

PARENT HANDBOOK/POLICY BOOK

Welcome to St. Peter Catholic School!

St. Peter Catholic School was founded in 1912 due to a concern that religion was not being taught in the Rising Sun School which served the children of the area. St. Peter Catholic School was built under the direction of Fr. William Cummings and opened with 22 students. During the next 13 years, the school would go through several openings and closings due to the unavailability of qualified teachers. In 1925, two Sisters of St. Dominic from Great Bend came to teach at St. Peter, and the doors have remained open ever since. Though St. Peter Catholic School has gone through many hard times due lack of teachers and financial hardships, it has remained a strong force for Catholic education in the southwest corner of Wichita. We were blessed with our many years of Dominican Sisters, and feel that we owe much of our success to their dedication. We look to a bright future and a continuation of what our founders started in the early 1900s.

The Mission of St. Peter Catholic School To Teach Jesus Christ

KANSAS ACCREDITATION REQUIREMENTS

St. Peter Catholic School is in compliance with Kansas accreditation regulations and state laws. (KAR 91-31-32 C(11))

ADMISSION POLICY for Catholic Schools

THE CATHOLIC DIOCESE OF WICHITA is blessed to be able to provide tuition free education to those Catholic Stewardship families dedicated to the Church's mission. Living the Stewardship Way of Life (time, talent and treasure) should be the sole criteria by which a family's children are admitted to our schools.

STEWARDSHIP is not solely a giving of financial resources; it is giving of oneself, as a thanksgiving to God for all that He has given to us. The resources collected by the Church are brought together to carry out our many missions, one of which is to educate children in the image and likeness of Jesus Christ.

Religious and Stewardship Requirements for Admittance:

- Catholic Stewardship Families must be active in the life of the parish as faithful stewards of their time, talent, and treasure.
- There must be a current *Stewardship Commitment of Time, Talent and Treasure* on file at the Parish Office. These stewardship forms are renewed every November.
- There must be a current *Parish Family Agreement* on file for each Catholic Stewardship Family.
- Review enrollment status on the basis of active stewardship. Consider attendance at Sunday Mass, regular participation in the sacraments, participation in religious education, service to parish ministries and public support for Church teaching, as well as making and keeping a good faith tithing pledge.

Newly registered parishioners will be considered based upon their history of time, talent and treasure at their previous parish. They must complete the Stewardship Form and a Parish/Family Agreement.

When all of the above guidelines are met, the following is the order in which students will be approved for admission.

St. Peter parishioners with children already attending St. Peter Catholic School. (Preschool enrollment does not automatically hold a place in kindergarten)

- I. St. Peter parishioners with children already on the waiting list for St. Peter Catholic School
- II. St. Peter parishioners who do not have children attending St. Peter Catholic School or receiving parish support at another Catholic School
- III. Catholics from other parishes who practice good stewardship
- IV. Non-Catholics

Students who are receiving financial assistance at another Catholic school must return to St. Peter School when classroom space becomes available at the end of the semester (mid-term), or the next school year.

Otherwise, financial assistance may no longer be provided. Families will not be required to split children between schools. Space must be available for each student before the family is asked to return. Students who qualify for off-site financial assistance because of lack of space at St. Peter Catholic School must attend Catholic schools that reciprocate with St. Peter.

The pastor, principal, and a member of the Finance Committee will monitor this process.

SCHOOL ENTRY

To be eligible for kindergarten a child must be five years old by August 31.(K.S.A.72-1107)

Prior to the child's entrance into the school, he/she should have a physical check-up to make certain no physical handicaps will hinder his/her progress in school. Forms for this check-up can be obtained from the school office. If the child has attended another school before coming to St. Peter, his/her health record will be requested from that school. When registering new students at St. Peter Catholic School, parents must supply:

1. Kansas Certification of Immunization
 - a. Every child must have an updated immunization record in the school office.
 - b. In accordance with Kansas Statute 72-5209, the Kansas Certification of Immunization form must be filled out and submitted to school authorities prior to admission to any Kansas school.
2. Baptismal Certificate.
3. Birth Certificate
4. Dates for: Baptism, First Communion, with the names of Church and City

Parents like to see their child/children enter school with every possibility for success. Teachers find that success in meeting the problems and responsibilities of students is more easily achieved by a student who:

1. loves and reverences God and holy things
2. is able to give his/her name and address
3. knows the rules of safety in traffic
4. responds readily in conversation and speaks clearly
5. listens to and carries out instructions
6. is responsible for his/her actions
7. knows his/her possessions and keeps them in good order
8. has learned to cope with fears and has learned self-discipline
9. knows how to obey

FINANCE & OTHER FEES

The school has a fee for children not belonging to St. Peter Parish. Consult the pastor concerning the fee.

Book, technology, and school supplies fee is \$310.00.

If a textbook, workbook, or supply item is lost or damaged, the child will be responsible for the cost of replacing that particular book or item.

COMMUNICATION

Following are ways that are used to communicate general information to our families:

- School Website and Class Pages
- Notes via E-mail or Kid Carriers
- Daily Intercom Announcements (Encourage your Child(ren) to use their Agenda to make note of the announcements)
- PowerSchool Bulletin-Updates are emailed and posted weekly
- School Messenger phone message system
- Parish Bulletin
- Special forms such as pre-registration forms, picture order forms, HCA donation boxes, etc.
- Parent Handbook (in student agenda)

At times, you may still have questions about events, times, amount of fees, acceptable dress, deadlines, etc. At these times, we highly encourage you to call the school at 316-524-6585, between the hours of

8:00 A.M.-4:00 P.M. or send us an e-mail (school@stpeterschulte.com) or see the school directory for individual faculty or staff member e-mails).

Use of Agenda Book

Students in grades 1-8 are expected to neatly log all assignments daily, and take good care of agendas. Agendas are school property. Parents are asked to look at the agenda daily and monitor student homework.

Respectful use of the agendas requires that they not be marked up or used for purposes other than intended.

SCHOOL MESSENGER

The School Messenger is a telephone message system that broadcasts a message from the school to parents' home, cell, and work numbers. In the case of a general announcement, the message will be sent out in the evening to each family's home number. In the case of an emergency or school cancellation, the message will be sent out to all numbers available to us in Power School (home, cell, and work of both parents). Please keep Power School updated with your most current contact information. The School Reach message will come from the school's main phone number (316-524-6585).

SCHOOL COUNCIL

2017-18 School Council Members

| | |
|---------------------|-----------|
| Rev. Bernie Gorges | Pastor |
| Mrs. Brenda Hickok | Principal |
| Mrs. Julia Burford | |
| Mrs. Wendy Trail | |
| Mr. Dan Schoenecker | |
| Mrs. Jodi Esfeld | |
| Mr. Brian Kloke | |
| Mrs. Julie Seiler | |
| Mrs. Joanna Snyder | |
| Mr. Adam Riopel | |
| Mr. Steve Ostrom | |

The St. Peter the Apostle Catholic School Council, in conformity with the policies of the Wichita Diocesan School Council, subject to the approval of the pastor, shall advise the pastor and principal on educational policies of the school.

The school council shall meet quarterly the first Thursday of the month at a location and time designated by the chairperson. All regular school council meetings are open; however, if deemed necessary at the end of a regular meeting, the chairperson may call an executive session in which only school council members will be present. The minutes of the previous meeting will be available on the parish website.

If a person desires to speak on an item and wants to be included on the agenda, he/she must notify the chairperson by the Thursday before the regular meeting. If a person is placed on the agenda to present, he/she is given five (5) minutes on the chosen topic. Extension only by approval by the chairperson.

If a person has an item that he/she would like the council to consider, a School Council Consideration Form can be found in the school office, on the school website, or by contacting the school council president. The completed form can then be turned in to the school council president. If a person would like their concern to be considered, the consideration form must be turned in at least one week prior to the next meeting.

