



**PARENT-STUDENT
HANDBOOK**

Updated (8/18/2025)

ST. PETER'S CATHOLIC SCHOOL

34 Main Street, PO Box 357, Hokah, MN 55941

(507) 894-4375, st-peters-school.net

Diocese of Winona-Rochester Website is dow.org

MISSION STATEMENT

St. Peter's Catholic School is a family of learners trying to live like Jesus, in our school, homes, and community.

PHILOSOPHY

St. Peter's Catholic School provides a Catholic environment for the intellectual, spiritual, cultural, physical, and interpersonal development of each student. Students can develop into responsible members of the Body of Christ by learning and modeling our values of love, tolerance, respect, manners, and hard work.

*If you pick up a child during school hours for an appointment or sports practice/game, you need to come into the Office to check them out.

ACCESS TO STUDENT RECORDS

St. Peter's Schedule of a normal school day (4K-8)

7:35 am	Morning recess teacher is on playground First bus arrives 7:35 am Children coming by vehicle should be dropped off at the bottom of the playground. <u>We don't want them taking the sidewalk to the playground for safety reasons.</u> Students may ONLY be dropped off at the office doors if it is raining or they arrive after 8:00 am.
7:50 am	All teachers should be on site.
8:00 am	Students come into the building (Teachers will admit students into the building arriving on the "late bus" from La Crescent).
8:15 am	Parents called if student is not in the classroom and no message from parent Announcements and morning prayer Students receive breakfast on M/W/F
8:25 am	Prayer Service on Tuesday and Mass on Thursday Students receive breakfast afterwards
11:00 am	Preschool students released
11:30 am	Lunch
11:50 pm	Recess
2:35 pm	Early bus arrives for bus transfers/sports students
3:00 pm	Release time - Students that are being picked up MUST be picked up at the bottom of the playground BEFORE 3:15. NOTE: Wednesday release time is 2:25 pm because of public school bussing
3:15 pm	Buses begin to arrive

School follows the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) which is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records.

Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

ACCIDENTS

It is the responsibility of the student to inform the faculty member in charge of any injury occurring on school grounds or school-related activity. The faculty member will file an accident report with the office. St. Peter's Church and School will not be financially responsible for injuries that happen at school. Individual families or their insurance will be responsible for such costs, unless staff negligence can be proven.

ACCREDITATION

St. Peter's Catholic School is accredited through MNSAA—Minnesota Non-public Schools Accrediting Association. Copies of our Strategic Plan and yearly report to MNSAA are available upon request in our school office.

ADMISSION

Formal registration takes place in spring for the following school year. New families can also register their children throughout the year. Parents are expected to play an active role in their child's education through reading all communications, volunteering for and participating in fundraisers, and encouraging their children to work hard and do their best.

To begin 3K, a child must turn three by September 1st.

To begin 4K, a child must turn four by September 1st.

To begin Kindergarten, a child must turn five by September 1st. This is a state law that schools must

enforce for the welfare of all children.

Children entering school must offer evidence of immunizations.

Financial assistance is available to all families by contacting the school principal at the time of registration in the spring.

Nondiscrimination Guidelines: St. Peter's Catholic School admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to students at the school. It does not discriminate in administration of its educational policies, admissions policies, and services offered to our students.

Based on pre-enrollment data information supplied by the parents, other agencies or our own assessment, the child's needs will be determined. Any child whose needs are so extensive that we don't have staff or resources to serve, we will not agree to accept. In such a case, we will try to direct the parent toward agencies or institutions which can meet that child's very special needs.

Sometimes the discrepancy between a child's needs and our ability to meet them does not become apparent until after a child has been in the program for awhile. In such cases, reevaluation of the child's continuation will be made at that time.

Enrollment: Anyone may enroll their child or children at St. Peter's Catholic School anytime there are openings in the grade level they are seeking. In the event there are not enough openings prior to the acceptance date of enrollment, parishioners will take precedence over non-parishioners. Catholics will take precedence over non-Catholics. Parents enrolling their child for grades PK-8 will take precedence over parents enrolling their child for PK only. Enrollment is subject to screening by teachers and principal.

Once the child has been enrolled and accepted, they are enrolled through 8th grade and are promised a place, whether Catholic or non-Catholic.

