St. Peter's School Handbook

6400 Charlotte St., Kansas City MO 64131
(816) 523-4899 school.stpkc.org

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3rd & 4th Grades	12:00pm-12:30pm
5th & 6th Grades	12:30pm-1:00pm
7th & 8th Grades	1:00pm-1:30pm

School Phone……..….816-523-4899
School Fax……...…816-523-1248
Attendance……..…attendance@stpeterskc.org
St. Peter's School Wedsite…….www.school.stpkc.org
Parish Office Phone……..…816-363-2320

St. Peter's School Staff

Administration

Pastor	Fr. Nathan Rueb
Principal	Dr. Krista McGee
Assistant Principal	Kelsey Johnson
School Secretary	Aujolie Brackson
Registrar	Shannon Austin

Teachers

ECLC/PK
Becca Harris
Nicki Salido
Nancy Ellermann
Fran Lester

Kindergarten
Taylor Brown
Nicole Kinney
Jennifer Smith

First Grade
Sheila Neuberger
Maddie Boland

Second Grade
Katie Jett
Carmela Seward

Third Grade
Keely Roudebush
Pamela Butler

Fourth Grade
Tricia Elmore
Katie Hummel

Fifth Grade
Tawana Berens
Mary Meyer

Sixth Grade Homerooms
Kayla Baanders
Mary Nunez

Seventh Grade Homerooms
Dorothy Starnes
Alec Lastuka

Eighth Grade Homerooms
Bob Jacobsen
Olga Silverman

Youth Formation Director
Emma Witteman

Auxiliary Teachers
Library - Andrea Ways Newman
Art K/8 - Niki Miroslaw
Spanish K/8 - Tracy Peterson
Music - Laura Whitney Johnson
Physical Education - Vinny Careswell
Technology - Alexandra Woods

Inclusive Education
Coordinator - Julie Kramer
Reading Resource – Mary Stuckey
Reading Resource - Marie Healy
Math Resource - Sherry Beck

Support Personnel
Nurse - Laura White
Counselor - Ellie Logan
Cafeteria – Jackie Kincaid, Grow Kitchen & Kids
Maintenance – Paul Short
Paul Koelzer
Charlie Taylor

Para Educators/Classroom Aides

Jennifer Batten
Kim Bryde
Kayla Boesch-Mohart
Carol Fryer
Missy Kramer
Beth Moylan
April Porter
Angelica Reyna
Karen Smith
Ashley Lang
Connie Snodgrass
Margy Sparks
Sr. Kruppa
Sr. Vanesa

Parish Staff

Business Manager – Shawn Gruber
Bookkeeper – Drew Corkill
Admin Assistant/Registrar – Shannon Austin
Communications/Marketing – Anne Pautler
Admin/Liturgist/Weekend Ministry – Meaghan Cisneros
Music Ministry Director – Will Breytspraak
Stewardship/Development- Gwen Hoefer
Social Services – Nicolette Loutsch

Safe Environment Policy

The Diocese of Kansas City-St. Joseph, and St. Peter's School and Parish are committed to providing a safe environment in which every individual is valued and honored as created in the image and likeness of God. As persons of faith and members of the community of the Diocese, we are called to live our lives in a manner consistent with the values, morals, and ethics of the Catholic faith. Accordingly, the Diocese is committed to the prevention, reporting, and addressing of sexual abuse. The abuse of minors and vulnerable adults is not acceptable and will not be tolerated. All personnel working, volunteering, or ministering in the schools, parishes, and agencies of the Diocese are expected to support this Policy and comply with the Procedures developed for its implementation. - *Excerpt from Diocese of Kansas City-St. Joseph Safe Environment Program Policies and Procedures*

All staff members and volunteers who have contact with children are required by the Diocese to:

1) complete the Protecting God's Children training,
2) complete Mandated Reporter training,
3) submit to background checks.

Visit the Diocesan website, Office of Children and Youth Protection, for more information about our commitment to protecting children and vulnerable adults from abuse.

Reporting Suspected Abuse

The Diocese of Kansas City-St. Joseph is committed to combatting sexual abuse in the Church. If you are a victim of sexual abuse, or if you observe or suspect sexual abuse:

1. Call the Missouri Child Abuse Hotline at 1.800.392.3738 (if the victim is currently under the age of 18), and

2. Contact your local law enforcement agency or call 911, and

3. If the abuse involves a priest, deacon, employee, or volunteer of the Diocese of Kansas City-St. Joseph, report the suspected abuse to the Diocesan Ombudsman, ombudsman@ombudsmankcsj.org or 816-213-6024. The Diocese has a sincere commitment to providing care and healing resources to victims of sexual abuse and their families. Please contact the Victim Advocate at victimadvocate@diocesekcsj.org or 816-714-2357 for more information.

Reporting School Concerns

You are encouraged to utilize the Threat Assessment, Incident Management and Prevention Services (TIPS) reporting system to report safety concerns related to school communities in the Diocese of Kansas City-St. Joseph. This may include concerns about the safety and security of students, employees, volunteers, and/or property. Your report will be received by the appropriate people designated to address your concern. Please note this is not an emergency reporting system; call 911 if someone is in immediate danger.

ST. PETER'S PARISH MISSION STATEMENT
The mission of St. Peter's Parish is to worship God, serve others, and proclaim the Word.

ST. PETER'S PARISH VISION STATEMENT
St. Peter's will be a welcoming parish, a catalyst for spiritual formation, the living word for the community, and an advocate for those in need.

ST. PETER'S SCHOOL MISSION STATEMENT
St. Peter's School serves its parish community and the greater Kansas City area by providing exceptional educational opportunities in a loving and accepting environment, preparing children for a morally responsible and educationally sound adulthood, grounded in the spirituality of Jesus Christ.

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

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

PARENT-TEACHER COVENANT
This Covenant Agreement represents a commitment for the school and family to work together for the academic and spiritual formation of our students.

Catholic schools in the Diocese of Kansas City – St. Joseph pledge:

- To provide an authentic Catholic education in an academically and spiritually Catholic environment;
- To make student safety a priority;
- To have your child's learning needs met if the school can reasonably accommodate them;
- To have your children cared for and taught by competent, faith-filled, and joyful teachers;
- To speak with or schedule meetings with you in a timely manner;
- To review your student's records and respond to them; and
- To provide opportunities for you and your family to participate in the life of the school and parish.

Parents of Catholic school student's pledge:

- To be a partner with the school in the education and formation of our child(ren);
- To read and acknowledge the student/school handbook;
- To fulfill all financial obligations to the school;
- To understand and support the moral and social doctrine of the Catholic Church;
- To participate in the Holy Sacrifice of the mass, on all Sundays (weekends) and Holy Days, OR, if not Catholic, attend weekly church services in your denomination;
- To read all communications from the school and request clarification when necessary;
- To know your children's teachers and to participate in parent-teacher conference dates and any special requests for meetings;
- To discuss concerns and problems with the person(s) most directly involved before contacting others;
- To support the mission and ministry of the school through tuition, volunteer, and fundraising support;
- To promote the parish and the school and to speak well of the school to others: and
- To know and support the school rules.

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

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

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

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

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

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

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

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

Additionally, the spreading of rumors and false information, by parents or children, is unacceptable. In a Catholic school setting, rumors impede the mission of the school and the working together of staff and parents for the good of the children. Therefore, we are asked the entire school community to avoid such behavior. We rely on the good faith and sincere efforts of everyone in the school community to keep the spirit of this covenant so that we may become the genuine faith community we strive to be.

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

PARENT COMMUNICATION

Most school communications will be sent via e-blast to the parent/guardian emails provided at registration. This includes a weekly principal's newsletter, as well as other special announcements. Notifications may also be sent via FACTS email, One Call text message, and hard copy flyers may be sent home occasionally with students. General school messages, as well as assignments, grades, and lunch balances will be available in FACTS.

Communications from teachers, particularly when a student is having difficulty, either academically or behaviorally, will be initiated in a timely manner, in order to allow time for improvement, intervention, and/or remediation. Communication with parents as to the progress of their children is maintained throughout the year.

ADMISSIONS POLICY FOR ST. PETER'S SCHOOL/ENROLLMENT

St. Peter's School is a ministry of St. Peter's Parish. Everyone who uses the service of our school shares in the responsibility of providing for its financial resources.

Active members of St. Peter's Parish pay an in-parish tuition rate for grades K – 8.
To be an active member of St. Peter's Parish, the following conditions must be met:

1. Registration in the parish
2. Regular participation in weekend Liturgy
3. Active involvement in some form of volunteering in a parish ministry or service area
4. Consistent history of ongoing financial support / stewardship at the parish

Parents who are not parishioners may apply to send their children to St. Peter's School. They will be required to pay the non-parishioner tuition rate, which reflects the cost of education.

Tuition payments must remain current. Quarterly reports, transcripts, and diplomas may be withheld until tuition payments are current. Unpaid balances may and can result in removing access to FACTS account information.