PARENT-TEACHER ORGANIZATION

The Parent-Teacher Organization in the parish is affiliated with the Diocesan Home-School Federation and is designed by the Bishop as the connecting link between parents and teachers.

PTO meetings are usually held on the fourth Thursday of the month. Check the school calendar on the school website for meeting dates. All parents of students in St. Peter Catholic School are members of PTO.

PTO OBJECTIVES:

- Foster cooperation between the school and parents by providing a forum to address school-wide issues of mutual concern
- Assist parents in understanding and fulfilling their sacred roles as

Catholic school parents. During each school year, every school is to make available to parents regularly scheduled education that will assist them in the total formation of their children: religious, academic, physical/wellness, and personal/social. This may be done locally or regionally and adapted according to local need and circumstance. Topics may cover but are not limited to bullying, health and wellness, sacramental preparation, stewardship, academic best practices, college planning, social media, alcohol and drug awareness, pornography, sportsmanship and Internet safety.

-Provide a network for action on public policy issues that affect Catholic schools and Catholic school parents.

-Assist in providing for the material needs of the school in a manner consistent with stewardship.

ST. PETER ATHLETIC COMMITTEE

The mission of the St. Peter Athletic Committee is to develop the ability, teamwork, and sportsmanship in every young parish student athlete within St. Peter the Apostle Parish. To provide an environment that will enable and promote leadership, teamwork, respect for all athletes and coaches, a solid work ethic, and competition within the body of the student athlete. To provide an atmosphere that enables the student athlete to be humble in victory and to graciously accept defeat. SPAC meetings are usually held on the third Sunday of the month. Check the school calendar on the school website for meeting dates. All parents of students in St. Peter Catholic School are members of SPAC.

THE SCHOOL DAY/YEAR REQUIREMENT

If the majority of the schools and students in the districts are so called "open for business" for a determined amount of hours set by the State, the requirements for state aid purposes and accreditation would be met. The Diocese requires our calendar to reflect 1,146 hours of instruction and a minimum of 170 days.

Activities counted toward hours are:

- The beginning time is the moment when students and teachers are engaged in educational activities and the ending time is when students are dismissed from the classroom.
- Passing periods after the end of each class are considered part of the school day.
- Lunch periods and passing periods following lunch periods are not considered part of the school day.
- Organized recesses not exceeding 15 min. in length are considered part of the school day.
- Activity periods which all students are required to attend and attendance records are maintained can be counted as a part of the school day.
- Activity periods which are not required to attend cannot be counted as part of the school day.
- Count days in which students have been in attendance and school was closed because of inclement weather, an "act of God", meaning school must have started prior to calling school off.

ATTENDANCE

Parents should notify the school office before 7:50 A.M. whenever a child is going to be absent or tardy.

If a student arrives after 7:50 A.M., but before 9:45 A.M., the student will be counted tardy.

If a student is gone more than one hour 45 minutes in the morning up to 12:00 noon, it will be counted as an "A.M." absence or ½ day absence.

If a student is gone more than one hour 45 minutes in the afternoon from 12:00 noon—3:20 P.M. , it will be counted as a "P.M." absence or ½ day absence.

If a student is gone more than one hour 45 minutes but this falls both in the "A.M." and "P.M." time frame, the ½ day absence will be counted in the half of the day where the most time was missed.

Taken from Diocesan Policy #406 Attendance Policy

Punctual attendance is an act of responsible stewardship by parents and students for their parish's gift of Catholic education. Parents are to be reminded that the compulsory education law of Kansas requires students between the ages of 7 and 18 to be in school. Being absent for such reasons as vacations, sporting events, school activities where the student is not a participant, shopping, babysitting, or travel is not acceptable, and

parents should not ask for their children to be excused for such reasons.

The school shall take attendance daily and maintain a record of all absences and tardiness. Parents should contact the school prior to an absence or tardy and request that their child be excused that day. The school, however, retains the right to determine which absences and tardiness will be excused, which will not, and appropriate consequences for unexcused absences. The school should try to determine the reason for any absences on the day of absence, and keep a record of attendance until the close of the school year. When a tardy or absence is determined to be unexcused, less than full credit shall be awarded for make-up work. When a student has missed more than five sessions of any class in a semester, the student may be required to make-up work after school, on Saturdays, or in an approved summer school program before credit is awarded. Every school is to have a policy for making up time lost due to tardies.

When an elementary or middle school student has missed ten sessions of any class in a semester or twenty sessions of any class in a year, the school will require the time to be made up, at parent cost, in a program approved by the school, and may retain the student in the same grade if lack of progress so indicates.

There are students whose chronic health condition or other education need makes regular attendance difficult. Such needs are to be substantiated in a Health Plan or Learning Plan, and the attendance requirement may be adjusted accordingly.

RETURNING AFTER ABSENT

A child returning to school after being absent must present a written note or email to the office. The note should include the date and reason of absence, and the signature of the parent or guardian.

When a student is absent, he/she should ask for the assignments of the day. For a short term absence, students should have their work completed a day later. The teacher will make arrangements for long term absences.

RELEASE OF STUDENTS DURING SCHOOL DAY

Appointments should be scheduled outside the school day whenever possible. If this cannot be done, a note or email is to be sent informing the teacher of the upcoming appointment. The teacher will send the note to the office in order to notify the secretary. If sending an email, please carbon copy the email to kgerstenkorn@stpeterschulte.com as well.

TARDINESS

Tardiness is counted beginning at 7:50 AM. If a student arrives after 7:50 AM, they must be signed in by a parent in the school office.

Repeated tardiness is a serious inconvenience to the class and the teacher, an embarrassment for the child who is tardy, and eventually results in a truancy violation.

After five tardies, students will be assigned a detention. Detentions are served from 7:15 – 7:45 AM in the school cafeteria. Detentions will be served the day after the fifth tardy occurs.

DAILY SCHEDULE

| | | |
|-------|-------|---------------------|
| 7:50 | | Classes Begin |
| 8:00 | | Holy Mass |
| 11:00 | | Lunch - Gr. K, 1, 2 |
| 11:30 | | Lunch – Gr. 3, 4, 5 |
| 12:10 | | Lunch - Gr. 6, 7, 8 |
| 3:20 | | Dismissal |

ARRIVAL AND DISMISSAL

If students need to arrive early, doors will be unlocked at 7:15 AM. Do not leave children until the school is unlocked. If arriving before 7:40 AM, students will report to the cafeteria for quiet reading time. All students must have a book to read. No written work will be allowed. Students will be released to report to their classrooms at 7:40 AM. At 7:50 AM, the tardy bell will ring and the students will walk to Mass. Dismissal each day is at 3:20 PM. Please be here to pick up your children at 3:20. Once the child has left the building, they will not be allowed to reenter unless accompanied by an adult. Unless prior arrangements have been made by the parents and/or teachers, any child not picked up by 3:30 PM. will sent to the After-School Extension Program and parents will be billed accordingly, with the \$20.00 annual

non-refundable registration fee per family charged with the first occurrence of this happening.

DAILY PRAYER

Each day will begin and end with prayer. Students will attend Holy Mass on Tuesday, Wednesday, Thursday, and Friday, except the kindergarten, who will attend only Fridays.

POWERSCHOOL

PowerSchool is an online program that allows parents and students to view a student’s academic progress, attendance records, and lunch balance. Parents have a password for each child that is for parental use only. Each student also has his/her personal password enabling the student to check grades on PowerSchool. These passwords are to be kept confidential to protect the privacy of records. Passwords given will follow a student through his/her school career at St. Peter- they stay the same each year.

To access PowerSchool, use the following website <https://cdowk.powerschool.com/public>. Then type your user name and password. When finished viewing the information, remember to log off to keep information confidential.