ATTENDANCE (and Tardiness)

Strict attendance and tardiness records are kept by the school as mandated by Minnesota State law. School attendance and tardiness records are legal documents. Habitual tardiness or absence will not be tolerated and parents will be called to account for it. Students at St. Peter's can miss 10 days for any reason (family vacation, appointments, hunting, illness, etc.). After ten absences, doctors' notes are required for each day missed or they are considered unexcused absences. **Minnesota law considers 7 or more unexcused absences to be truancy.**

If your child is to be absent from school, please call the office by 8:00 am. When you call, give the child's name, grade and nature of illness. If you do not call, the school will be calling the parent or guardian. This policy has been decided upon for the safety of your child. If contact is made between school and parent, no follow-up note is needed unless you need to give more detailed information to the teacher or the school nurse.

Make-up work, as assigned by the teacher, is required after a child has been absent. It is the child's parent's responsibility to request make-up work. In the event of a planned trip, requests for homework should be made no more than one week in advance. The student will be given homework that the teacher knows they will be assigning for that time frame. All other missed work will be given when the student returns to school. All makeup work will be given an appropriate due date by the student's teacher.

Two other policies to keep in mind:

1. Children may not be withdrawn from school during school hours for any reason without a note or phone call from the parents informing the school.

2. In case of illness at school, the child can only be released to someone designated on the emergency card by the parents. An exception can be made if parents would give us temporary permission by telephone to release the child to someone else.

The following is the morning procedure to account for all students.

1. Teachers will take attendance at 8:15 am and complete attendance on-line.
2. At 8:20 am, office will check attendance phone messages and check on-line attendance.
3. For any students not accounted for at this point, the school office will be calling the parent or guardian immediately. Emergency contacts will be called if parents or guardians can't be contacted.
4. If we are unable to contact anyone, we will notify the Hokah Police Department accordingly.

Student is considered tardy if they started school between 8:15 am – 10:00 am. After that, they are considered absent for half day or full day accordingly.

BACKGROUND CHECKS AND VIRTUS TRAINING

For the safety of our students and peace of mind of our parents, all employees and regular volunteers at St. Peter's School have criminal background checks on file. Also, all employees and regular volunteers must attend VIRTUS training, an educational program for preventing, and recognizing signs and symptoms, of physical and sexual wrongdoing. Go to virtusonline.org for more information.

BICYCLES

Bicycles should be parked in the bike rack near the upper parking lot. Locks are recommended. Bikes are not allowed on the playground or other school grounds. The school will not be responsible for loss or damage to bicycles.

BIRTHDAYS

Birthdays are celebrated. They are important events and the teacher is glad to have children celebrate their birthdays with their class. A birthday treat is always welcome. Summer birthdays are welcome to celebrate "half birthdays". If you are not inviting all of the class to a party, please mail the invitations so that we do not have hurt feelings.

BULLYING PREVENTION POLICY ADOPTED JANUARY 1, 2016

Preamble.

Created in the image and likeness of God, each child shares a fundamental human dignity. A Catholic school provides an environment dedicated to protecting and fostering the development of that dignity. The school helps children learn how to exercise their God-given freedom responsibly, with the goal that good choices become good habits, that is, virtues. The highest virtue is charity, which God both requires and makes possible. "Here is my commandment," says Jesus, "that you love one another as I have loved you" (John 13:34). As bearers of the divine image, members of the school community deserve care and respect from all. Bullying and Retaliation are not to be tolerated.

This policy serves as a guide for when expectations of respect are not met, and for when reconciliation and restitution are needed.

Definitions.

For the purpose of this Policy the following definitions shall apply, whenever the term "Bullying" is used it is to denote either Bullying or Cyber-Bullying.

"Aggressor" means a student who engages in Bullying or Retaliation.

“Bullying” is the **repeated** use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that is objectively offensive, is directed at a Targeted Student, and that:

- causes physical harm or emotional harm that results in clearly identifiable physical symptoms to the Targeted Student or places the Targeted Student in reasonable fear of such harm;
- causes damage to the Targeted Student’s property;
- places the Targeted Student in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at school for the Targeted Student;
- infringes on the rights of the Targeted Student at school, including defamation and invasion of privacy; or
- materially and substantially disrupts the education process or the orderly operation of a school.