In February, children in grades K-8 and in the Early Childhood Learning Center (ECLC) are enrolled for the next school year. Enrollment packets are provided to parish families who are up-to-date with tuition and fee payment. Families must be current in their payments to receive the registration packet. The family will complete the appropriate forms, including health information, Extended Care enrollment (if applicable), as well as submit immunization records. Families will be required to pay the enrollment fee in order for your registration to be complete. Classes will be opened to those outside the parish or school in March.

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

EARLY CHILDHOOD LEARNING CENTER (ECLC) 3/4 CLASSES AND PRE-KINDERGARTEN CLASSES

For admission to the Early Childhood Learning Center (ECLC), students must be three (3) years of age by July 31 of year of enrollment and toilet-trained. To be considered fully potty-trained, a child must:

- Wear underwear (not pull-ups or diapers) throughout the day.
- Communicate needs to use the restroom (verbally or through gestures).
- Be able to:
    - Recognize the urge to go.
    - Use the toilet independently (including wiping, flushing, and handwashing with supervision).
- Have minimal accidents (less than 1–2 per week over a consistent 2-week period).

St. Peter's ECLC is not equipped to address persistent bathroom accidents. We realize potty accidents will occur, occasionally. However, if they are too frequent, ECLC Teachers will meet with the administration to discuss a plan. If accidents continue, it may mean that your child is not ready for the ECLC program at St. Peter's. If a child needs more than minimal guidance, they may benefit from additional time in an alternative toddler/younger program or at home until fully ready (see table below). (See also ECLC Parent Guidelines & Expectations)

Timeline	Actions/Expectations
Week 1	• Potty status observed by staff. Supportive transition period.
Week 2-4	• Continued Observation. Accidents monitored. Communication with parents begins if concerns arise. • If an ECLC child is not consistently potty trained, a withdrawal will be required until the child is ready. An evaluation meeting is held with family to determine a re-entry plan.

Families of returning ECLC and K-8 students will receive a pre-enrollment survey in the fall. Responses to this survey will preliminarily secure your child's place in the program. Enrollment in ECLC programs will take place in February with enrollment for grades K-8. Those materials must be returned to the school office by the specified deadline. See the above stated guidelines.

KINDERGARTEN

A child entering kindergarten must be five (5) years of age by July 31 of year enrollment year. Readiness academically, socially, and emotionally is essential. Parents of incoming kindergartners are to furnish the school with copies of the child's birth certificate, Baptismal record, immunization documentation, and pre-school assessments, if applicable. Prior to admission, kindergarten students must take part in the Brigance kindergarten screening during the spring semester and will be invited to attend a "sneak peek" of kindergarten, typically in May. All potential kindergarten students will be screened for readiness by St. Peter's School staff members.

FINANCIAL OBLIGATIONS FOR ST. PETER'S SCHOOL

All fees from the prior school year (including tuition, cafeteria balances, extended care balances, etc.) must be paid in full prior to the start of the new school year, or the student(s) will not be allowed to attend the new school year. In addition, all tuition and fees for ECLC and Extended Care must be current at the end of each semester, or the student(s) will not be allowed to attend ECLC and/or K-8 for the following semester. For example, if a family with a second grader has an outstanding Extended Care balance at the end of the first semester, then the student will not be allowed to return to second grade at St. Peter's when second semester begins.

All tuition payments, lunch account balances, and extended care fees must be paid through FACTS. FACTS Family Portal provides a secure, convenient, and centralized system for all school-related billing and payments. By utilizing FACTS for tuition, incidental charges, and lunch payments, St. Peter's provides families with a single platform to view account activity, manage payments, and maintain accurate billing records throughout the school year.

St Peter's will process billing/charges through FACTS using the following: Agreements, Incidental Charges and Prepay accounts

- Tuition Billing - Tuition charges are managed through your FACTS Tuition Agreement. Families select a payment schedule during enrollment, and FACTS automatically processes payments according to the terms of the agreements
- Incidental Billing - School fees and other charges are billed through FACTS Incidental Billing. Examples may include registration fees, activity fees, field trips, technology fees, athletic participation fees, extended care charges, and other school-related expenses. Families will receive notifications when incidental charges are posted to their account. Incidental charges are set to be pulled from the approved account ten days after notification.
- Lunch Payments - School lunch purchases are managed through the FACTS Prepay system. Prepay accounts require a positive balance. Families may add funds to their student's lunch account at any time through FACTS. Lunch purchases are deducted from the available balance as meals are purchased. For the upcoming 2026-2027 school year St Peter's will process lunch charges weekly and apply against existing prepay balances. St Peter's has set a $25 minimum balance for Prepay accounts. This programmed minimum balance is used to create weekly communication if needed. FACTs will email families once a week (Sunday) if the account balance is less than $25.

If you have any questions regarding your FACTS account or school billing, please contact the school business office for assistance.

STATEMENT OF NON-DISCRIMINATION

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

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

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

GUIDELINES FOR ENROLLMENT OF STUDENTS WITH SPECIAL NEEDS

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

1. Parents of the student will notify the school administration when diagnosis is determined and pre-enrollment procedures are beginning.
2. Prior to enrollment, parents of students will be registered and active members of a parish, as defined by local pastor and administration.
3. Parents of students, both tithing and tuition, will become active members of the FIRE parent support group (Friends of FIRE) and assist with fundraising activities.
4. If the caseload for special education services, as determined by administration and inclusive education coordinator, has been reached, students may be placed on a wait list following the school's typical registration guidelines.
5. Prior to enrollment, a meeting will be scheduled among parents, administration, and the inclusive education coordinator.
6. Pre-testing prior to admittance may be requested.

Students with Special Needs (Administrative Manual #300.3) **-** *Catholic schools and early childhood centers should recognize the special needs of students with disabilities. While Catholic schools/centers are not equipped to provide for all of those needs, the schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. It is important that schools/centers fairly evaluate both students' special needs and their own capabilities of addressing those needs.*

Prior to admitting students with special needs, schools/centers should consider their ability to provide the proper resources to accommodate the student and to provide him/her with an appropriate education/care. Schools must obtain complete information from the student's parents and from all prior schools before determining what steps are necessary to meet the student's educational needs and whether the school can do so without undue risk to the student or to other students or staff. If there is an IEP or Service Plan in place, the parent must inform the school and provide a copy to the school. When a special need becomes evident only after a student has already been admitted, the school must likewise obtain appropriate information related to the special need.

If the school finds it cannot properly educate a student after implementing adjustments and/or modifications, if a student continually disrupts the learning of other students, or if the student's abilities were misunderstood or misrepresented and the school does not have the resources to accommodate the student's special needs, the school may need to terminate the student's enrollment. The school must, however, assist the family with the placement of the student in another educational program and participate in any necessary referrals.

Principals and directors shall work with the local school district to ensure that all students are receiving the services to which they are entitled by law. The Diocesan Special Needs Coordinator should be consulted for additional support and for information about resources available in the community.

Admission with Special Needs (Administrative Manual #300.3.1) - Schools should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate accommodations during their term of enrollment. These evaluations and related documents should be part of the student's cumulative record.

*Administrative Manual #310.2 - Exceptions to the Age of Entrance/Exceptions to the Age of Entrance requirement should be granted rarely and only after considerable deliberation. Schools will comply with Missouri state law as provided in Section 160.051 of the Revised Statutes of Missouri. In the case of early admission, the acceptance is always conditional, subject to review, and dependent upon the individual child's needs and performance. In any case, the principal (*administration*) makes the final determination of grade placement once all criteria have been applied. Administrative Manual #301.4 - Criteria for Early Entrance/Even though a child may not meet the age requirement, entrance into kindergarten may be permitted by the local school if sufficient maturity can be objectively demonstrated. The following criteria will apply on an individual, case-by-case basis:*

1. *The child has demonstrated superior performance on readiness tests which indicate cognitive, emotional, and psychomotor maturity;*
2. *The preschool or kindergarten teacher recommends early entrance to the next level;*
3. *Observation of the child in a learning situation indicates readiness for early entrance; and*
4. *There is sufficient room in the appropriate grade for the child.*

TRANSFER STUDENTS

For those students transferring into St. Peter's, immunization information, sacramental records, and transcripts from former school(s) must be sent to St. Peter's School; in addition, an interview must be scheduled with a school administrator and parish priest (if there is

intent to join parish). The administrator will place new students in classes according to their level of achievement. Acceptance will be determined by the results of tests, prior academic records, teachers' observations, and parental input. All transferring students must have a satisfactory disciplinary record from their prior school(s). If registration is closed for any particular class, the request for acceptance will be kept on file; parents will be notified of an opening.

Transfer students are placed on a probationary period through the first semester. Students are expected to comply with all the school regulations and to conduct themselves during class time in a way that is conducive to learning.

Parents will be expected to show an interest in the education of their child by cooperating with the administrators and faculty in school matters. If a student is unable to progress in a regular school curriculum and meet with the expected code of conduct, a conference will be held with the parents to explore the educational resources in the area that might assist us or better meet the child's needs. At the end of the first quarter, the faculty will review the status of all new students with respect to behavior and academics.