The icons on the home page cover the following information: Grades & Attendance (click on teacher’s name, and a parent can e-mail the teacher; click on any grade and it will list all assignments and the grades received for these assignments and whether grade is a test or daily work; click on tardies or absences and it shows what day(s) students were tardy or absent); Lunch Balance (shows the current amount available in the lunch account); Grades History (previous quarter & semester grades); E-Mail Notification (this will tell parents if a teacher has e-mailed them); Teacher Comments (if teachers comment, this is where a parent would see it); and School Bulletin (weekly updates on events and information). Note: Whenever something is in “blue,” click on it and more information will be made available.

At the very least, all grades from the previous week should be entered by the teacher by Monday morning.

GRADING SYSTEM

For kindergarten-8th grade students, no report cards or mid quarters will be issued due to the availability of PowerSchool. If a hard copy of either is needed or wanted, a written parental request needs to be made to the school office by at least the second week of the school year.

A final report card will be sent home at the conclusion of the school year. In reporting, the following scale is used for 3rd-8th grades:

| | | | | | |
|--------|-------|----|------------|-------|----|
| 99-100 | | A+ | 76-80 | | C |
| 94-98 | | A | 74-75 | | C- |
| 92-93 | | A- | 72-73 | | D+ |
| 90-91 | | B+ | 67-71 | | D |
| 85-89 | | B | 65-66 | | D- |
| 83-84 | | B- | 00-64 | | F |
| 81-82 | | C+ | Incomplete | | I |

K-2nd Grade Grading Scale. Students will be assigned grades of 3,2,1.

- 3—Meets grade level expectations; shows consistent understanding; demonstrates mastery of grade level standards.
- 2—Makes progress toward meeting grade level standards; shows some inconsistency in understanding and needs improvement.
- 1—Does not meet grade level expectations; has consistent difficulty.
- No Rating—Concept not evaluated

Promotion is based on satisfactory achievement, maturity, and attendance.

Taken from Diocesan Policy #402 on Promotion and Graduation

Promotion is based on satisfactory achievement and conduct and is made at the discretion of the principal.

If a student doesn’t pass an eighth-grade class or doesn’t meet standard on a state or diocesan assessment, the school shall require successful remediation (i.e., documented progress on ILP; a minimum of 30 hours per course of after-school classes; summer school; Saturday school, etc.) before enrollment at a Catholic high school is permitted.

When a student requires remediation on multiple assessments, the school may modify this requirement as is practical.

HONOR ROLL

“A” Honor Roll - All grades on the report card must be “A’s”.

“B” Honor Roll - All grades on the report card must be “B’s” or a combination of “A’s” and “B’s”.

Conduct Honor Roll - Each individual classroom teacher, kindergarten through eighth grade, will choose one of the following discipline plans, and in order to qualify for the conduct honor roll, the student must meet the following criteria:

-Card Pull System - Student can only have five (5) card pulls for a nine week session; meaning that each time a student is asked to turn one color, that is one pull. If a student turns two colors in one day, that is two pulls.

-Demerit System – A student begins each nine week session with a 100%. With each demerit, points are deducted.

In either plan, an “A” in conduct will not necessarily constitute being on the conduct honor roll. If a student receives a referral for any reason during a nine week session, he/she cannot be on the conduct honor roll for that nine weeks.

ATHLETIC LEAGUE ELIGIBILITY

The following policy will determine the eligibility of St. Peter Catholic School students, Gr. 6-8, to participate in the Catholic Schools Activities League (CSAL) in sports (e.g., volleyball, football, cross country, basketball, track, and cheerleading).

Grades will be figured each week during the seasons, and eligibility/ineligibility will be determined.

-If a student has a cumulative grade average of 73%-65% (D+/D/D-) in one or more subject areas, the student will be given an advisory notice that must be signed by the student, parent, teacher, and administrator then returned to school. The student will still be allowed to practice and play.

-If a student has a cumulative grade average of 64% or below (F) in one or more subject areas, he/she is rendered ineligible and cannot practice or play until all grades are up to at least a D- (65%). The student will be given an ineligibility notice that must be signed by the student, parent, teacher, and administrator then returned to school. This will be documented on his/her record as an ineligibility.

If a student is suspended (whether it is an in or out of school suspension) or for any other reason are out of school for disciplinary problems, will not be allowed to participate in practices, games and contests during the suspension period or for one week from the beginning of the suspension, at the discretion of the principal.

-The student and parents are responsible for notifying the coach when the student is ineligible to practice or play.

The administrator, teachers, parents, along with the student, will monitor and check the student athlete’s grades throughout the various sports’ seasons. Only students who have attended school for the entire day on the day of the game will be allowed to practice or participate in contests, games, or events. The above standards do not preclude the authority of the administrator to limit, suspend, or prohibit students from participation in athletic practice or games for academic or behavior problems as they deem necessary.

A standard two-part Recommended Physician’s Report and Parent or Guardian Permit form will be completed for each student participating in sports or cheerleading. Schools will keep the original physical form on file. The completed form will be good for one school year only, from June 1 to the following May.

If school is canceled due to inclement weather, the gym and all school facilities will also be closed.

Any player joining a CSAL team must join before the first CSAL scheduled game of the regular season. The only exception to this rule would be a student transferring from another school. In the case of a transfer, the CSAL Commissioner must be notified to add the student to the team’s roster.

Any pupil who participates in an organized team outside of school from the first day of CSAL practice to the conclusion of post-season tournament shall be ineligible for school teams in the same sport.

TECHNOLOGY AGREEMENT

The students and parents will sign a Student-Parent Agreement for Technology Use, “Acceptable Use of the Internet Policy of the Catholic Diocese of Wichita Pre K-12.” Failure to comply with this agreement could result in the student losing computer privileges.

PARENT-TEACHER-STUDENT CONFERENCES

Conferences will be scheduled in October and February. The conferences will be 15 minutes long and whatever transpires during those minutes is held confidential. Only the student, no one else, is discussed during that time.

Schedules are made available when the time approaches. Parents may get a call for a conference at other quarters of the school term, if needed.

FIRST COMMUNION AND FIRST CONFESSION

The reception of the sacraments by the children is the primary responsibility of the parents. The school will assist the parents in preparing the students for the reception of First Holy Communion and Reconciliation. The pastor will set the date for the children’s First Confession and their First Holy Communion.

HUMAN SEXUALITY PROGRAM

All Catholic Schools must have an established human sexuality program. This program must follow the guidelines of the Kansas Catholic Conference “Human Sexuality Education Formation-Province of Kansas”.

USE OF THE LIBRARY

The circulation policy for the SPS Library is as follows: Each student will have a library card that will be kept at the circulation desk in the library. Students in grades K-2nd may check out one (1) book for one (1) week. Students in grades 3rd-8th may check out two (2) books for one (1) week. Each book may be renewed three (3) times, for one (1) week each time. **The students are responsible for returning their book(s) to the library each week in order to check out a new book or renew the one they previously checked out.** Consequences for not returning a book(s) are as follows: The student will not be permitted to check-out a new book and a past-due notice will be issued. If the book(s) is not returned after 3 consecutive weeks, the student loses his/her privilege to attend library with his/her class until the book is returned, or paid for, if lost. If a book is lost, but found by the end of the school year in May, the money will be refunded.

If a student forgets his/her book(s) 3 or more times per each semester, their card will be pulled or a demerit given.

The Discipline Policy for the SPS Library is as follows: We will follow the guidelines for classroom behavior as noted in the student handbook. After each infraction, the student’s teacher will be notified. After three (3) infractions, the student will lose his/her library privilege for the remainder of the year.

FIELD TRIPS

Field trips shall be a definite learning experience. Even though field trips are learning experiences, the privilege of going on a field trip may be denied due to academic or behavioral concerns. Students shall be prepared for the observations made on the trip. Permission from the parent/guardian must be obtained for the trip. Approval for any field trip must be obtained from the principal before the arrangements are made. The person responsible must give a report to the principal as to the general responses and conditions of the trip. Two full-day field trips per year are allowed. Overnight trips are not allowed at the elementary level (Diocesan regulation).