“**Cyber-Bullying**” means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, photographs, data or intelligence of any nature, including a post on a social network, Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.

“**Hostile Environment**” means a situation in which Bullying causes the school environment to be permeated with intimidation, isolation/exclusion, ridicule, or insult that is sufficiently severe or pervasive to materially and substantially alter the conditions of the student's education.

“Retaliation” means any form of intimidation, reprisal, or harassment directed against any person who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.

“School Grounds” mean property on which a school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training.

“Staff” includes, but is not limited to, educators, faculty, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletics coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

“Targeted Student” is a student against whom Bullying or Retaliation has been perpetrated.

Prohibition Against Bullying and Retaliation.

The school expressly prohibits bullying in all forms, either by an individual or group of aggressors.

Bullying, including cyber-bullying is prohibited:

- on School Grounds owned, leased or used by a school;
- at any school-sponsored or school-related activity, function or program;
- at a school bus stop;
- on a school bus or any other vehicle owned, leased or used by the school; or,
- through the use of technology or an electronic device owned, leased or used by a school;
- Bullying is also prohibited at a location, activity, function or program that is not school-related. Similarly, the use of technology or an electronic device that is not owned, leased or used by a school to commit an act or acts of bullying that materially and substantially disrupt the education process or the orderly operation of a school is also prohibited.

Reporting.

Any Staff or volunteer who has witnessed or become aware of any instance of Bullying or Retaliation must report that act to the Principal.

Any student or parent/guardian of a student is strongly encouraged to report all acts of bullying. Reports can be made to the student's teacher, who must then report it to the Principal.

Anyone with general questions or concerns about bullying or the school's policy should address those questions or concerns to the Principal.

Reports may be made confidentially when requested.

Reports may be made anonymously. The anonymous nature of the report may make it difficult to investigate or corroborate the alleged bullying. No disciplinary action may be taken against a student solely on the basis of an anonymous report.

False accusations of bullying are absolutely prohibited and may result in discipline in accordance with the school's code of conduct.

Retaliation.

Retaliation against a Targeted Student, witness of Bullying, a person who makes a good faith reporting of Bullying, or who provides information during an investigation of Bullying, is prohibited. Every effort will be made to keep the identity of the reporter confidential.

Response and Investigation.

The school takes seriously all reports of bullying.

Upon receipt of a report of bullying the Principal or designee will conduct an investigation. When possible, the investigation will begin within three school days of the report of bullying. Due to unforeseen circumstances, if three school days is not feasible to investigate, the targeted student must be provided a timeline when the investigation will take place.

The School reserves the sole discretion to determine the scope and adequacy of the investigation. The investigation may be reported to local law enforcement.

Anyone with questions about the investigation should direct those questions to the Principal.

Violations.

A student who violates this policy shall be subject to discipline in accordance with the School's code of conduct.

The School retains the sole discretion to determine whether Bullying has occurred and what the response should be.

Depending on the circumstances, the School's response could include:

- taking appropriate disciplinary and remedial action;
- notifying the parents or guardians of the Aggressor of the determination;
- notifying the parents or guardians of the Targeted Student, the Aggressor, and any other affected persons about available community resources: Social Services, family service worker, social worker, counselor, Catholic Charities.
- notify law enforcement if circumstances warrant notification

Training.

All staff will receive initial training of this policy, followed by an annual review here after, and, at the discretion of the Principal, for volunteers who have significant contact with students.

Publication and Notice.

The Principal shall provide written or electronic notice of this Policy to the Staff, and include this policy in the school handbook.

Written or electronic notice of the Plan shall be provided to students and their parents or guardians, in age-appropriate terms and in languages which are most prevalent among the students, parents or guardians. This Policy shall be available in the administrative offices of the school.

BUSSING

Free transportation is available to and from anywhere in the LaCrescent-Hokah school district to and from St. Peter's School. Parents are to make direct arrangements with Ready Bus Lines (895-2349) for bus transportation for their children. Misbehavior on the bus justifies the refusal on the part of the driver to transport a child. If you have busing concerns, please contact Ready Bus Line first; then please contact the district superintendent at 895-4484.

CHILD ABUSE

By law, school personnel are mandatory reporters of suspected child abuse or neglect situations. Any suspected instances of child abuse or neglect will be reported to the proper authorities.