ACADEMIC PROGRAM

St. Peter's School is accredited by Lumen Accreditation, through the Catholic University of America.

St. Peter's School offers a full range of classes: religion, language arts (reading and English), mathematics, science, social studies, physical education, art, library, music, band, Spanish, and technology. Our program stresses the development of critical thinking skills and emphasizes age and developmentally appropriate instruction. Differentiated instruction strategies are utilized to meet the varied needs of learners. St. Peter's faculty aligns its curriculum with the Diocesan Education Standards. These standards may be viewed by visiting the Kansas City-St. Joseph Diocesan website: https://www.catholicschoolsystem.net/curriculum.html

HOMEWORK

St. Peter's School considers homework an extension of classroom experience. Homework provides children an opportunity to practice and develop the concepts presented in the classroom. All children in Grades 1 through 8 are expected to spend some time each afternoon or evening engaged in homework, an extension of the school day or to practice skills. For instance, primary students may be asked to work with flash cards, to read, or to study spelling words, in addition to their work on special projects. Students may be expected to complete long-term assignments, which would require some daily planning and time management. Listed below are average times that students will spend on homework per national recommendations of *typically* ten minutes per grade level. In addition, daily reading is an expected part of students' homework.

Daily Homework Recommendations

Grade 1—ten minutes
Grade 2—twenty minutes
Grade 3—thirty minutes
Grade 4—forty minutes
Grade 5—fifty minutes
Grade 6—sixty minutes
Grade 7—seventy minutes
Grade 8—eighty minutes

Parents are encouraged to monitor their children's completion of homework, while the students themselves are expected to assume the responsibility of completing homework. If students are having difficulty completing their homework, parents should contact the teacher. Teachers will communicate their homework policies to students and parents at the start of the school year. Students may receive reduced credit for unexcused late assignments and may be required to complete work after school. Even if a student receives a reduced grade, it is expected that the work will be completed. To simplify the completion of homework assignments, first through eighth graders use planners purchased through school. **Parents are encouraged to check the assignment notebooks frequently.**

JUNIOR HIGH (7TH & 8TH GRADES) LATE HOMEWORK POLICY

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

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

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

SCHOOL COUNSELING PROGRAM
St. Peter's School employees a part-time counselor to offer support services as needed for your child. Parent permission will be required after the first visit if your child is referred by a teacher. The counselor will keep administration informed of any necessary information pertaining to the well-being of your child. Counselors may recommend further therapy or counseling outside of school in some situations.

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

REPORT CARDS
Kindergartners through eighth graders receive quarterly report cards. Early Childhood Learning Center assessments are issued twice annually. The following Diocesan scale is used for third through eighth grades:

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

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

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

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

ATTENDANCE POLICIES

Students may not arrive at school prior to 7:30 am; no faculty or staff members are available prior to this time to supervise students. After the first bell, students should quietly enter their homerooms and prepare for the day. **All students should be in their classrooms ready for class by 7:55 am, when the school day officially begins.** Morning Prayer and messages are announced over the school intercom, signaling the start of the school day. The school day ends at 3:20 pm. There is no formal supervision of students after 3:30 pm other than that provided for those in the Extended Care Program or enrichment programs, so it is imperative that all families observe this time. **Any unsupervised students, pre-school through grade 8, who have not been picked up by 3:30 pm will be sent to the afternoon session of the Extended Care Program, and families will be charged for this service.** For students enrolled in after school enrichment classes, any students who are not picked up within 10 minutes of the scheduled class end time will be sent to the afternoon session of the Extended Care Program and families will be charged for this service.

ABSENCES/TARDINESS

Good attendance and punctuality are vital to student learning. All absences or tardiness, even if excused or planned, are recorded as absences and tardiness on the official attendance record. Consistent or habitual tardiness is a serious issue. In the case of consistent or habitual tardiness, the school administration shall conference with the parent(s) or guardian(s). In some cases, where tardiness continues to be a problem, it may be necessary for parent(s) or guardian(s) to explore other educational options in order to ensure that the child's educational needs are being met and that limited interruption in the educational environment is maintained for teachers and other students. If appropriate, the proper authorities with the State of Missouri shall be contacted. Students with more than ten (10) days of unexcused absences may be considered truant.

Students arriving late to school, regardless whether the tardy is excused or unexcused, must report to the school office for a tardy slip before proceeding to the classroom. To minimize disruptions created by tardy students, parents will not walk tardy children to their classrooms. Students who leave school and return the same day must also report to the school office before returning to class.

If a student is absent due to illness, that absence is excused. If a student is tardy (arrives to school late) or leaves early, the absence or tardiness is considered excused if documentation related to a medical appointment is presented to the school office. Acceptable documentation includes:

- A doctor's note
- A screenshot or documentation from your child's patient portal
- Other documentation provided directly by the medical office

For students who have a recurring medical appointment, families may provide documentation from the medical provider that covers the recurring appointments for the entire school year. This means you will not need to provide a separate note for each appointment.

Children with fevers, severe colds, persistent coughs, or flu symptoms should stay home from school. In such cases, the parent is asked to call the office between 7:40 and 9:00 am to report the illness, or email attendance@stpeterskc.org. A parent must contact the school every day of a student's absence; otherwise, the school will need to call to make sure that the child is safe at home. The nurse may inquire about the nature of the child's illness to be aware of the possibility of contagious diseases spreading throughout the school. If a child becomes ill during the school day, his/her parents (or those authorized by parents to act in an emergency) will be contacted and asked to take the child home. A student may not leave the premises until the child has reported to the school office to be signed out and parent/guardian has given permission for the student to leave.

If a student attends school for less than two instructional hours he/she will be considered absent for the full day. Students who attend school for at least two (2) but less than four (4) instructional hours are counted absent for a half-day.

Students are responsible for gathering information and completing all assignments missed during an absence. This should be done before or after school. Parents who request homework for their children must notify the office by 9:00 am on the day they wish to pick it up. Books and assignments will be ready by 3:20 pm. If possible, please make arrangements for a sibling or friend to pick up the work at dismissal. Parents should be aware of the need for their children to make up assignments not completed due to absences and ensure that the work is completed and turned in. Normally, students will have the same number of days as they missed to make up their work.

Due to the experiential and hands-on nature of the instruction in our classrooms, many times work cannot be made up, and for this reason, families are discouraged from scheduling travel during regular school time. Please check the school calendar and plan accordingly. Absences due to travel are considered unexcused. We greatly appreciate advance notice when your child will be traveling. While teachers will do their best to be understanding, they are not expected to prepare assignments in advance for the duration of a travel absence. It is the responsibility of the student and family to make up any missed work upon returning.

ST. PETER'S EXTENDED CARE PROGRAM
On days when school is in session, extended care is provided for a fee to interested families. Hours are dismissal-6:00 pm. When school is dismissed early, extended care will not be available. A typical afternoon of after-care includes a snack, time for homework, and a variety of activities such as arts/crafts, games, Legos, etc. Weather permitting, all children go outside to play. ECLC students are cared for in the Legacy Center.

Late charges for the Extended Care Program are assessed at $1 per minute after 6:00pm. Continued tardiness may result in the necessity for the family to make other arrangements for care. Students attending extended care are to abide by St. Peter's School Behavior Expectations. Persistent instances of disciplinary problems may result in the need for parents to arrange alternative care.

The weekly fee for this program is $65.00 per week for the first child, and $50.00 for each additional sibling. There is also a $50.00 non-refundable registration fee per family. Families may register for extended care through their FACTS account, and fees will be billed monthly and paid online through FACTS. Only full-time enrollment is available; the monthly fee will be assessed whether or not the child attends. The only exception will be if the child stops extended care for the remainder of the school year. Please advise the school office of any days the child will not attend. Unless otherwise specified, children will be available for pickup in the extended care location at the end of the day.

As part of our commitment to safety and security, families with children in the extended care program will receive a key fob to enter those areas. This process improves security and helps us track all those entering our school buildings. There will be a charge of $10 per key fob with a limit of two fobs per family. Returning families' fobs may need to be re-activated for the new year.

Families may email Drew Corkill dcorkill@stpeterskc.org to prepare their fob(s) to be picked up in the school office between the hours of 7:40am-4:00pm. The $10 may be paid by cash, check, or billed to a family account in FACTS Management. In the event of a lost key fob, please notify Helen Fischer in the parish office immediately so that she can deactivate the lost fob. Families will need to purchase a new key fob for $10 at that time.

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

INCLEMENT WEATHER
Indoor recess will take place when the outside air temperature and/or wind chill is less than 20 degrees or if there is falling precipitation. Teachers will use their discretion when determining whether or not to go outside. Always send your child to school dressed in appropriate clothing for outside recess. If a student does not have a coat or is not dressed appropriately, then they will have to stay inside with a teacher.