In order to transport students on a field trip, the parent(s) must: 1) have enough seatbelts in the vehicle for each occupant; K, 1, & 2 students will also need booster seats (students will be asked to bring their own booster seats, and the school will have a few booster seats available in case they are needed); 2) furnish the school with his/her driver’s license and vehicle insurance information; 3) a copy of the driver’s license and vehicle insurance card will be made to keep with the field trip form; and 4) the parent(s) must sign the diocesan abuse policy.

No preschool children are allowed to accompany their parent(s) on a field trip.

TEACHER INSERVICE

Teachers are required to have inservice days throughout the year. Watch for these days on the school calendar.

VOLUNTEER OR PARENT INVOLVEMENT

We are very grateful for those people who volunteer their time, talent, and treasure in the support of St. Peter Catholic School.

Parental involvement and all other volunteer help is needed for: Athletic Program, Office Assistance, Room Parent of a Classroom, Book Fairs, Field Trip Transportation, Playground Help with Another Teacher, Fine Arts Programs, Fundraising, PTO, School Nurse, Computer Help, Library Help, Resource Room, Lunchroom Aide
VIRTUS is required for all volunteers

PROTECTION OF CHILDREN - VIRTUS POLICY

Diocesan Policy 304b

In compliance with the norms adopted for the Catholic Church by the United States Catholic Bishops in the Charter for the Protection of Children and Young People, all Catholic school employees, as well as all volunteers who have regular contact with children, must comply with the Diocesan plan for implementing the norms:

- a. All employees and volunteers must read, sign, and obey the Policy on Suspected Abuse of Children and Code of Ethical Standards for Church Leaders.
- b. All employees and volunteers must attend the VIRTUS training and register online with VIRTUS.
- c. All employees must complete the VIRTUS online training program.

POLICY ON THE PRESENCE OF REGISTERED SEX OFFENDERS IN CATHOLIC SCHOOLS

- A parent or guardian must contact the principal and parish pastor of an elementary school or the principal and president of a high school if he/she or any adult or youth living in his/her home is listed on the National Sex Offender Public Registry. An offender must meet with the principal and parish pastor or high school president to discuss applicable restrictions prior to the offender being on school property, participating in school events, or the first day of school.
- Any individual who is listed on the National Sex Offender Public Registry is prohibited from volunteering with or being employed by the school.
- An offender must be accompanied to school events by an adult approved or appointed by the school, which may include a family member. This adult must be VIRTUS certified, meet the offender at his/her car, supervise the offender during the event, and walk back to the car with him/her. This adult must ensure that the offender does not interact alone with any children.
- An offender may be allowed to attend school events when children are not present. This must be scheduled in advance by contacting the principal.
- If an offender is the only person available to transport his/her child to and from school, the offender will have a restricted time and place, must remain in his/her car, and must avoid communicating with any youth who is not his/her child.
- Principals, pastors, and high school presidents may inform school staff and parents of an offender's status as necessary, keeping in mind the guideline that another's name should not be harmed unnecessarily. Refusal to abide by this policy could lead to appropriate action being taken, including the request not to be allowed on school property.
- If you, your spouse or any adult or youth living in your home is listed on the National Sex Offender Public Registry, you and/or the offender are required to contact the principal, pastor, or high school president prior to the offender being on school property, participating in school events, or the first day of school.

CLASS PLACEMENT

The teachers and administration of the school will determine class placement. To be consistent, requests will not be taken.

HIGH SCHOOL ADMISSION

It is the Diocese' intention to assist as many parents as possible who sincerely wish to provide a Catholic school education for their children. Priority will be given to students on the basis of a signed Parish-Family Agreement, a satisfactory grade school recommendation, and completed admission process within the deadlines.

Preliminary Grade School Recommendation forms are filled out for all 6th, 7th and 8th graders and approved by the pastor and principal. They are shared with parents at the October conferences.

CHAIN OF COMMAND

To bring about a successful school year for students attending St. Peter

Catholic School, teachers need the true support of the students' parents.

Please, parents, if you have a complaint go directly to the teacher concerned. If this fails, then go to the principal. The pastor will be available ONLY after the teacher and principal were contacted. Hopefully, the complaint can be solved by the teacher and the parent concerned. Please follow this manner of communication!

If a person has an item that he/she would like the council to consider, a School Council Consideration Form can be found in the school office, on the school website, or by contacting the school council president. The completed form can then be turned in to the school council president. If a person would like their concern to be considered, the consideration form must be in at least one week prior to the next meeting.

ITEMS THAT PARENTS DELIVER TO SCHOOL

Please do not take items directly to classrooms. Items that children forget and those parents bring to school should be marked with the child's name and left at the office for delivery.

SENDING MONEY TO SCHOOL

Money for lunches or other needs is to be sent in an envelope marked with the child's name and the purpose of the money.

ITEMS NOT ALLOWED AT SCHOOL

The following are not to be brought to school: Weapons of any kind (including toys), cell phones, CD or MP3 players, trading cards, toys, electronic games, and any other items that are not appropriate at school.

CELL PHONES

For the protection of all students, cell phones are not allowed at school or any school sponsored function (e.g., field trips, programs, etc). If caught with a cell phone, the student will receive an in school suspension. The cell phone will be returned to the parents at the discretion of the principal.

Students who need to bring a cell phone to school may check it in at the office first thing when they get to school in the morning.

REPORTING TO THE OFFICE

Anyone coming into the school building must report to the office before proceeding. All visitors to the school are required to sign in and out in the school office.

CONTACTING STUDENTS

If contact with a student is needed by a parent, obtain permission through the office.

CLASSROOM VISITATION

Parents/Guardians are requested to make arrangements before a classroom visit. On the day of the visit, you will need to report to the office first. Parents must have VIRTUS training to be in the classrooms.

DISCIPLINE PROCEDURE

St. Peter Catholic School conducts an instructional program for the benefit of the students; therefore, students are expected to be diligent and earnest in carrying out their school obligations and abide by the behavioral expectations. Failure to be diligent in study and/or in adhering to the school regulations means that the student is guilty of misconduct and may lose the privilege of attending school at St. Peter. Those students who persist in creating behavioral problems will be subject to disciplinary action.

A single MAJOR DISRUPTIVE student action (e.g., stealing, cheating, truancy, forgery, defiance of authority, frequent disrespect of students' right to learn, obscenity, fighting, vandalism) will necessitate use of the following disciplinary procedure:

Level 1 - First infraction calls for a teacher consultation with parents and student.

Referral for a one-day in-school suspension is given to be served the first school day after the infraction.

Level 2 - Second infraction calls for a teacher consultation with parents and student.

Referral for a two-day in-school suspension is given to begin the first school day after the infraction.

Level 3 - The third infraction calls for consultation of the teacher, parents, student, and principal.

Referral for a three-day in-school suspension is given to begin the first school day after the infraction.

Additional major infractions will result in consultation of the teacher, parents, student, principal, and pastor. This referral will result in either out-of-school suspension or expulsion.

Teachers will discipline minor infractions of the school's behavior expectations.

Discipline is to be consistent with the Diocesan philosophy of education, including emphasis on the important role of the parent.

EXPULSION

According to Diocesan policy, a student may be expelled from school if all other means of discipline have failed or for involvement in a single act that presents a serious threat to the school community. The student involved should be suspended from school while information is being gathered. The pastor, principal, teacher, and parents will be consulted to gather all the facts in the situation. Prior to expulsion, the principal will confer with the pastor and superintendent. Within 48 hours of this meeting, the principal will notify the parents in writing regarding the decision.

Each school shall comply with the terms of the Kansas School Safety and Security Act which requires schools to expel a pupil from school for not less than one year for possession of a weapon at school, on school property, or at a school-supervised activity.

