: 815-223-1254

SAMPLE

.....
or any other loss to my child or family or me (including attorney's fees) arising from or related to my child's participation in this activity.

| | | | |
|---------------------------------|--------------------------------|---------------------------------|--------------------------------|
| _____ | _____ | _____ | _____ |
| (Date) | (Signature of Parent/Guardian) | (Date) | (Signature of Parent/Guardian) |
| _____ | | _____ | |
| Printed name of Parent/Guardian | | Printed name of Parent/Guardian | |

I would like to chaperone and realize that I will receive a call to confirm

| | |
|-----|----|
| YES | NO |
|-----|----|

Please return this permission slip by:



.....
Cut here and save for a reminder

| | | |
|------------|--|---|
| FIELD TRIP | Name: _____ Place _____ | 0 |
| | Activity 0 | |
| | Date <u>01/00/00</u> Leave <u>12:00 AM</u> Return <u>12:00 AM</u> Cost <u>\$0.00</u> | |
| | Bring <u>No special items required</u> | 0 |

Request of Signature Form

2009-2010 School Year

Student & Parent/Guardian Information (please print)

| | | |
|----------------------|------------|----------------|
| First Student Name | Birth Date | Grade |
| Second Student Name | Birth Date | Grade |
| Third Student Name | Birth Date | Grade |
| Fourth Student Name | Birth Date | Grade |
| Parent/Guardian Name | Address | City/State Zip |
| Phone Number | Parish | |

Student Request - Loan of Textbooks

I hereby request the loan of secular textbooks in accordance with Public Act 79-961 of 1975.

Publicity

On occasion, *Peru Catholic School/St. Joseph/St. Valentine/St. Mary Parishes* takes photographs or makes an audio or video tape recording of children and/or adults involved in school/parish activities. Such photographs or video records may be used by staff and participants to remember the activities or participants. In addition, such photographs and audio/visual recordings may be used in *Peru Catholic School/St. Joseph/St. Valentine/St. Mary Parishes* publications or advertising materials to let others know about our school/parish. In addition, local news organizations may hear of our activities or events, and our school/parish may invite or allow them to photograph or record events to be used, distributed, or displayed as agents of the school/parish see fit. This consent includes but is not limited to: photographs, videotape, and audio recordings.

Peru Catholic School System Parent-Student Handbook Agreement

I, my child(ren) and family members have read and agree to be governed by the Peru Catholic Parent-Student Handbook.

X _____
Signature of Parent/Guardian **Date**
Signature confirms all the above is agreed upon, accurate and truthful.

COMPUTER SOFTWARE USE AND THE FEDERAL COPYRIGHT LAW

Diocesan policy regarding the illegal duplication and use of pirated software requires all diocesan employees to comply with federal law. Anyone who purchases a copy of software has the right to load that copy of software onto a single computer and make another copy for archival (backup) purposes only. It is illegal to use computer software on more than one computer without multiple licenses or to make or distribute copies of software for any other purposes unless specific written permission has been obtained from the institution holding the copyright.

Anyone who illegally copies and/or distributes a software program may face a civil suit for damages, criminal liability, fines, and/or imprisonment as defined by federal statutes. Employees of the diocese who are found copying, or have copied, computer software for other than backup purposes without permission of the owner of the copyright of the software shall be subject to disciplinary action and/or termination.

Catholic Diocese of Peoria Policy
Adopted: 4/95
Revised: 1/03

C-404
AR-CDOP

COMPUTER SOFTWARE USE AND THE FEDERAL COPYRIGHT LAW

The diocese recognizes that software written for all computers is intellectual property, and is protected by copyright rules established by the United States. Further, the diocese recognizes that by protecting the investment of companies that develop computer software, we also protect those companies and allow them to gain a fair return on their development costs, and thus allow those companies to continue to produce enhancements and advancements to software.

The diocese also recognizes that it has a unique position of influence in the community and must make every effort to uphold the law and respect for property, including intellectual property. Therefore, the diocese has established the following guidelines for the moral, ethical, and legal protection of employees and their software property:

1. All software not written by the diocese, but purchased from outside companies, is not owned by the diocese and, therefore, the diocese does not have the right to reproduce it for use on more than one computer unless specific permission has been obtained from the copyright owner.
2. All multi-use software, such as software written for networks, must be used in accordance with the licensing agreement.
3. The diocese understands that, according to the United States copyright laws, illegal reproduction of software may result in civil damages and criminal penalties including fines and imprisonment as defined by federal statutes.
4. No diocesan employee shall knowingly make copies of software without the expressed written permission from the software company. Any copies made without the expressed permission of the software company are illegal copies. The diocese may discipline as appropriate, including possible termination, any employee making illegal copies of copyrighted software.
5. All diocesan software written by the diocese is owned by the diocese and cannot be copied without the expressed permission of the proper diocesan authority.
6. It is the responsibility of all managers, directors, pastors, principals, and other employees in a position of authority in the diocese to audit their employees' computers periodically for unlicensed software. The diocese recognizes that, from time to time, volunteers may bring their own software for the specific purpose of the volunteer's project. However, once the project has been completed and the volunteer has left, the software that the volunteer installed and used must be removed from the computer.
7. If a diocesan office, parish, institution, or school employee disposes of old computers, that office, parish, institution or employee has the responsibility of removing all software (including any operating software) before disposing of the computer.
8. Any employee who determines that there may be a misuse of software shall notify the pastor, principal, department manager, or immediate supervisor.