With regard to snow days, St. Peter's School is not obligated to follow our local Kansas City, Missouri Public School District. This means that the St. Peter's administration will make an independent decision in collaboration with the other Southwest POD Catholic School on whether to cancel school. As a general rule, St. Peter's will take into consideration public school closings for "snow" days but "cold" days we will most likely be in session. In order to accommodate those who need to make childcare arrangements, administration will endeavor to make decisions either by 9:30pm the night before or by 6:00am the day of inclement weather. Snow days for our students are NOT virtual learning days.

A notification of closure will be posted on the school website, and sent to parents/guardians via email and One Call Text. You will also see St. Peter included with the group identified as Southwest POD Schools, Kansas City/St. Joseph Diocese.

We do not utilize weather-related late starts unless absolutely necessary. A late start may be implemented in times when our mandatory calendar days on campus have been compromised by previous use of snow days. Late starts ensure all staff and students have additional time to arrive safely and assist with recouping mandated calendar time. Early dismissals are uncommon but may be implemented in extreme weather conditions. Students will also be allowed to leave school if a parent/guardian chooses to pick them up early.

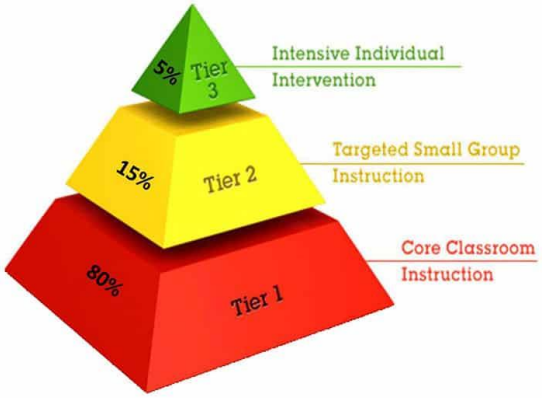
BEHAVIOR EXPECTATIONS

At St. Peter's School, the worth of the individual is recognized, therefore our students are expected to reflect Christian values in their treatment of peers and adults, both during school and when in the community. We recognize that children need instruction, guidance, and support to meet this expectation, therefore, St. Peter's will provide our students with positive behavior supports, a social emotional

learning curriculum, and bullying prevention instruction and resources. Errors and mistakes are viewed as opportunities for growth. Students are encouraged to consider the common good of the larger community over individual preferences.

POSITIVE BEHAVIOR SUPPORTS

St. Peter's has adopted a positive behavior, multi-tiered approach to teach our students to behave in a manner that is consistent with Christian values and virtues. This approach is grounded in the understanding that when students have clear expectations and are regularly acknowledged for what they do well, they are more likely to meet those expectations and be more engaged in learning. It is also grounded in the understanding that while most children are successful with core classroom instruction (whether related to academics or behavior) some children need additional support. All students will receive core classroom instruction (Tier 1 instructions) regarding behavior expectations. Some students will receive targeted instruction (Tier 2 instruction), and a few students will receive individual interventions (Tier 3 instruction), as illustrated in this graphic.



Tier 1 Behavior Instruction – All Students

We strive to teach our children to "Be Christ-like" through the teaching of three Core Behaviors: Be Safe; Be Respectful; Be Responsible.

Our goal is to support our students' growth in the following areas:

- Respect of self, others, and property
- Self-control and self-awareness
- Empathy
- Patience and tolerance of differences
- Personal accountability
- Taking responsibility for their action
- Community awareness and working toward common goals

The following forms the base available to all students, in every classroom and throughout the school:

- **Unconditional positive regard** shown for each student, by all, regardless of challenging behavior,
- **Use of positive** gestures and comments,
- **Human needs are fostered** in each class through teacher designed interactions,
- **Individual reinforcement** is available, with choices given within a whole group design,
- **Explicit direct instruction teaching strategies are used** to ensure students understand behavior expectations,

- **Differentiated instructions and accommodations** for students with learning characteristics requiring teacher attention: attention issues, learning disabilities, etc.,
- **Social Emotional Learning** curriculum is delivered (see below),
- **On-going teaching of rules & classroom procedures** with reinforcement for: safe, respectful, responsible behavior. The specific expectations associated with each of the Core Behaviors in various settings around the school (as indicated in the following Matrix), will be taught to the children by their teachers.

This following School-wide Behavior Matrix expresses, in positive terms, the defines expectations for each Core Behavior across environments. Children will be explicitly taught these expectations.

Be Christ-like: Represent yourself, your family, and your school in a Christ-like manner

Core Behaviors	Church	Classroom	Hallway	Cafeteria	Restrooms	Playground	All Settings
Be Safe	*Remain Seated *Raise and lower kneelers appropriately	*Stay in assigned area *Use materials as intended *Maintain personal space	*Walk only *Stay on the right side of hallways and stairs *Use each step	*Keep all food and drink to self *Report spills *Stay in your seat unless you have permission	*Wash hands with soap and water then dry *Keep water in sinks and toilets	*Listen for signals *Use equipment appropriately *Stay in approved areas	*Listen for and follow directions *Keep hands and feet to self *Use spaces as intended *Be where expected *Report problems to a trusted adult
Be Respectful	*Show reverence before, during, and after mass *Face forward	*Be a good listener *Be kind *Stay on task	*Use quiet voices *Practice good manners	*Talk quietly with those at your table *Use polite table manners	*Give others privacy *Keep walls clean	*Include others *Play fair and follow the rules	*Care of parish and school property *Use polite and appropriate language and actions
Be Responsible	*Participate in Mass	*Be prepared *Follow class procedures *Be accountable for your actions *Do your personal best	*Store materials neatly	*Clean up *Follow dismissal guidelines	*Clean up *Report problems to an adult *Conserve resources	*Be a problem solver *Report emergencies to an adult *Bring out and return equipment	*Follow uniform guidelines *Complete assigned tasks *Be prepared *Clean up

Teachers will also guide the students in relating each Core Behavior to Catholic Virtues and the Gifts of the Holy Spirit.

Be Christ-like	Virtues	Gifts of the Holy Spirit
Be Safe	Prudence	Wisdom
Be Respectful	Justice	Understanding; Counsel; Reverence Wonder and Awe in God's Presence
Be Responsible	Temperance; Fortitude	Knowledge; Fortitude

Tier 2 Instruction – Some Students

As stated above, some students will need more targeted instruction than what is provided to all students in Tier 1. When a teacher identifies a student in need of Tier 2 instruction, the teacher will consult with school administration, others who teach the child, and parents to create a behavior plan based on student needs. The teacher may also consult with the Inclusion Coordinator, school counselor, or school nurse depending on student needs. This plan might include but not limited to the following:

- **Daily report** with reinforcement for increasing behavior success
- **Mentoring programs** (one-on-one regularly occurring sessions with an identified staff person who befriends and supports)
- **Self-monitoring systems** (student records his/her own successes and failures)
- **Behavior contract** (student, staff, and family agree on specific outcomes for specific behaviors)
- **Social skills instruction or school counseling** (student participates in on-going school counseling sessions)

Tier 3 Instruction – A few students

For a few students, the instruction and support provided in Tier 1 and Tier 2 may not meet their needs. In this case, the student will be referred to the CARE Team (Coordinating Available Resources in Education) for Tier 3 supports. The CARE Team is a multidisciplinary team that could include teachers, school counselor, administrators, school nurse, and other staff members. In consultation with parents, the team will create an individualized plan based on the particular needs of the child. This plan might include but is not limited to the following:

- **Function based behavior planning process** (student referred for an outside functional behavioral assessment)
- **Outside therapy** (family referred for outside student and/or family therapy)
- **Placement determination** (determine if St. Peter's can meet the student's needs)

PROBLEM BEHAVIORS

While our focus is on teaching and supporting appropriate behaviors in a positive manner, we recognize that children will exhibit problem behaviors which need correction and intervention. Students must learn that there are consequences associated with behavior.

Students are expected to demonstrate responsibility and respect for others, upholding an atmosphere that promotes academic achievement and the orderly operation of St. Peter's School. No discipline code or manual can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this behavior policy to list certain offenses which, if committed by a student on school property, during school transportation, or during involvement in a school-related activity, will result in the imposition of a certain disciplinary action.

Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond these example behaviors as determined by the principal and/or priest. This list includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and during field trip transportation, or at a school activity, whether on or off school property.

Management of student discipline is most effective when school personnel, parents and students work cooperatively. Communication between all parties is critical. If the case of a detention or suspension, parents/guardians will be notified by a teacher or administrator. For any offense resulting in an out-of-school suspension, a principal/parent/student (PPSC) conversation/conference will take place and may also take place prior to the student's return to school in order to establish further expectations. Extenuating circumstances may permit an administrator to consider an exception to this mandatory procedure. Teachers and other staff may be requested to participate in conferences as deemed necessary by the principal. All disciplinary actions will be noted in the student's disciplinary record. If necessary, law enforcement officials will be notified, consistent with procedures outlined in the Missouri Safe Schools Act.