- Schools must also establish procedures for making an immediate report to the appropriate state or local law enforcement agency by or on behalf of any school employee who knows or has reason to believe an act has been or will be committed at school, on school property, or at a school supervised activity that involves or will involve a direct and immediate threat to the safety or security of a human life; the possession, use, or disposal of explosives, firearms, or other weapons; or the commission of an inherently dangerous criminal act.

SUBSTANCE ABUSE POLICY

According to Diocesan Policy, Controlled Substance Guidelines, student use and abuse of alcohol, tobacco, illegal drugs, other controlled substances, look-alike drugs, and act-alike drugs are illegal, and students who use these substances are to be held accountable.

Parents, as prime educators of their children, must take advantage of programs offered by the school and other sources that address substance abuse.

Being in possession of, using, pushing, selling, or threatening students regarding the use of any of the substances listed above is a violation of policy whether such behavior occurs on school grounds, at school functions, or at school-sponsored activities, whether on campus or at another site. Students who assist in possession, use or sale of controlled substances are also subject to disciplinary action.

A teacher or staff member must request the assistance of the principal when a student or students has made remarks or actions that are having substance abuse tones. When the principal (or designate) has reason to believe that a student possesses, has used, sold or threatened others to use any controlled substance:

1. Police department will be notified at the discretion of the principal.
2. A written record of the violation and disciplinary action must be kept on file.
3. Confront the student (except in the case of a medical emergency or disorientation).
4. Upon reasonable grounds, school officials, with a third party present, may search any property of the Diocese of Wichita (including lockers, desks, work areas, or other assigned areas) and confiscate any substance considered to be illegal, illicit, dangerous, or disruptive. School officials may also

search and confiscate the personal possessions of students following the same guidelines. Parents shall be notified within twenty-four hours of search.

5. Inform the student of the consequences of his/her behavior.
6. Suspend student in school until parent conference.
7. Notify the parent or legal guardian (or designate) of the student.
8. In the case of a medical emergency related to substance abuse, any other procedures already set up by the school for medical emergencies should be followed.
9. Students who are concerned about their substance abuse and notify faculty or staff will not be subject to disciplinary action. (This can be used only once). Confidentiality will be honored when seeking and finding support for such a student.
10. Each case will be evaluated by the administrative team.

THREATS OF VIOLENCE

According to diocesan policy, threats of violence must be taken seriously and acted upon by the proper school officials. St. Peter will follow the "Threats of Violence, Diocesan Policy" which states: "The entire staff of a school has an interest in providing all pupils and staff an educational environment that is safe, peaceful, and secure. A significant element of school safety is early intervention. Therefore, threats of violence by a student, adult or teacher must be taken seriously and acted upon by the proper school officials. Through following the procedures which follow, an extra element of safety and security for our students and staff will be provided. The order of the procedures may vary depending on the circumstances of the situation.

In the event of a threat to the life of a student or staff member, the threat to bring a weapon to school, or other serious threat by a student, the following procedures are recommended.

1. Take all threats seriously and report them.
2. Isolate and supervise the individual(s) involved.
3. Call 911 for an immediate police response.
4. If a threat is by a student, call the parent(s) or guardian(s) to arrange a meeting with the school administrator, student, and police. It may also be appropriate to have the school counselor or psychologist available to work with the student and pastor, parent(s)/guardian(s).

After the offense, the student may return to school and may attend school activities only if 1) s/he presents a written recommendation from a psychologist/psychiatrist approved by the administrator, assessing that it is safe for the student to return to school; and 2) the administrator, after consultation with the pastor, believes that the threat of potential future harm has been abated. If the student is accepted back into school and returns to school, his/her parent(s) or guardian(s) shall be notified in writing that a second offense will result in automatic expulsion.

Any adult who makes a threat of violence shall be banned from the school premises and activities until 1) such time as the adult complies with any and all conditions set by the administration; and 2) the administrator, in his or her discretion, believes that the adult is no longer a threat to the school, its employees, its families, and its students. A report of a threat may be made to the proper authorities. A second occurrence will result in a permanent ban of the adult, removal of the adult's children from the school, and where appropriate, prosecution. If an employee makes a threat, and it is verified by the administration, the employee will be terminated."

BULLYING/HARASSING/THREATENING BEHAVIOR

Bullying and harassing behaviors by students are not acceptable. This conduct need not occur on the school premises or at a school-sponsored event to come within the jurisdiction of the Diocese...Such behaviors can range from mild to severe, persistent or a single egregious act. Students who are determined to have engaged in such behavior will be subject to progressive discipline ranging from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion...(Diocesan Policy 408a).

A student shall not intentionally cause or attempt to cause physical injury to a school employee; intentionally cause or attempt to cause damage to any property and/or theft of any property belonging to or under the control of any school employee; or use language or exhibit actions or gestures that could reasonably be considered profane,

indecent, or obscene at or toward any school employee 1) on the school grounds during, before, or after school hours; 2) on the school grounds at any other time when the school is being used by a school group; 3) off the school grounds at a school activity, function, or event; or 4) off the school grounds during, before or after school hours, provided the act is a direct result of school employee performing his/her duties. Violation of any provision of this behavior code may result in suspension and/or expulsion from school (KSA 38-120 & Diocesan Policy 408b). Harassing behavior by adults cannot be tolerated in Catholic schools, whether it is persistent conduct or a single egregious act. Behavior is harassment when it has the purpose of creating an intimidating, abusive or offensive environment or unreasonably interferes with an individual's performance or behavior. Conduct targeted under this policy need not occur on the school premises or at a school-sponsored event to come under this policy. Third party persons who come in contact with diocesan employees or students are subject to this policy, whether they are volunteers, clients, family members, or the public (including parents and siblings, contractors, vendors and others)...Third-party persons who violate this policy shall be subject to sanctions up to and including termination of the individual's relationship to the Catholic school system (Diocesan Policy 313).

HEALTH EXAMINATION

The State Department of Health can audit the health records of students. Health screenings are done in compliance with the State of Kansas.

MEDICATION

Diagnosis and treatment of illness and the prescribing of medication, including over the counter drugs, are not the responsibility of the school and shall not be practiced by any school personnel, including the school nurse, without proper authorization. ("Proper authorization" means a written prescription from a physician for the administration of all medicine, including over the counter drugs. Parents must provide a written request that the medication be given at school). "Request for Medication to be Administered" forms are available in the office. If a child has contracted a contagious disease, parents must notify the school. The child needs a doctor's permit to re-enter classes at the school.

ST PETER CATHOLIC SCHOOL UNIFORM POLICY

GIRLS

K - 5th Grade - Plaid jumper purchased from Parker Uniform Company
6th - 8th Grade - Plaid jumper or skirt purchased from Parker Uniform
Minimum skirt length - uniform must touch floor when kneeling

Blouses Hunter Green button front-polo style (long or short sleeve)
Hunter Green shirts must be purchased from Parker Uniform Company to maintain color and shade.
 White button down oxford style (long or short sleeve)
 White plain style blouse with small collar (long or short sleeve)
 White button front-polo style (long or short sleeve)
 White turtleneck (long sleeve)
White blouses may be purchased at stores of your choice or at Parker Uniform Company. All blouses must be similar in style/type sold by the uniform company.
 All blouses must be tucked in skirt or jumper.
 If a uniform sweater or sweatshirt is worn, a blouse/shirt must be worn underneath.
 No lace, logo/emblem, or designs are allowed.

Shorts Students may wear uniform style, navy blue shorts from the beginning of school through the end of September and in May. Shorts need to fall at least at finger-tip length when arms are down straight. All shirts must be tucked into shorts and worn with a navy blue, black, or brown belt.
If purchased from store other than Parker, the shorts must be Navy Blue and same uniform style as those from Parker.