CLASSROOM MANAGEMENT PLANS

Each staff member is required to develop a classroom management plan and discuss it with the principal to reach mutual agreement and approval of the plan. Each student will be aware of the expectations and consequences. This allows for consistency within the discipline policy, but allows for personal, effective management styles of the teachers. The following are behaviors that constitute removal from the classroom:

1. Willful conduct, which materially and substantially disrupts the rights of others to an education.
2. Willful conduct, which endangers school employees, students, or the property of the school.
3. Willful violation of any rule of conduct specified in the discipline plan. Removal will be in the form of **in-school** suspension.

COMPUTERS AND TECHNOLOGY

INTERNET ACCESS

All of St. Peter's computers are connected to the Internet. This provides our students with a unique opportunity to explore an incredible wealth of information that will enhance their learning. St. Peter's School has a firewall and network filter in place to help restrict access to inappropriate sites. However, no filters are 100% effective and some resources may be accessed that are not appropriate for young people. We believe that the benefits outweigh the risks, and we are committed to helping students avoid such areas and use the internet responsibly. To ensure responsible use of the internet, a teacher will monitor all students.

EMAIL ACCOUNTS

In this rapidly changing world, we want to ensure that each student is fully equipped and prepared for high school and beyond. Students in 3rd – 8th grade will have email accounts provided by St. Peter's School mainly for the use of Google Drive for schoolwork, collaborative projects, etc. Students will only be able to send/receive emails from the stpetershokah.org domain.

INAPPROPRIATE USE

Inappropriate use will result in loss of a student's privilege to use the internet, as well as other

consequences in the Code of Conduct. If you object to your child using the school's computers to access the internet, or if you have specific sites or areas of concern, please send a letter of objection to the school office with your signature and the child's name and grade on it.

DIOCESAN CODE OF CONDUCT FOR STAFF

Copies are available on the Diocese of Winona-Rochester website (dow.org).

Discipline Policy

St. Peter's Catholic School values respect, self-discipline, and Christian behavior in our students. Students are expected to follow the necessary rules of the school and should strive to grow in becoming Christ-like leaders of our school and parish community. Older students have higher expectations because they are mentors for the younger students. Teachers and staff will encourage older students to use their leadership skills to be good role models and take on additional responsibilities appropriate for their age.

A point system is used by all teachers that have contact with the students. Any teacher or staff has the right to give or take away a "point" on the student's account. St. Peter's Staff assumes that all students will come to class prepared with an attitude to learn, arrive on time and in dress code, have assignments completed and supplies ready by the time the class begins. Students will not receive points for fulfilling the regularly expected requirements of their classroom, school, or church participation. In the upper grades, students will have increased responsibilities and should be able to go longer periods of time without penalties or rewards.

On occasion, students may earn additional points for behaviors that are ABOVE & BEYOND the regularly expected classroom behavior. This allows for earning up to 1 additional point per week. We want to encourage St. Peter's students to be helpful and kind to everyone, serving and lifting up one another as Jesus did. This also allows for a forgiving point system where a student can make amends and rejoin for reward activities in the future. A student may lose points for any infractions of the Code of Conduct or Homework Policies. Discipline procedures will be followed as outlined in this handbook, and parents will be notified through email or phone call, when necessary.

A points system will primarily be used as a recording system. Education is the most effective and enjoyable when students take responsibility for their behavior and learning.

Students may participate in the End of the Quarter incentives depending on their number of points. The determination for inclusion will be made by staff based on the amount of points a student has at the time of the activity. Students will receive a point each day. It is their responsibility to maintain or increase their points. For example, at the end of each quarter, students will be allowed to participate in a Classroom activity if they have enough points previously defined by the classroom teacher. Students with not enough points will work on homework during this time period.

VIOLATIONS :

1. Assignments not completed before class starts
2. Display profanity or vulgar gestures/language, swearing
3. Disrespect to teachers, staff, or students — at teacher discretion
4. Fighting — at teacher discretion
5. Gum chewing or candy
6. Inappropriate or disruptive behavior — at teacher discretion
7. Not bringing signed materials from home by due date
8. Not following all other classroom, lunchroom, recess and school rules
- 9. Not following dress code policy**
10. Not moving through the building in an orderly manner

11. Spitting
12. Throwing food or objects

Consequences

A visual chart will be used to track the infractions.