A school employee is authorized to confiscate any item that is defined as a weapon, a drug (controlled substance), or any item that is forbidden by Missouri or federal statute. A school employee is authorized to take temporarily from a student any item (hats, electronic devices, etc.) that has been described in these policies and regulations or any item that is causing difficulty in the school environment. Any such item should be turned over to the building administrator after confiscation. Such items may be returned to the student or parent by the principal when he or she judges it to be proper to do so.

Violence

St. Peter's School will not tolerate any violence from students, parents, coaches, or other adults. For the purposes of these guidelines, school violence includes, but is not limited to, any action, word, or object that is intended to, or has the effect of, hurt or intimidation toward another person. Examples include threats, bullying, intimidation, belligerence, assault, battery, stalking, fighting, and harassment—verbal, physical, or sexual. In the event of violence, St. Peter's School will initiate an appropriate disciplinary response.

Controlled Substances

Smoking, drugs, e-cigarettes, and vaping are not allowed; the school will again initiate appropriate responses to both possession and use of such.

Classroom Interventions / Strategies

Many behavioral issues will be resolved in the classroom, particularly for the younger grades. When a student exhibits a problem behavior, the teacher's first response will be to use a classroom intervention or strategy to guide the child away from the behavior. Teachers will use their professional knowledge to assesses the situation (specific behavior, established classroom rules and procedures, needs of the individual student, needs of the class, etc.) and choose an appropriate intervention or strategy. Classroom interventions / strategies may include, but are not limited to the following:

Redirections / reminders of appropriate behavior	Move the child's seat
Provide clear and concise directions	Take away classroom privileges
Student reflection (Think Sheet)	Verbal warning
Removal from class	Call or note home to parent

The intention is to first teach and reinforce our Core Behaviors. If the problem behavior cannot be corrected in the classroom, the teacher may, at his or her discretion, refer the student to the school office or issue a detention.

Office Referrals

When a student is sent to the office, an administrator will assess the situation and determine the appropriate action, which may result in any of the following: a conversation with the student, a cooling off period for the student to remain in the office for a short time, detention, a half day in-school suspension, dismissing the student for the remainder of the day, an out-of-school suspension. Parents/guardians will be notified about office referrals.

Detention

Detention is a consequence in which a student is required to remain after school for a specified amount of time. Parents/guardians will be notified when a student receives a detention. The student will be required to stay after school for one hour during which he / she will perform a service to the school. Every effort will be made to connect the service to the behavior problem. The student may also be asked to complete a Think Sheet to reflect upon his / her behavior and how to improve and / or make rectify the problem or write disciplinary sentences that pertain to the action.

Some example behaviors that may result in detention include but are not limited to:

- Repeatedly missing class materials
- Being out-of-uniform
- Talking at inappropriate times
- Not following directions
- Cell phones not turned in or use of phones within the building
- Not taking accountability for own actions
- Misuse of classroom materials
- Defiance
- Taking other's property without permission
- Gum chewing/eating in the classroom without permission

Suspension

Suspension is a consequence in which the student is removed from the classroom for a designated period of time. An in-school suspension places the student in another supervised location within the school, while an out-of-school suspension bans students from school property and school functions, whether on or off school property, for the duration of the suspension. Behavior that results in suspension is typically more egregious than that which results in detention. A student may be suspended without having previously received detention, based on the severity of the behavior and at the sole discretion of the principal.

Some example behaviors that may result in suspension include but are not limited to:

- Student accumulates 10 total classroom assigned detentions over time
- Cheating/Plagiarism
- Offensive/graphic/violent notes or pictures
- Property damage
- Verbal abuse
- Racial slurs (including but not limited to words, sounds, or images which suggest a student has been singled out because of their race)
- Bullying
- Cyberbullying
- Theft
- Fighting
- Repeated skipping of detention
- Any forms of violence
- Possession of a weapon
- Possession of a controlled substance
- Sexual harassment

ISS (In School Suspension) – A student may be assigned in-school-suspension, which is out of the classroom however, still at STP. Parents/guardians will be notified about this decision. During this day, the student may have periods of service to the school throughout the day as a component of the ISS as well as work from the classroom that is expected to be completed per usual. Due to lack of personnel, parents will be required to pay $100 for a substitute teacher to supervise the student assigned to ISS for the day..

OSS (Out-of-School Suspension) –For any offense resulting in an out-of-school suspension, a principal/parent/student (PPSC) conversation/conference will take. The duration of the suspension will be based on the particular situation and problem behavior. A parent meeting and/or discipline hearing may be required to decide if the student will be allowed to return to school.

A typical OSS progression will be as follows:

1st OFFENSE: principal/parent/student (PPSC) conversation/conference along with a .5 day of out-of-school suspension (OSS).
2nd OFFENSE: PPSC along with a .5 day of OSS.
3rd OFFENSE: PPSC along with 1 full day of OSS. Just to clarify- if you have to pick your student up – that does NOT count as the one day. The next day is a full day OSS.
4th OFFENSE: PPSC along with 1 full day of OSS.
5th OFFENSE: PPSC along with 2 full days of OSS.
6th OFFENSE: PPSC along with 3 full days of OSS.
7th OFFENSE: PPSC along with 10 full days of OSS and a Discipline Hearing with Principal and Priest to determine probationary period or expulsion from STP due to misconduct.

Probation

A student may be placed on probation at any time if other avenues are ineffective in remediating the unacceptable behavior. The principal, in her/his sole discretion, will determine the amount of time the student will be placed on probation, and will develop a plan containing the steps student must take to fulfill the probationary period requirements. Any student on probation will not be able to participate in any extracurricular activities. A conference will be held with the parents, student, and principal prior to being removed from probation and/or being dismissed. Further incidents of disciplinary problems, either during or after the student's probationary period, may result in dismissal from St. Peter's School. In extreme circumstances, a student may be dismissed from St. Peter's School without being placed on probation.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any school-sponsored activity, or being on or near school property or the location of any STP activity for any reason, unless permission is granted by the Administrator or Priest. When appropriate, STP may prohibit students from participating in activities or restrict a student's access to property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

Diocesan Policy on Expulsion

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

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

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

SOCIAL/EMOTIONAL LEARNING

According to the Collaborative for Academic, Social, and Emotional Learning (CASEL), "Social emotional learning (SEL) is an integral part of education and human development. SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions."

Students at St. Peter's in Kindergarten through 8th grade will participate in the *Friendzy* SEL curriculum.
Friendzy teaches five core competencies:

- Self-awareness
- Self-management
- Responsible decision making
- Social awareness
- Relationship skill

These core competencies are taught by using school-wide unifying language and Biblical connections that express God's vision for human relationships.

STUDENTS WITH SUICIDAL IDEATION

If a student conveys in written or verbal form a statement regarding hurting himself/herself or harming others, the school will immediately contact the Department of Child Services or the police, depending on the severity of the threat. Parents or guardians will

be called to come to the school immediately to pick up the student. The child will be excused from all classes and school sponsored activities. Prior to the child returning to school and participating in school sponsored activities, the parents or guardians must submit documentation from a licensed mental health care professional stating that the child presents no danger to himself/herself or others.

BULLYING PREVENTION POLICY

St. Peter's School is committed to making our school and community safe, caring, and welcoming places for all. Bullying and aggressive behaviors do not have a place in our school.

The definition of bullying has three major components:

- First, bullying is aggressive behavior that involves unwanted, negative actions.
- Second, bullying typically involves a pattern of behavior repeated over time.
- Finally, it involves an imbalance of power and strength (a somewhat different kind of imbalance may happen when the "source" of the negative actions is difficult to identify or confront, as in social exclusion from a group, hurtful gossip that happens behind one's back, or anonymous meanness).

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself (indicating an imbalance of power or feeling of helplessness). In other words, bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending him or herself.

Faculty, staff, and adults in our community will closely supervise children in all areas of our school. All classes will support the teachings of Jesus and Christ-like behaviors. We—students, employees, parents, volunteers, and patrons—will commit to treating others with Christ-like behaviors. All are to treat others with dignity and respect. All are expected to help students who are bullied, to include students who are easily left out, and to report incidents of bullying.

Communication is essential—it is not only welcomed but necessary to the success of our approach. In the event of bullying, it is imperative that a report of the incident is made to a trusted adult, teacher, administrator, or anonymously through a reporting tool. The report will be reviewed, promptly, thoroughly, and confidentially. The investigation of the report will include appropriate steps to determine what occurred and to take measures reasonably intended to end the harassment**,** intimidation, or bullying, and prevent such misconduct for occurring again.

If inappropriate conduct has occurred, reasonable, timely, age-appropriate, and effective corrective disciplinary action will be taken. Stopping the bullying behavior and reconciliation is the goal. The students will be monitored to ensure that repeat offenses do not occur. If such incident occurs again, steps will be taken at the discretion of the teacher and/or administration.