Socks Plain white, black, hunter green, or navy blue anklets, knee socks, leotards/leggings may be worn. Socks must cover the ankle bone. No lace or logo/emblem, or designs are allowed

Leggings Leggings may be worn under uniform during cold weather. Leggings should come down to the ankles, have no lace, and have no flares. Appropriate colors for leggings are: Black, navy blue, or hunter green. Leggings should be solid in color-no stripes. Dark color shorts must be worn under uniform when not wearing leotards/leggings.

Shoes Low cut either hard-soled oxford style or slip-on, leather or canvas; not over the ankle.
 Dress shoes – must be solid brown or solid black- no patterns
 Tennis shoes – must be predominately black, gray, or white.
 *Moccasins are not allowed.
 *No cartoon shoes, light up shoes, sparkly shoes, shoes with a pattern print or distracting designs.

Students must wear tennis shoes on days they have PE

Sweaters/Sweatshirts (optional)

Navy Blue or Hunter Green cardigan or v-neck pullover must be purchased from Parker Uniform Company to be worn in the classroom.
 Navy Blue or Hunter Green School Sweatshirt must be purchased from Parker Uniform Company to be worn in the classroom.
 Sweaters/Sweatshirts of other types or colors are not allowed to be worn in the classroom; if worn, they must be removed and put in lockers during class time.
Only Parker Uniform sweaters/sweatshirts may be worn in the classroom.

Hair and Jewelry

Hair must be neat, clean, and kept out of the eyes. Hair should not be altered from the student's God-given color. Extreme hairstyles are not appropriate. No extreme jewelry is allowed. Earrings are acceptable if they are small stud type. Necklaces should be cross or religious. Dangling or hoop earrings should not be worn. No makeup may be worn including nail polish, lipstick, or other facial cosmetics.

BOYS

K - 8th Grade - Navy Blue pants purchased from Parker Uniform or store of your choice.

If purchased from store other than Parker, the pants must be Navy Blue and same uniform style as those from Parker.No "Cargo" pants (or pockets on the side of leg).

Belts Navy blue, black, or brown belt must be worn.

Shorts Students may wear uniform style, navy blue shorts from the beginning of school through the end of September and in May. Shorts should be no more than 2 inches above the knee. All shirts must be tucked into shorts and worn with a navy blue, black, or brown belt.
If purchased from store other than Parker, the shorts must be Navy Blue and same uniform style as those from Parker.

Shirts Hunter Green button front-polo style (long or short sleeve)
Hunter Green shirts must be purchased from Parker Uniform Company to maintain color and shade.
 White button down oxford style (long or short sleeve)
 White button front-polo style (long or short sleeve)
 White turtleneck (long sleeve)
White shirts may be purchased at stores of your choice or at Parker Uniform Company. All shirts must be similar in style/type sold by the uniform company.
 All shirts must be tucked in pants and worn with a belt.
 If a T-shirt is worn under the uniform shirt, it must be solid white in color. If a uniform sweater or sweatshirt is worn, a uniform shirt must be worn underneath. No logo/emblem or designs are allowed.

Socks Black, navy blue, hunter green, or white socks may be worn. Socks must cover the ankle bone. No logo/emblem, or designs are allowed.

Shoes Low cut either hard-soled oxford style or slip-on, leather or canvas; not over the ankle.
Dress shoes – must be solid brown or solid black- no patterns
Tennis shoes – must be predominately black, gray, or white.
*Moccasins are not allowed.
*No cartoon shoes, light up shoes, sparkly shoes, shoes with a pattern print or distracting designs.

Students must wear tennis shoes on days they have PE

Sweaters/Sweatshirts (optional)

Navy Blue or Hunter Green cardigan or v-neck pullover must be purchased from Parker Uniform Company to be worn in the classroom.

Navy Blue or Hunter Green School Sweatshirt must be purchased from Parker Uniform Company to be worn in the classroom.

Sweaters/Sweatshirts of other types or colors are not allowed to be worn in the classroom; if worn, they must be removed and put in lockers during class time.

Only Parker Uniform sweaters/sweatshirts may be worn in the classroom.

Hair and Jewelry

Hair must be kept trimmed (above the eyebrows in front, above the shirt collar in the back, and above the top of the ears on the sides), neat, and clean. Hair should not be altered from the student's God-given color. Extreme hairstyles are not appropriate.

Earrings, necklaces or extreme jewelry are not allowed.

Parker Uniform Company
650 N. Carriage Parkway #85
Wichita, Kansas 67208
www.parkersu.com
School ID Code: WI 104013
316-687-4634

SPIRIT DAY

On the last Friday of each month our students enjoy a spirit day. Jeans, a St. Peter shirt, and tennis shoes are required on this day. Jeans must be free of holes. At no time during the year are tank tops or shorts allowed unless specified.

RELEASING STUDENTS FROM SCHOOL

Once a student has been brought to school in the morning until dismissal in the afternoon, this student is under the supervision and care of the principal and teachers.

No student will be excused from school without the permission of the principal or someone assigned by the principal in her absence. Students will be released only to their parents or persons authorized by the parents.

EVENING ATTENDANCE AT SCHOOL FUNCTIONS

Students must be in attendance for the entire day of school to be able to participate in an evening school function. Any deviation from this policy will be at the principal's discretion. (Competitive sports are governed by the Parochial Athletic League's rules).

WELLNESS POLICY

St. Peter Catholic School has adopted and will adhere to the diocesan wellness policy.

All foods and beverages offered at school-sponsored activities and events are in compliance with USDA regulations prohibiting the sale of FMNV foods. This includes food for classroom parties and celebrations, classroom rewards, fundraisers, and intramural events but not interscholastic events.

- a. Students may be allowed to have individual water bottles in the classroom
- b. Schools should limit celebrations that involve food during the school day. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold in vending machines.

- c. The portion size of any food served during a celebration/reward shall be the same size of any food item served in the National School Lunch Program.
- d. Schools will limit the use of foods or beverages as rewards for academic performance or good behavior, and will not withhold them as punishment.
- e. At least 50% of fundraising activities will *not* involve the sale of food and/or beverages or will use only foods that meet the nutrition and portion size standards for vended food.
- f. Snacks served during the school day will emphasize fruits, vegetables, and beverages that meet guidelines for vended foods.
- g. The school should disseminate a list of healthy snacks to parents and teachers.
- h. Each year, some classrooms will participate in an event that is centered on nutrition. After the event, lessons are used to reinforce the information gained.
- i. Snacks served in after-school programs will be fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drink that is at least 50% fruit juice and does not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); or cooked, dried, or canned vegetables. After-school programs should limit portion sizes of foods and beverages supplied/sold individually to those listed under portion sizes.
- j. At least twice a week, the after-school educator explains why the snack served is a healthy choice. Programs may choose to reinforce classroom learning by providing nutrition education activities.

EMERGENCY AND SAFETY PLAN

The school has an emergency and safety plan that covers the following emergencies: fire, weather related conditions, chemical spills, and violent situations.

A fire drill must be held each month. At the sound of the fire alarm, the students and anyone in the building must move quickly and quietly to their designated exits and out of the building. A diagram of the designated exit routes is posted in each classroom. The last person out of the room must close the door.

Two tornado drills will be held each school year. When drill notification is given, the students and anyone in the building must move quickly and quietly to the safe room in the building (preschool room).

The school has developed a Shelter-In-Place plan. This is an alternative to evacuation in the event of an industrial/vehicular accident that could release harmful chemicals into the air. Along with fire and tornado drills, the students will prepare for such a situation. If a need ever arises that we would need to enforce this plan, we ask that you do not come to school to retrieve your child(ren). Not only does this increase the danger to yourself, but the school will not let you in if they have already sealed the openings. Listen to the Emergency Broadcast System (KFDI FM 101.3) for information pertaining to the situation. A School Messenger message will also be sent out.

In the case of violence or danger, each staff member is required to follow the safety regulations to ensure the safety of all students. As in the Shelter-In-Place plan, we ask that you do not come to school to retrieve your child(ren), but listen to the Emergency Broadcast System (KFDI FM 101.3) for information pertaining to the situation. A School Messenger message will also be sent out.