1. Verbal Reminder- This step may be skipped on repeat infractions.
2. 1st infraction. Lose one point. Apologize and make amends.
3. 2nd infraction. Lose an additional point. Last to lunch and eat alone in the gym.
4. 3rd infraction. Lose third point. Last to lunch, eat alone in the gym, and lunch detention with a teacher.
5. 4th infraction or serious infraction. After school detention and parents will be contacted by the teacher. Student will not be allowed to participate in the end of quarter movie.
6. 5th infraction or serious infraction. Student will serve in-school suspension in the office and a meeting will be called between the student, teacher, parent, and principal. Student will not be allowed to participate in the end of quarter movie.

Note...if a student has repeated daily infractions during the course of a week without attempting a change in behavior or attitude, then these consequences will apply beginning on the second day with step 4 on the actions above (excluding late work infractions). Serious infractions will involve immediate parent contact.

Consequences can vary from the actions listed above, especially if the student has repetitive behaviors that have not been resolved using these consequences. Teachers/Principal may choose to implement a consequence that will help the student better learn from his or her mistake.

AFTER SCHOOL DETENTIONS: One hour after school where students will perform a service to the school relative to their discipline infraction. This will NOT be a study hall.

1. Cheating
2. Chemical or tobacco use
3. Damage to school or other student's property will be paid in full from the student's own money
4. Leaving school grounds without permission during school hours
5. Physical fighting — at teacher discretion
6. Receiving 4 infractions within a week
7. Serious or repeated disrespect to teachers, staff, or students — at teacher discretion
8. Skipping class
9. Unacceptable bus behavior

The listed guidelines are to help each child create a successful educational environment. The entire staff—teachers, aides, administration, and support staff will use their discretion if events other than those listed arise.

CUMULATIVE DETENTION CONSEQUENCES (TAKE EFFECT OR THE ENTIRE YEAR)

1. When the student accumulates 3 lunch detentions, parents will be called by the teacher about the behavior issues. Student will serve after school detention and write a paper about how they plan to change their behavior. Teacher and student will sign the paper.
2. When student reaches 5 lunch detentions, parents will be called by the teacher and a conference will be set up with the teacher, parents, student, and principal to create a behavior plan. Student will serve after school detention.

3. When student reaches 8 lunch detentions, student will receive 2 days in school suspension. Behavior contract will be revised which will be signed by teacher, student, parent, and principal.
4. When student reaches 10 detentions, student will receive 5 days in-school suspension or possible expulsion dependent on the severity of the offense.

DRESS CODE (grades 1-8)

The purpose of the dress code is to ensure that the students have a clean, well-groomed, modest, and neat appearance. Students are to comply with the dress code throughout the school day, in the building and on field trips unless specifically excused by administration. The administration reserves the right to determine whether or not a student's appearance is acceptable.

Each Student's appearance must be appropriate to a Catholic School setting.

Benefits of dress codes for the school:

- School dress codes promote a single standard of dress. Therefore, school environments become less competitive. Sets us apart from other schools in the area.
- Research finds that students are more respectful when they are in clothes that conform to a dress code. Just as when adults put on their work clothes, students that wear dress code appropriate clothing are automatically in work-mode and ready to begin their schoolwork. Educators also tend to have higher expectations of students that are dressed for success. As a result, students work harder to live up to these expectations.
- Helps to build a sense of community within the school. Dress codes create an atmosphere of belonging. This feeling of unity can positively affect a child's attitude toward school and can lead to better learning and improved attendance. School dress codes promote a safe, healthy learning environment!
- It simply looks nicer. When visitors come into our school they will see clean, well-dressed, ready-to-work students. The same goes for when they see our children in church, out at recess, or on walking field trips.
- A streamlined dress code makes it easier to enforce the dress code.
- Helps to create a safer school environment. Dress codes make it easier for school officials to identify non-students while promoting a safe and comfortable atmosphere.

For the students:

- School dress codes make mornings easier! Dress codes eliminate the need to argue over what to wear to school every day. Through simplicity, dress codes promote time efficiency, organization, and neatness.
- Dress codes are cost effective.
- Dress codes minimize socioeconomic status differences between students by removing the option for different types of clothing.