The principal and other appropriate school staff, such as the school counselor, will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

The St. Peter's school network, the Internet, mobile devices, whether accessed on campus or off, either during or after school hours, may not be used for the purpose of harassment by any student at St. Peter's School. Forms of harassment through any electronic means, referred to as "cyberbullying," are unacceptable.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassment, ridicule, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant message, text messages, digital pictures or images, or Website creations or postings, including blogs. Any student, faculty, or staff member who feels that he or she has been the victim of such misuses of technology should provide documentation and report the incident to an administrator**.** Even when cyberbullying does not involve school property, activities, or technology resources, the school will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient connection to the educational environment, the behavior substantially disrupts the educational environment, the communication involves a threat defined by law, or the school is otherwise allowed by law to address the behavior.

REPORTING A CONCERN--TIPS REPORT

The Threat Assessment, Incident Management and Prevention Services (TIPS) reporting system allows for reports to be made by students, parents, faculty, staff, neighbors and anyone in the community concerned about the safety of our students and schools. Reports can be made confidentially, and anonymously, any time you know of a concerning or threatening situation by completing an online form at https://school.stpkc.org/ Look for this logo at the bottom of the home page.

School and district level personnel are notified immediately when your report is submitted and your case will be investigated and appropriate action taken. Examples of threats that could be reported through TIPS include instances of Assault, Bullying, Bus Incident,

Cyber-bullying, Drugs/Alcohol, Parent Complaint, Possession of Weapons, School Vandalism, Self-Harm or Suicidal Ideation, Student Assistance Referral, Suspected Abuse/Safety Concern, Suspension Appeal, Threats of Violence and Truancy.

Retaliation is prohibited against any person who brings an accusation of sexual harassment or bullying, or who assists with the investigation or resolution of sexual harassment or bullying. School staff will also take steps to discipline a student who has been determined to have brought an accusation of sexual harassment or bullying in bad faith.

PARENTAL SUPPORT

The behavior policy of St. Peter's School is built upon a relationship of trust between parents and school staff. Parent cooperation is essential for the welfare of students. Children will tend to have the same attitudes toward others that parents reflect to them in all of the situations of daily life. Therefore, we ask that at home you reinforce the teaching of Being Christ-like through our Core Behaviors--Be Safe, Be Responsible, and Be Respectful. Students should be supervised at all times when on school and / or parish property, whether during or outside the school day. Parent / guardians are responsible for their child's / children's actions when they are on St. Peter's grounds.

NOTE: School administration reserves the right to make modifications to the Behavior / Discipline policy.

COMPUTER/NETWORK USAGE FOR STUDENTS

All students are responsible for good behavior on school networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. All student use of networks must comply with the Diocesan Policy on Social Media and the Policy on Ethics and Integrity in Ministry. The network is provided for students to conduct research and communicate with others. Independent access to network is provided to students who agree to act in a considerate and responsible manner. Parent/guardian permission is required. Network access is a privilege, not a right, which entails responsibility by the users. Individual users of computer networks are responsible for their behavior and communications over those networks. Users shall comply with school and Diocesan standards and will honor the agreements they have signed.

Network storage areas may be treated as school lockers. Network administrators may review files and communications to maintain system responsibility and integrity. Users should not expect that files stored on school servers will be treated as private or confidential. During school, teachers shall guide students toward appropriate materials. Outside of school, families bear the responsibility for such guidance.

The following are not permitted:

1. Sending or displaying offensive, immoral messages or images of any nature, especially of a sexual nature, e.g. sexting, pornographic images, images from a cell phone of a sexually explicit nature, etc.
2. Using obscene language that is implicit and explicit, e.g. acronyms, language referring to the human body, racial language, etc.
3. Harassing, insulting, bullying, spreading malicious rumors, e.g. cyber-bullying or attacking others via pictures, images, and language electronically.
4. Violating copyright laws.
5. Using others' passwords.
6. Trespassing in others' folders, work, or files.
7. Intentionally wasting limited network resources.
8. Employing the network for commercial purposes.
9. Using the network for social networking unrelated to educational purposes, such as Facebook, Twitter, Instagram, Snapchat, or otherwise.

Violations of this policy and these procedures may result in the loss of electronic or networking access. Additional disciplinary action may be determined at the school level. When appropriate, law enforcement agencies will be contacted.

UNIFORM DRESS CODE

Two purposes of a school uniform are to spare parents the cost of other school clothing and to ensure students are properly attired so that attention is focused on the learning process. Students must always dress in a manner consistent with the religious mission of St. Peter's School. It is important that all students abide by the following dress code so that a teacher may use class time in proper educational pursuits rather than in the correction of infractions. **Uniform clothing is to be purchased through The Land's End Company, or purchased through the Uniform Connection (used uniform sales at St. Peter's).**

Tops—all students' shirts must be tucked in.
Grades K-8 may wear white or red, short or long sleeve, polo/uniform tops; SPS/STP embroidered logo is optional.
Grades 7-8 may also wear navy, short or long sleeve, polo/uniform tops, in addition to white or red; embroidered SPS/STP logo is optional.
ONLY plain, white, short-sleeved undershirts free of printing and logos may be worn under tops.

Sweatshirts, Pullovers, Zip Front Jacket, Sweaters
A uniform top must be worn under sweatshirts, pullovers, and sweaters.
Grades K-8 may wear red, navy, or gray (ash) St. Peter's School sweatshirts.
Grades K-8 may wear navy fleece SPS/STP pullovers/quarter-zip pullovers or zip-front jacket with SPS/STP logo from Land's End or Uniform Connection.
Grades K-8 may wear navy sweaters with the SPS/STP logo - available through Land's End.

Shorts/Pants
Grades K-8 may wear navy walking shorts/pants; grades 7-8 may wear khaki walking shorts/pants. Shorts may be no higher than 3' above the top of the knee.
Shorts may be worn August through October and March through June, subject to change per administration's discretion based on weather
Students in grade 5-8 must wear a belt w/shorts and/or pants.

Skirts/Skorts/Jumpers
Girls in grades K-8 may wear navy or plaid skorts.
Girls in grades 5-8 may wear navy/plaid skirts.
Girls in grades 7-8 may wear khaki skorts.
Skirts/skorts may be no higher than 3" above the top of the knee and may not be rolled at the waist.
Girls K-4 may wear plaid jumpers no higher than 3" above the top of the knee. White or red shirts with collars should be worn under plaid jumpers and do not require an SPS/STP logo.

Shoes
Dress or athletic shoes (no sandals, open-toed, or backless shoes) may be worn. High top athletic shoes (to the top of the ankle -flat soles only - no heels or platforms) or ankle boots (to the top of the ankle - flat soles only - no heels or platforms) may be worn. No Uggs or other boots may be worn during the regular school day. Students may wear snow boots to school and during recess; however, other shoes must be worn inside the school building. Athletic shoes must be worn for P.E.

Socks
Socks must be worn with dress and athletic shoes and ankle boots. Socks must be solid-color plain (no logos or designs) red, white, gray, navy, or black. Students may wear solid-color plain tights or solid-color plain ankle-length leggings (not sweatpants) in red, white, gray, navy, or black under skirt/skort/jumper during colder months. No lace or other trim is allowed.

Hair
Hair must be neat, clean, and out of the face and eyes. Hair coloring must be natural (no pink, red, blue, purple, etc. hair dyes are allowed.) Boys' hair must be above the collar and the bottom of the earlobe. Boys must be clean shaven.

Jewelry
Jewelry must be simple. Boys and girls may wear a single necklace, such as a religious medal. Girls may wear earrings (no hoop earrings) and/or a single bracelet. Earrings for boys are not allowed.

Other
Hats are not allowed. No visible tattoos or body art are allowed. Scouts are allowed to wear approved Scout uniform shirts with their uniform bottoms to school on meeting days. 7th & 8th grade girls may wear light makeup.

Out of Uniform Days
Occasionally, students will be allowed to attend school out of uniform. Some will be free jeans days, and others will be fundraisers; each student will need to bring $1 to be out of uniform. Money collected supports student activities, school needs, or other school charity purposes. Students may wear jeans, slacks or sweatpants, or a uniform bottom with a non-uniform top. Tops must be school appropriate – any words or images must be appropriate for our Catholic school environment. On those days, the following policies will apply unless otherwise specifically stated. (For example, a pajama day or hat day may be announced.)

- All clothing must be clean and free of holes.
- No tank tops, halter tops, sleeveless shirts, spaghetti-strap tees, tube tops, or sun-dresses.
    - No short shorts (ie. Lululemons). Walking length shorts (*Bermuda or Basketball style)* may be worn the months of August, September, October, and then March 1st through the end of the school year.
- No exposed midriffs .
- No head coverings .
- No jeans that are frayed, ripped or have holes.
- no pajamas (this includes robes).
- No running tights, yoga pants, or leggings. Leggings may be worn under a dress or skirt ONLY.
- No clothing with offensive words, expressions, or pictures .
- Socks must be worn at all times; no sandals, open-toed/backless shoes including Crocs.