STUDENT PREGNANCY

According to Diocesan policy, acts of premarital sex or abortion are serious sins and therefore occasions of grave scandal. When sexual misconduct results in pregnancy, the school's response must first of all reaffirm our respect for the sanctity of all human life. While the charity of Christ moves us to forgive and help a young woman and a young man when a pregnancy results, in no way should our commitment to respond to the priority of life be interpreted as ignoring, treating lightly, or condoning sexual misconduct.

Any student pregnancy requires a careful analysis of a student's status

and presents the possibility of unique circumstances which require specific interpretation and application. The administrators of the local schools have the responsibility for making such interpretation and decision.

CROSS GUARD PROGRAM

For the safety of our students we have a patrol system. Students in grades 5-8 guard at dismissal (3:15-3:30). Drivers and students must respect and observe these guards.

INCLEMENT WEATHER

In the case of a school cancellation, the School Messenger program will be used. Please listen to the following stations for school closings in case of severe weather: KSNW (TV 3), KWCH (TV 12), KAKE (TV 10).

It will be stated as "ST. PETER CATHOLIC SCHOOL—SCHULTE." We are not Wichita Catholic Schools. We are not Goddard USD #265.

Once school is in session, we will not cancel school. If weather turns bad once school has started, you are welcome to come and pick up your students, but we will not cancel school. In the case of bad weather, a School Reach announcement will be sent out. Please do not call the school office unless it is an emergency.

PARTIES

Christmas and Valentine Days(K-5) and Mardi Gras (6-8) are the two days for having a party celebration during the school year. The room mothers, along with the teachers, are responsible for the planning and for providing the goodies for the parties. Goodies should follow Wellness Policy Guidelines.

STUDENT BIRTHDAYS

Birthday party invitations may not be passed out during the school day, or anywhere on school grounds.

If you would like to bring birthday treats for your child, please deliver them to the office and we will take them to the classroom at the end of the day to be distributed as the students leave the classroom.

Please, no cupcakes.

Any deliveries of flowers, balloons, etc. will not be delivered to the classroom. Students can pick up their deliveries on their way out of school at the end of the day.

LUNCH PROGRAM POLICIES-

No child may leave the premises during for lunch.

Children may choose to either bring their own lunches or may purchase lunch from our own hot lunch program served daily.

The full menu will be posted on a monthly calendar. Please look this calendar over and pre-pay for your child's lunches in advance. Check Power School/Power Lunch to maintain a positive balance at all times. Lunch prices are \$2.85 (subject to change). All meals purchased come with a milk, however extra milk may be purchased for the meal or for a child with a sack lunch for 50 cents. Doubles are offered to students in 6th, 7th, and 8th grades if denoted on the lunch menu for \$1.00. After the last lunch is served, if there is food left over, the students may go back through the line for seconds (main entrée is \$1.00, side dishes are 50 cents each) The offer for free and reduced lunches is available to any parent depending on the years' income. Please contact the lunch program administrator for more information.

On the occasions the lunchroom is being used for other functions, the students will be asked to bring a sack lunch with a drink.

Families are welcome to eat lunch with their children at any time. Please notify the kitchen by at least 9:00 a.m. in the morning if you want to eat with your children. Adult and preschool meals are \$3.60. **Guest lunches will be deducted from the student's lunch account.** If you need to pay by cash, please bring exact change to keep the serving line moving smoothly.

Thank you for supporting our program. Please contact the Food Service Director with any questions by calling the school office or emailing school@stpeterschulte.com.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or handicap. If you believe you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

MEAL CHARGE POLICY

I. PURPOSE / POLICY

The purpose of this policy is to establish consistent meal account procedures at St. Peter the Apostle Catholic School. There is a fine balance that needs to be attained between the solvency of the food service program and the nutritional needs of students. The goals of this policy are:

- To ensure that all students have a healthy meal and that no child goes hungry.
- To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- To support positive and clear communication among staff, administrators, teachers, students and parent/guardian.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.
- To establish a consistent practice regarding charges and collection of charges.

II. SCOPE OF RESPONSIBILITY

The Food Service Department:

- Responsible for maintaining charge records
- Notifying school administration of outstanding balances
- Notifying students/parents/guardians of outstanding balances by e-mail.

School Administration:

- Assist Food Service Department with collection of outstanding balances by making phone calls when account balances exceed maximum negative balance.

The Parent/Guardian:

- Maintain a positive balance in your child's lunch account
- Apply for meal subsidy to avoid outstanding balances
- Contact the Food Service Department and the School to resolve any issues with your child's lunch account

III. POLICY & PROCEDURE

1. No student will be allowed to have a balance less than -\$5.00 on their account at any given time.
2. Only Federally designated reimbursable meals can be charged to an account with funds amounts less than \$0.00 and to -\$5.00. This includes a la cart sales, seconds and doubles.
3. Once the child's account goes below \$5.00, the parent/guardian will receive an e-mail correspondence notifying them the student's account is running low and will be asked to add more funds to the account to avoid going into the negative.
4. When the account has reached the -\$5.00 limit, the PAID or REDUCED student will be given a designated menu alternate. Sample: Packaged cheese & crackers, serving of fruit and milk.
5. A meal charge of \$1.50 will be made to the student's account to cover the cost of this alternate meal and the parent/guardian will be responsible for this charge as well.
6. The School, Parent/guardian, and Student will be informed of their negative balance until the account is brought back into good standing. This will be done e-mail by the Food Service Director and by phone call from the School Principal.
7. In the middle of May, all charging will be cut off:

- a. Parents/guardians will be sent a written request for "Payment in Full"
- b. All charges must be paid before the last day of school each year.
- c. Graduating 8th Graders must pay all charges before attending graduation ceremony.

Helpful Contact Information

| | |
|---|--|
| Pastor frgorges@hotmail.com | Fr. Bernie Gorges 522-4728 office 655-9384 cell |
| Principal bhickok@stpeterschulte.com | Mrs. Brenda Hickok 524-6585 school 250-6326 cell |
| School Secretary kgerstenkorn@stpeterschulte.com | Mrs. Kelly Gerstenkorn 524-6585 |
| School Office Parish Office | 524-6585 522-4728 |

PRAYERS

Sign of the Cross

In the name of the Father, and of the Son, and of the Holy Spirit. Amen

The Lord's Prayer "Our Father"

Our Father who art in heaven, hallowed be Thy name. Thy kingdom come, Thy will be done, on earth as it is in heaven. Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us, and lead us not into temptation but deliver us from evil. Amen.

Hail Mary

Hail Mary, full of grace, the Lord is with Thee. Blessed art Thou among women and blessed is the Fruit of Thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of our death. Amen.

Glory Be

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now and ever shall be, world without end. Amen.

Angel of God "Prayer to Guardian Angel"

Angel of God, my guardian dear, to whom God's love entrusts me here. Ever this day be at my side, to light and guard, to rule and guide. Amen.

Grace Before Meals

Bless us, O Lord, and these Thy gifts, which we are about to receive from Thy bounty, through Christ, Our Lord. Amen.

Grace After Meals

We give Thee thanks, Almighty God, for all thy benefits, which we have received from Thy bounty. Through Christ our Lord. Amen

Act of Contrition

O my God, I am heartily sorry for having offended Thee and I detest all of my sins because of Thy just punishment but most of all because they offend Thee, my God, who art all good and deserving of all my love. I firmly resolve with the help of Thy grace, to sin no more and avoid the near occasion of sin. Amen.