Cold Weather.....all children should have mittens, boots, caps and scarves before they come to school during cold weather. Once accumulating snow starts in the fall, **boots are required** for all students until a spring date is announced. All students through 6th grade are required to wear snow pants when there is snow on the playground. When the outside air temperature is at or above 0 degrees wind chill the students will be outside during their normal recess times. If the actual or apparent wind chill temperature drops below 0 degrees, the normal outside recesses will be held in their classrooms or gym. The teacher will determine the length of stay outside as they will be on the playground with the students.

Concerns

Cost....the cost of dress codes is most often cheaper than a school wardrobe. Dress code items can be purchased at most major stores including Target and Walmart. For those parents still concerned about the initial cost of switching over to dress codes, the Aquinas school system has offered us access to their school store where families sell dress codes that no longer fit at a discounted rate (most of it is free and in great condition). Once our dress codes are in place we can start our own school store.

Individuality....students are still able to express their individual fashion sense through accessories but more importantly we will encourage our students to express their individuality through arts, academics, sports, etc.

Pants.....

- Students can wear any bottom/pants (without holes).
- Students can wear shorts first and last quarter of the year.
- Jeans must be pulled up to an appropriate place on the waist.

What you may wear on a regular School Day.

- Shirts....any solid colored shirt with sleeves. Shirt must have a collar.
 - Logos are acceptable but must be approximately the size of a 50 cent piece or smaller (in other words small logos are accepted).
- Skirts/Jumpers/Dresses - Solid colored
 - Must reach to the fingertips.
 - No split skirts.
 - In the interest of modesty, leggings, tights or shorts are to be worn under dresses and should be a solid color
- Shoes.....any shoes secured to the foot.
- Sweatshirt/Sweater.....any solid colored crewneck sweatshirt/sweater.
 - St. Peter's logo sweatshirts crewneck or collared jackets over your shirt are allowed.
- Accessories are allowed but please use modesty (ex: scarves, jewelry, hair)
- Hooded sweatshirts are not allowed in the building (playground is fine).

Additional items you may wear for 1st and 4th quarter.

- Shorts/Capri/Skorts.....any solid colored non denim dress shorts and must reach your fingertips
- Athletic shorts

What you may wear on a Spirit Day (every Friday and field trips). You may also intermix regular school day attire on Spirit Day.

- Shirt.....any St. Peter's School top with school logo (hooded sweatshirts allowed)
- Shoes.....any shoes secured to the foot.

What you may wear on a Charity Dress Down Day (couple days during Lent) or Dress Down Day (end of quarter). You may also intermix regular school day attire on Charity Dress Down Day.

- Shirt.....any modest top with sleeves (hooded sweatshirts allowed)
- Shoes.....any shoes secured to the foot.

What you may wear on Sports Day. You may also intermix regular school day attire on Sports Day.

- Shirt.....any modest shirt reflecting your favorite team or sport with sleeves (hooded sweatshirts allowed)
- Shoes.....any shoes secured to the foot.

What you may wear on a Dress-Up Day (Special Mass, school pictures, Grandparents Day).

- Shirt.....any dress shirt or blouse (tie or scarf allowed)
- Dresses.....
 - Jumpers allowed if skirt goes no shorter than 3" above the knee
 - Any dress with sleeves or skirt that is no shorter than 3" above the knee
- Shoes.....any shoes secured to the foot.

Middle School Game Days. Students in 7th/8th grade who participate in extracurricular activities may wear their jerseys (or coordinating t-shirt). No sweatshirts allowed.

What isn't permitted on any School Day.

- No hats or head gear in school
- No stretch or spandex clothing
- No sleeveless, strapless, or backless clothing

DROP OFF / PICK UP POLICY

During school day, all doors are locked for safety. Please buzz in the glass doors by upper parking lot and the secretary will process your request.

For safety reasons, children that are crossing the school street at dismissal must be accompanied by an adult. We can't release children to walk across the busy street due to safety concerns.