Catholic Diocese of Peoria
Administrative Regulation
Issued: 1/03

STUDENT CONDUCT GRADES

+ Excellent

- Student comes prepared for class
- Respect school's and other student's property
- Shows respect and consideration for all school personnel
- No office referrals
- No conduct slips
- No out of uniform slip
- No parent contact related to any level of misbehavior in the Handbook.

S+ Exceeds Basic Requirements

- Student comes prepared for class
- Respect school's and other student's property
- Shows respect and consideration for all school personnel
- No office referrals
- No conduct slips
- No more than one out of uniform slip
- No more than one parent contact related to any level of misbehavior in the Handbook.

S Satisfactory

- Student comes prepared for class
- Respect school's and other student's property
- Shows respect and consideration for all school personnel
- No office referrals
- No conduct slips
- No more than two out of uniform slips
- No more than two parent contacts related to any level of misbehaviors in the Handbook.

S- Difficulty: Basic Requirements

- Student occasionally not prepared for class
- Respect school's and other student's property
- Shows respect and consideration for all school personnel
- No office referrals
- No more than two conduct slips
- No more than three out of uniform slips
- No more than three parent contacts related to any level of misbehaviors in the Handbook.

NI Needs Improvement

- Student routinely not prepared for class
- Respect school's and other student's property
- Shows respect and consideration for all school personnel
- No more than one office referral
- No more than three conduct slips
- No more than four out of uniform slips
- No more than four parent contacts related to any level of misbehaviors in the Handbook.

U Unsatisfactory

- Student rarely prepared for class
- Shows lack of respect for school's or another student's property
- Shows lack of respect for school personnel.
- Two or more office referrals.
- Four or more conduct slips
- Five or more out of uniform slips
- Five or more misbehaviors with documented parent contact.

To calculate Conduct Grade, give the lowest mark that describes the student.

SCHOLASTIC READER

Scholastic Reader Grading Scale

| <u>POINTS</u> | <u>%</u> | <u>Grade</u> |
|---------------|----------|--------------|
| 32 and up | 105 | A+ |
| 31 | 104 | A+ |
| 30 | 103 | A+ |
| 29 | 102 | A+ |
| 28 | 101 | A+ |
| 27 | 100 | A+ |
| 26 | 97 | A |
| 25 | 95 | A- |
| 24 | 92 | B+ |
| 23 | 89 | B |
| 22 | 86 | B- |
| 21 | 83 | C+ |
| 20 | 80 | C |
| 19 | 77 | C- |
| 18 | 74 | D+ |
| 17 | 71 | D |
| 16 | 68 | D- |
| 15 | 65 | F |
| 14 | 62 | F |
| 13 | 59 | F |
| 12 | 56 | F |
| 11 | 55 | F |
| 10 | 50 | F |
| 9 | 45 | F |
| 8 | 40 | F |
| 7 | 35 | F |
| 6 | 30 | F |
| 5 | 25 | F |
| 4 | 20 | F |
| 3 | 15 | F |
| 2 | 10 | F |
| 1 | 5 | F |
| 0 | 0 | F |

Scholastic Reader Rules:

- 1 Grades 5 - 8 may only take a quiz one time.
Grades 3 - 4 may take a quiz twice.
- 2 Grades 5 - 8 may only take one quiz a day.
Grades 3 - 4 may take two quizzes a day.
- 3 Grades 5 - 8 must score at least 80% to receive point value of book.
Grades 3 - 4 must score at least 70% to receive point value of book.
- 4 Grades 5 - 8 can earn 2 points for scoring 60% - 79% on a quiz.
- 5 Students can only score once for each book read
- 6 Students in Grades 5 - 8 may not accumulate more than 10 points a quarter on failed tests.
- 6 In Grades 5 - 8, if a student can reach 19 points in a quarter, points earned on failed tests will not be added to their score.
- 7 In Grades 3 - 8, students will get a certificate and other rewards for being a member of the "Century Club" by earning 100 points in the school year.
- 8 Students in Grades 5 - 8 will get a weekly printout of their progress in SR.