Apostles' Creed

I believe in God, the Father almighty, Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; he descended into hell; on the third day he rose again from the dead; he ascended into heaven, and is seated at the right hand of the Father almighty; from there he will come to judge the living and the dead. I believe in the Holy Spirit, the holy catholic Church, the communion

of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen

Nicene Creed

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from True God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic and apostolic Church. I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

Act of Faith

O my God, I firmly believe that you are one God in three Divine Persons, Father, Son and Holy Spirit. I believe that your Divine Son became man and died for our sins, and that He will come to judge the living and the dead. I believe these and all the truths which the Holy Catholic Church teaches because you have revealed them, who can neither deceive nor be deceived. Amen.

Act of Hope

O my God, relying on your infinite mercy and promises, I hope to obtain pardon of my sins, the help of your grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer. Amen.

Act of Love

O my God, I love you above all things, with my whole heart and soul, because you are all good and worthy of all my love. I love my neighbor as myself for love of you. I forgive all who have injured me and ask pardon from all whom I have injured. Amen.

Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day, in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of Your Sacred Heart; the salvation of souls, the reparation for sin, the reunion of all Christians. I offer them for the intentions of our Bishops, and all Apostles of Prayer, and in particular for those recommended by our Holy Father this month. Amen

Kindergarten Morning Offering (optional)

Good morning, dear God,
I offer to you
All that I think, say, or do
At home, at school, and at play, too. Amen.

Memorare

Remember, O most gracious Virgin Mary, that never was it known, that anyone who fled to Thy protection, implored Thy help, or sought Thy intercession, was left unaided. Inspired by this confidence, I fly unto Thee, O Virgin of Virgins, my Mother. To Thee do I come, before Thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in Thy mercy, hear and answer me. Amen.

The Angelus

V. The angel of the Lord declared unto Mary.

R. And she conceived of the Holy Spirit.

Hail Mary...

V. Behold the handmaid of the Lord.

R. Be it done unto to me according to Thy word.

Hail Mary...

V. And the Word was made flesh.

R. And dwelt among us.

Hail Mary...

V. Pray for us, O holy Mother of God.

R. That we may be made worthy of the promises of Christ. Let us pray.

All: Pour forth, we beseech Thee, O Lord, Thy grace into our hearts, that we, to whom the Incarnation of Christ Thy Son was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection, through the same Christ our Lord. Amen.

Regina Caeli "Queen of Heaven"

V. Queen of heaven, rejoice! Alleluia.

R. For He whom you did merit to bear. Alleluia.

V. Has risen, as He said,. Alleluia.

R. Pray for us to God. Alleluia.

V. Rejoice and be glad, O Virgin Mary. Alleluia.

R. For the Lord is truly risen. Alleluia.

All: O God, who gave joy to the world through the resurrection of Your Son our Lord Jesus Christ, grant, we beseech you, that through the intercession of the Virgin Mary, His Mother, we may obtain the joys of everlasting life, through the same Christ our Lord. Amen

Magnificat

My soul proclaims the greatness of the Lord; my spirit rejoices in God my Savior for He has looked with favor on His lowly servant.

From this day all generations will call me blessed. The Almighty has done great things for me, and holy is His name.

He has mercy on those who fear Him in every generation.

He has shown the strength of His arm; He has scattered the proud in their conceit.

He has cast down the mighty from their thrones, and has lifted up the lowly. He has filled the hungry with good things, and the rich He has sent away empty.

He has come to the help of his servant Israel for He has remembered His promise of mercy, the promise He made to our fathers, to Abraham and his children forever. Amen.

Hail Holy Queen

Hail, holy Queen, Mother of mercy, hail our life, our sweetness and our hope. To Thee do we cry, poor banished children of Eve. To Thee do we send up our sighs, mourning, and weeping in this valley of tears. Turn then, most gracious advocate, Thine eyes of mercy towards us. And after this our exile, show unto us the blessed Fruit of Thy womb, Jesus. O clement, O loving, O sweet Virgin Mary.

(V. Pray for us, O holy Mother of God.

R. That we may be made worthy of the promises of Christ.)

Come Holy Spirit

Come, Holy Spirit. Fill the hearts of your faithful, and enkindle in them the fire of your love. Send forth Your spirit and they shall be created and you shall renew the face of the earth.

O, God, who has instructed the hearts of your faithful by the light of the Holy Spirit, grant that by the same Holy Spirit we may have a right judgment in all things and evermore rejoice in his consolations through Christ Our Lord. Amen.

Prayer to St. Michael the Archangel

St. Michael, the Archangel, defend us in battle. Be our protection against the wickedness and snares of the devil. May God rebuke him, we humbly pray, and do Thou, O prince of the heavenly hosts, by the power of God, cast into hell Satan and the other evil spirits who prowl through the world seeking the ruin of souls. Amen.

Rosary

1. Sign of the Cross
2. Apostles' Creed
3. Our Father
4. Three Hail Marys
5. Glory Be
6. For each decade: announce the mystery, Our Father, 10 Hail Marys, Glory Be, and Fatima Prayer.
7. After the Rosary: Hail Holy Queen and Prayer after Rosary

Fatima Prayer

O my Jesus, forgive us our sins, save us from the fires of hell. Lead all souls into heaven, especially those who have most need of Thy mercy. Amen.

Rosary Mysteries

Joyful Mysteries (Mondays and Saturday; Sundays during Christmas)

1. Annunciation
2. Visitation
3. Nativity (Birth) of Jesus
4. Presentation of Jesus in the Temple
5. Finding of Jesus in the Temple

Luminous Mysteries (Thursdays)

1. Baptism of Our Lord
2. Wedding at Cana
3. Proclamation of the Kingdom and Forgiveness of Sins
4. Transfiguration
5. Institution of the Eucharist

Sorrowful Mysteries (Tuesdays and Fridays; Sundays during Lent)

1. Agony in the Garden
2. Scourging at the Pillar
3. Crowning with Thorns
4. Carrying of the Cross
5. Crucifixion and Death of Jesus

Glorious Mysteries (Wednesdays and Sundays)

1. Resurrection of Jesus
2. Ascension of Jesus into Heaven
3. Descent of the Holy Spirit upon the Apostles and Mary
4. Assumption of Mary into Heaven
5. Crowning of Mary as Queen of Heaven and Earth

Prayer after the Rosary

Let us pray

O God, whose only begotten Son, by His life, death, and resurrection has purchased for us the rewards of eternal life. Grant, we beseech Thee, that by meditating upon these mysteries of the most Holy Rosary of the Blessed Virgin Mary, we may imitate what they contain, and obtain what they promise, through the same Christ our Lord. Amen.

Stations of the Cross: Meditations on the Suffering and Death of Jesus

1. Jesus is condemned to carry the cross.
2. Jesus accepts the cross.
3. Jesus falls the first time.
4. Jesus meets his sorrowful Mother.
5. Simon of Cyrene helps Jesus carry the cross.
6. Veronica wipes the face of Jesus.
7. Jesus falls the second time.
8. Jesus meets and speaks to the women of Jerusalem.
9. Jesus falls the third time.
10. Jesus is stripped of his garments.
11. Jesus is nailed to the cross.
12. Jesus dies on the cross.
13. Jesus is taken down from the cross.
14. Jesus is placed in the tomb.

Pledge to the Cross

I pledge allegiance to the Cross of Our Lord, Jesus Christ, and to the Holy Roman Catholic Church for which it stands--One, Holy, Catholic, and Apostolic--guided by the Holy Spirit, teaching holiness and truth until the end of time. I pledge my life, my heart, and my sacred honor to God and to my country. Amen.

Children's Building Prayer

Heavenly Father, you hear the prayers of your children here at St. Peter the Apostle Parish. Continue to hear us as we present our needs through Mary, our mother, to You. Assist us in the little sacrifices we are willing to make each day for this building project. Help us to grow closer to You, as we seek to do Your will. We ask this in the name of Jesus Christ Our Lord. Amen.

The Ten Commandments

1. I am the Lord your God, you shall not have strange gods before me.
2. You shall not take the name of the Lord your God in vain.
3. Remember to keep holy the Lord's Day.
4. Honor your father and your mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet your neighbor's goods.