- Dropping Off
 - Any student arriving between 7:35-8:00 am should be dropped off at the bottom of the playground (Falls Street/across from Barb Bissen's house).
 - Exception: If it is raining or below zero, all students should enter building from the parking lot entrance door.
 - Exception: 3k students will always use daycare entrance door and go to the daycare room
 - Any student biking to school should enter through the parking lot entrance door and proceed directly down to the playground.
- Picking Up
 - Please come to the school office if you need to sign out your child before 3:00 pm. Any student leaving early for an appointment, etc., should exit the building through the lobby.
 - We will go out to the playground at the end of the day at 3:00. ***Students NEED to be picked up between 3:00-3:10 to leave the way clear for the bus.*** Please pick up in that same spot that you dropped off your child, at the bottom of the playground.
 - Exception: 3k/4k students will be picked up at parking lot entrance door
 - Any student biking home will exit via parking lot entrance door

Please contact the office if there is a change in plans by 1:30 pm.

DUE PROCESS:

Complaints are any non-contractual problems or misunderstandings that should be orally between the parties when possible. These should find an equitable solution on that informal level. However, if satisfaction is not achieved informally, the following procedures apply:

1. The two parties will make an appointment to meet with the school principal to review the issues discussed in the unresolved complaint. Each party will be given an opportunity to offer their view and a resolution will be reached by consensus between the parties through the mediation of the principal. The complaint issued and a written summary of the discussion and resolution should be kept on file at the school office.
2. If the parties cannot come to an agreement through the mediation of the principal, a written copy of the original complaint, the meeting notes and attempted solution should be submitted to the pastor for his review. The four parties then make an appointment to meet and offer additional input if necessary. The pastor reviews the information and will respond to the parties involved through a clarification of policy or a discussion about internal guidelines and protocols.

Grievances: Grievances are any alleged violations of the application, meaning, or interpretation of the terms of the educational contract and/or any established personnel policy at the local or diocesan level. Before allowing differences to become formalized, every effort should be made to resolve such disputes in a free and open discussion between the parties involved on the local level, e.g. teacher and administrator. At this time the disputants might mutually agree to ask a third party to sit in on the discussion. The third party could be the pastor, a member of the board of education, or someone selected from the community at large. If no solution results, the complainant has a right to file a written grievance within ten days of the action taken which he or she considers to be a violation. Then the following formal procedures may apply:

1. A grievance formally written and presented to an administrator or teacher is to be reviewed by that person, and a decision is to be communicated in writing to the person issuing the grievance within five days.
2. If the above procedure fails to resolve the issue, the complainant has five days to appeal in writing to the chairperson of the Board of Education for a private hearing of the grievance. This hearing is between the parties involved and the pastor and local board of education. It may also include a delegate of the diocesan superintendent. This committee's decision is then brought to the open meeting of the board for final approval. The board's decision must be handed down in writing within five days following the meeting.
3. If the complainant is still not satisfied, he/she appeals in writing directly to the diocesan superintendent. The superintendent will conduct a private hearing within ten days and communicate his/her written decision with supporting reasons within five days after the hearing. Witnesses may be called at this hearing.
4. Should the decision of the diocesan superintendent fail to satisfy the complainant, this person has five days to appeal in writing for a hearing by the Diocesan Board of Education. This board will hear and discuss the grievance in executive session at its next regular meeting and will reach a decision in the open business part of the meeting. The Diocesan Board will communicate its decision in writing within five days after the meeting.
5. If the complainant is not satisfied with the decision of the Diocesan Board of Education, he/she may appeal to the Due Process Service of the Diocese of Winona. Failing that, the appeal may be made to civil law.

Notes on grievances:

Any decision pursuant to the grievance procedures outlined above shall be final and binding on the parties involved if it is not appealed to the next level. Failure to respond to the grievance within specified time limits indicates a forfeit of the complainant.

1. The term “days” shall mean days other than Saturday, Sunday, and legal holidays.
2. Records of formal proceedings at every level are to be kept and made available to all parties involved.
3. Parties to a dispute may be represented at hearings by counsel or other authorized agents.

EDUCATIONAL FIELD TRIPS

Field trips are part of the school curriculum. These trips include: museums, plays, nature studies, historical sites, and recreational events. Transportation of students will be by bus or parents. **Young children will need car seats or booster seats for field trips when carpooling.**

Permission slips will be distributed at registration to cover the trips taken throughout the school year. A student may not attend a field trip unless the permission slip is on file in the office.

Money for the trips will come from Home School Association (magazine fundraiser) and student council. Occasionally parents may be asked to contribute a small amount. If this is a financial burden for anyone, please contact the office.