Student Birthdays
On students' birthdays, they may be out of uniform—the same "Out of Uniform Days" policy applies. For students who celebrate summer birthdays when school is not in session, the half-birthday will be honored. Students whose birthdays fall on the weekends or other holidays off may choose to wear jeans on a school day closest to the birthday.

St. Peter's Spirit Days
Once each month, a "St. Peter's Sprit Day" is scheduled; dates are noted on the school calendar. Students may wear any St. Peter's spirit shirt, St. Peter's team shirt, St. Peter's screen-printed sweatshirt, Homecoming t-shirt, or FIRE shirt with their uniform bottoms. On occasion, other "Spirit Days" may be announced; students will be provided with guidelines to follow. For example, during the football season, the school may announce a "KC Chiefs" during which student might wear shirts with Chiefs logos or team colors.

SAFETY, HEALTH, AND WELLNESS

MANDATED REPORTERS
Should any concerns arise regarding the safety of any of our children, faculty and staff are mandated to report to the Children's Division of the Missouri Department of Social Services Family, law enforcement as protocol dictates, and the Diocesan Catholic Schools Office. Since the Federal Child Abuse Prevention and Treatment Act (CAPTA) passed in 1974, all 50 states have passed laws mandating the reporting of child abuse and neglect. **All staff members and volunteers who have contact with children are required by the Diocese to complete the Protecting God's Children training, Mandated Reporter training, and submit to background checks.**

A mandated reporter relates situations to the appropriate authorities to ensure the safety and well-being of children. Authorities are then able to assess the situation and take appropriate action. Child abuse or neglect may include imminent risk of serious harm, death, serious physical or emotional harm, sexual abuse, or exploitation of a child (usually a person under the age of 18, but a younger age may be specified in cases not involving sexual abuse) by a parent or caretaker who is responsible for the child's welfare. St. Peter's staff are mandated by law to report suspected child abuse and/or neglect. All faculty / staff are mandated reporters.

School administrators will cooperate with investigations conducted by law enforcement personnel and/or the Children's Division of the Missouri Department of Social Services. If the Children's Division or law enforcement personnel seek to interview a student on school premises, the school will attempt to contact a parent or guardian prior to the interview **except** in situations where the parent or guardian is the subject of the investigation.

HEALTH ROOM GUIDELINES
The nurse will provide or coordinate the following services:

- first aid for students injured at school
- evaluation of an ill child to determine if the condition can be resolved with brief rest, snack, bandage, cold compress, etc.
- monitoring of an ill/contagious child until the parent arrives
- arrangements for hearing/vision screening tests
- review of the immunization status of each student to comply with state and city regulations
- Administration of medications prescribed by students' physicians and requested in writing by parents

If a child is unable to stay at school due to fever, discomfort, or contagious condition, parents (or a relative or friend) should pick up the child in a reasonable period (within forty-five minutes). Due to space limitations and in fairness to other children, it is not possible to keep ill children waiting a long time, even if the purpose is to see if the child will improve. If parents have planned in advance, the stress of waiting will be alleviated. Any student who is sent home due to a potentially contagious symptom (e.g., fever, vomiting, severe cough) MUST BE SYMPTOM FREE for a minimum of twenty-four hours before being sent back to school. Therefore, if a child is sent home at noon due to a temperature of 100 degrees or more, he/she may not return until noon the next day. This guideline is for all children's welfare. Please remember to call 816-523-4899, between 7:45 and 9:00 am. Or email attendance@stpeterskc.org each day that your child is too ill to be at school. Parents must keep the health room informed of any changes in telephone numbers for those who may pick up the child. As noted above, prescription medications for certain ongoing illnesses can be given at school if they are in a marked prescription container and we have on file a dated permission slip signed by the parent. The note should indicate that the medication must be given during school hours. For those students requiring non-prescription (i.e. over-the-counter) medications, parents must send the medication (in its original container) to the health room with the consent form (available in the school office) signed by both a parent and a physician. **ALL medications, both prescription and over-the-counter, are to be kept in the health room coordinator's office.** Students in possession of any medications risk severe disciplinary action.

Please note that Missouri State Law requires that all immunizations must be current and on file at school before the starting date each year.

FOOD ALLERGIES

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

Bananas/Grapes/Apples	Ritz (original size only)	Graham crackers/Teddy Grahams
Carrots/Celery	Applesauce/Canned Fruit	Jr Mints/York Peppermint Patties
Cheese	Yogurt and Gogurt	Tootsie Rolls/Tootsie Pops
Rold Gold Pretzels	Vics Popcorn	Smarties/Dum-Dum Lollipops
Nutrigrain Cereal Bars	Nilla Wafers	Goldfish

*Manufacturers often change production lines, which can make certain foods unsafe. Please always check labels.

TRAFFIC PROCEDURES

***ECLC ONLY* uses the Legacy Center parking lot to park and walk the students into classrooms, as well as the lower parking lot off the Rockhill entrance. The Legacy Center parking lot is not a drop-off zone for K-8 students**. Specific instructions regarding procedures for parking and drop-off for ECLC will be provided to those parents prior to the beginning of the school year. The Legacy Center parking lot is also used by school and parish faculty and staff. **Please do NOT use this parking lot for drop-off and pick-up, and please do not double-park.** Although parking spaces are not marked, each faculty and staff member does have an assigned space.

Drop-Off in Sally Euston Memorial Drive (north side of the school building)
Drivers pull into circle and proceed as far east in the drop-off area as possible, where safety patrol personnel will open the right passenger door(s) to allow student(s) to exit. Obey stop sign to check for incoming/outgoing Legacy Lot traffic before proceeding to exit. Turn right only onto Meyer Boulevard during peak traffic time of drop-off (7:45-8 a.m.).

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

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

Pick-Up for students in grades K-3
Students must be picked up by a parent, responsible adult, or older sibling, as communicated to the teacher. Parents may park in the parking lot south of the school building for pick up, as well as along Meyer Boulevard and in the Circle Drive areas. Please do not double-park, and **please do not use the Legacy Center parking lot unless you also have a student in ECLC.**

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

BUILDING SECURITY
Please note that all school doors are kept locked throughout the school day. Visitors may ring the bell near the main entrance door on the south circle drive side of the school building and/or north lobby doors. Both sets of lobby doors are camera-monitored. When visiting school during the day, please ring the bell and announce yourself and purpose for entry. All visitors must stop at the front office to check in before leaving the lobby and going into the school, cafeteria, gym, etc.

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

SCHOOL LUNCHES

St. Peter's partners with GROW, kitchen & kids. GROW, kitchen & kids was founded when owner, Jackie Kincaid, saw a need to nourish, and in turn, educate students on eating healthy unprocessed school lunches. GROW, kitchen & kids is passionate about creating healthy, balanced, made-from-scratch school lunches paying close attention to the quality of the ingredients, and is dedicated to shopping and sourcing from local producers. Parents can feel confident that each meal is prepared using only the freshest ingredients, balanced nutrition and attention to value. Most importantly, parents will have the security of knowing there are no mystery ingredients, unnecessary additives or preservatives that come from consuming prepackaged and commercially prepared foods in their child's school lunch. Jackie is well known in the kitchen for telling the students that "learning is hard work…you've got to put the good in to get the good out." You will also catch her walking through the cafeteria after lunch is served interacting with the children, answering questions & talking about food and ingredients and flavors. Making sure that they at least take a small "no thank you bite". They may surprise themselves and taste something new that they really like, reminding them that every day as we grow our palettes and tastes buds grow and change too.

All students are issued a lunch card, kept at school. Lunch cards are used to purchase any items offered in the cafeteria, and the charge will be deducted electronically with each purchase. Families are expected to keep a positive balance on all accounts. The cost of lunch is $6.35 per day. There are also a la carte items including additional milk available for purchase.

There are microwaves in the cafeteria for 3rd-8th grade students to use to warm food. Due to time constraints, the use of microwaves is not intended as a means to cook meals.

Forgotten lunches, properly labeled, can be dropped at the lobby only. If parents know that their student/s will be tardy and would like hot lunch, please contact the school office that morning to request his/her/their name/s be added to the lunch count for that day.

LUNCH PAYMENTS (refer to financial obligations, pg. 11)
School lunch purchases are managed through the FACTS Prepay system. Prepay accounts require a positive balance. Families may add funds to their student's lunch account at any time through FACTS. Lunch purchases are deducted from the available balance as meals are purchased. For the 2026-2027 school year, St Peter's will process lunch charges weekly and apply against existing prepay balances. St Peter's has set a $25 minimum balance for prepay accounts. This programmed minimum balance is used to create weekly communication if needed. FACTs will email families once a week (Sunday) if the account balance is less than $25.

ATHLETIC PROGRAM

St. Peter's School offers students the following athletic opportunities: in the fall, tackle football (5-8 boys), flag football (boys 1-4) co-ed cross-country (3-8), girls volleyball (3-8), in the winter, basketball (girls & boys grades 4-8), in the spring, co-ed track (3-8), girls flag football (4-8), boys volleyball (4-8). The sports programs are maintained and staffed by volunteer coaches who have devoted a great deal of time to the physical and emotional development of the student athletes.

Please contact an athletic director if you are interested in volunteering as a coach, team manager, or in any other capacity to enhance the sports program. Co-Athletic Directors for 2026-2027 are Kayla Boesch-Mohart and Katie Maher. Catholic Conference Board rules and

league guidelines will be followed for all sports. For example, students are expected to participate in no less than twenty-five percent of every contest. For a complete listing of the Catholic Conference Board rules and guidelines, please refer to www.plkc.org.

Administrative Manual #350.5-Student Eligibility, Elementary School – Academic eligibility should be used to ensure that every child is working to his/her ability during sport seasons. It is intended to help the student athletes balance their time and their talent in the classroom as well as the court/field to ensure a quality educational experience. Eligibility determination is a weekly check of academic performance and not an arbitrary disciplinary action. It is a check of the student's work for that week only, not preceding weeks. If a child has no graded work during a particular week, then he/she should be considered to participate in athletic events. The previous week's grades are not carried over for purposes of eligibility consideration.

When inappropriate behavior or poor academic performance is a result of or related to sports, then the student's eligibility should be considered. Consequences should be logical, natural, or instructional. For example, if a student is performing poorly academically because his/her primary focus appears to be on athletics, then he/she should be deemed ineligible for that week. Athletic eligibility should be a tool that helps each child learn to budget and use his/her time and talent constructively.

For athletic eligibility, the minimum grade average in each class, each week, should be a C- or above. If the weekly grade average for any class is below C-, the student and his/her parents/guardians will be warned but the student will not be deemed ineligible. If the weekly average is below a C- in the same class(es) for the second week, then the student is ineligible for that week. However, if the teacher feels that the student is working to the best of his/her ability and the weekly average for any class is still below C-, then the principal should allow that student to participate in athletic competition for that week.

Unsportsmanlike conduct may be grounds for deeming a student ineligible. Eligibility should run weekly from Tuesday to Tuesday. Teachers should notify the principal of ineligibilities on Mondays, and the principal or athletic director should notify the coaches of ineligibilities. Notice should be given to the players and parents/guardians at this time as well. Notification on Mondays will give the coach sufficient time to plan for the week's competition.

A student must attend school on the day of athletic contest in order to be eligible to participate in any KCPL event, other than exceptional circumstances approved by the principal. (KCPL Rules and Regulations, Article II, Section 8, p.4).

An ineligible student may not attend or participate in games and/or practices, or suit up for games. The score table should be notified if a team player on the bench is ineligible.

OTHER PROCEDURES AND GUIDELINES

BIRTHDAYS/CLASSROOM PARTIES

Birthdays are announced each morning over the public address system, and honorees are allowed to wear Out of Uniform Day (see Out of Uniform section of this handbook) attire. June birthdays will be announced on half-birthdays in December, July birthdays in January, and August birthdays in February unless classes are in session on the actual date. Party invitations or any other invitations are not to be delivered at school. Birthday treats are allowed but must be individually packaged. Every classroom has two holiday celebrations each school year—Halloween and Valentine's Day, typically on the holiday unless the holiday falls on a weekend. In addition, the students have a "Fun Day" at the end of the school year. Please note Food Allergy information found in the Health Room Guidelines in this handbook.

SCHOOL PICTURES

On school picture day, students may dress up (no jeans allowed). Please see "Out of Uniform Days" on page 18 for guidelines. Students, as always, may wear school uniforms. Class pictures (pictures of all students together by homeroom in school uniforms) will be taken in the spring. Ordering pictures is optional, both fall and spring.

LOST AND FOUND

All lost articles are briefly stored on a table outside the Garden Room before being donated or placed in the Used Uniforms. **Please label all of your child's clothing and possessions used at school**.

INTERRUPTIONS/FORGOTTEN ITEMS

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

(lunches, homework, backpacks, etc) delivered to the students are to be clearly marked with the child's name and left on the shelves in front of the school office.

SCHOOL FAMILIES
For several years, students have formed "school families" with other STP students. Each school family typically includes one student from each grade, K-8. The eighth grader acts as the "head" of the family, and each family has a faculty advisor. School families participate in service projects together and attend all-school Mass together quarterly.

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

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

ELECTRONICS
Electronic equipment such as hand-held gaming systems, cell phones, Smart watches, etc. are not to be used during the school day. Cell phones (and other electronics, including Smart watches) are to be turned off and kept in backpacks or locked in lockers (for students in grades 5-8) until afternoon dismissal. Administrators and teachers reserve the right to collect electronic devices for safe-keeping during the school day. Cell phone calls and/or text messages cannot be made or received during school hours. Electronic devices such as those named above that are used during the school day without permission from school personnel will be held in the school office and returned to the student, who must be accompanied by a parent, after school.

Electronic devices, such as Kindles and iPads, can be used with the teacher's prior permission and according to individual classroom policy. However, the student is responsible for the safekeeping of the device when brought to school. St. Peter's School will not be held responsible for damage or loss of or replacement of any electronic item brought to school.

St. Peter's School appreciates donations; however, any electronic (including computers and printers) donations must first be approved by the Technology Support System to ensure usefulness and compatibility with technology already in the building. Please contact the assistant principal with questions regarding technology donations.

JUNIOR HIGH (7TH & 8TH GRADES)

LEADERSHIP
St. Peter's hope and expectation is that our junior high students exemplify, model, and promote positive relationships among all in our community. It is imperative that our oldest students model student expectations for their younger peers, who look up to them as student and school leaders.

ADDITIONAL NOTES
- Uniform standards are closely monitored, and there are consequences for uniform infractions.
- There are junior high school dances, as indicated on the school calendar, on four Friday evenings throughout the school year: around Halloween, Christmas, Valentine's Day, and in the spring. These are for students who attend seventh and/or eighth grade at St. Peter's only, and are sponsored by the Student Council.
- Because students in junior high classes have multiple teachers, and most teachers teach both students in grades seven and eight, scheduling conferences with every teacher can be difficult, especially due to time constraints. Please monitor your student's grades. It may be unnecessary to conference with a teacher, for instance. Or, you may consider an email check-in with the teacher.
- All seventh and eighth graders are invited and encouraged to assist with Safety Patrol (homerooms are assigned a week at a time). This is a vital service to our school, and we hope that every student will help as much as possible. Students should report to their positions by 7:40 am.
- As junior high students approach the end of their educational careers at St. Peter's, expectations and school work tends to become more complex, including long-term projects such as Science Fair and Civic Oration. School attendance, and school timeliness is extremely important!
- Students in grades seven and eight have opportunities to extend their learning in electives and are also supported in groups, such as advisories.

- Eighth graders are school family leaders and often are responsible for providing materials for their family meeting. This requires planning and organization, good skills for future leaders.

PARENT TEACHER ASSOCIATION

All activities provided or sponsored by the PTA are made possible through volunteerism. The PTA sponsors major fundraisers each year, such as Dining Out Nights; Homecoming, Trash Bag Sales; Book Fairs, and an Annual Auction (each school family is asked to donate an item, service, or money or secure items for the auction).

PTA's fundraising efforts supplement the school's operating budget and funds projects needed for daily school operations, such as the library, computer programs, classroom equipment, some field trips and transportation, some maintenance of the school building (restroom renovations, new flooring, whiteboards), the crossing guard at Meyer and Holmes, lunchroom support, technology and computers, security, landscaping and upkeep of the school grounds, scholarships for graduating eighth graders, and additional funding for inclusive education. The PTA is responsible for many other events and activities throughout the school year, such as Trivia Night, Gift Wrapping at Christmas, Teachers' Christmas Fund, Faculty Foodies, and many more. The PTA Executive Board meets once per month; PTA general meetings for all parents will be announced.

2026-2027 PTA Executive Board:

President	Betsy Bartell	Marketing/Communications	Kristin Shaw, Robin Smith
Parliamentarian	Annie Tweedy	Recording Secretary	Laura Mitchell
Vice-President	Leah Krieger	Fundraising Chair	Shannon Austin
Auction Chair	Alicia Whitaker	School Support Chair	Missy Kramer
Auction Co-chair	Emily Lecuyer	Teacher Appreciation Chair	Paige Lowder, Jana Cooper

ST. PETER'S SCHOOL BOARD

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

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

School Board meetings occur monthly; dates are on the school calendar. Additional meetings for further committee work may also be scheduled. Board and committee meetings are open to non-members. Non-members who wish to address a board or committee meeting should notify the appropriate chairperson to be included on the next available agenda. Ex-officio members of the school board include the pastor, principal, PTA president, and athletic director (s). The elected board members serve a three-year term, with a limit of two terms.

2026-2027 School Board Members: Anna Saviano, President	Jenny Stasi
Megan Blaufuss	Megan Wyant
Craig Short	Paul Flournoy
Marty Seaton	Kate Reardon
Katie Clune	

RIGHT TO AMEND—*St. Peter's School Administration retains the right to amend or deviate from any and all regulations for just cause.*

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