EDUCATIONAL GOALS

1. To assist all students in becoming adept and accomplished in the areas of communication. This includes both oral and written forms.
2. To insure that all students learn the basic reading skills - phonics, comprehension, vocabulary, and other skills needed to establish them at or above the reading level appropriate for his/her age.
3. To assist students in learning basic mathematical skills at a performance level appropriate for his/her ability.
4. To establish Christian, Catholic values as they relate to our society today.
5. To provide opportunities for students to develop critical thinking skills appropriate to his/her level of development.
6. To assist students to be adept in the areas of science and social studies at a performance level appropriate for his/her ability.
7. To create well-rounded students through the studies of Art, Music, Physical Education, Health, and Technology/Computer Sciences, as well as the core subject areas.
8. To ensure that all students learn and practice (if Catholic) the basic faith fundamentals, guaranteeing a minimal knowledge of the basic teachings of the Catholic Church as found in the religion curriculum (see complete curriculum).

ELECTRONICS POLICY

Students are encouraged to leave cell phones, laptops, Chromebooks, and game/music devices at home. St. Peter's is not responsible for any items that are lost, stolen, or damaged. Electronic devices must be checked in with the teacher when entering the classroom and the child can retrieve them at the end of the day. Students are not allowed to use electronic devices while on school grounds. **If an electronic device is seen by a staff member, it will be confiscated and the student may retrieve the device from the school office after school.** A warning will be given for the first infraction. We will use the discipline policy for further infractions and a parent will need to retrieve the device from the school office.

EXTRACURRICULARS

Transportation to after school activities, sports, and bus connections is provided free of charge. The bus leaves approximately 2:33 pm on M/T/Th/F and 1:45 pm on Wednesdays.

FIRE DRILLS AND TORNADO DRILLS, AND LOCKDOWN DRILLS

Minnesota law requires that drills be conducted (5 fire drills per year, 5 lockdown drills per year, and 1 tornado drill).

FUNDRAISERS

Scrip, Marathon, Extravaganza Dinner, and Annual Petition are our major fundraisers. **Every family is expected to participate in fundraisers, as this is how we keep our tuition affordable and continue to support the programs and opportunities at St. Peter's.** We really need your support to make these fundraisers a success. An option to "buy out" of the sales is available to the parents at the time of the fundraiser by emailing the principal for an appropriate donation amount.

GRADING

Progress reports are created eight times per year, once each quarter and also at mid-quarter. Parent/Teacher/Student conferences will be held in the fall and spring. **Parents and students may ask teachers for their grades at other times as needed.** Parents will be notified if their child has issues with late or missing work. **Older students are expected to monitor their own progress.**

HEALTH INFORMATION

ILLNESS/INJURY

The following guidelines are to help you determine when your child needs to stay home. The main goals of these guidelines are to protect your child's health and to prevent the spread of illness to others.

Your child should stay home if he/she:

- Fever free and unmedicated for 24 hours
- Has a fever equal to or greater than 100 degrees.
- Has had vomiting or diarrhea within the last 24 hours. Your child may return to school 24 hours after the last episode.
- Has a rash with a fever.
- Has a rash, without a fever, that is open and draining.
- Has strep throat and has been on medication less than 24 hours. Your child may return to school after being on medication for 24 hours.
- Has pink eye and has been on medication less than 24 hours. Your child may return to school after being on medication for 24 hours.

If your child is ill, please inform the school and describe the nature of the illness. If your child has a special health concern, please notify the school office and/or the school nurse. Special concerns may

include asthma; diabetes; seizure disorders; allergies to bee stings, food or medications; other chronic health conditions. If a student needs to stay in for recess for 1-2 days, a note from a parent is required. If he needs to remain indoors 3 or more days, a doctor's excuse is required.

If your child becomes ill at school, you or the person designated on your emergency card, will be notified. The child will remain in the building until the parent or other adult arrives.

HEALTH SCREENING PROGRAMS

Vision Screening: Annual screening in the fall for grades K-8th and by parent or teacher request.

Hearing Screening: Annual screening in the fall for grades K-8th and by parent or teacher request.

Scoliosis: Annual screening for grades 5-8.

Health related programs on "Good touch, Bad touch", dental health, and puberty, growth and development education are available to be presented to the appropriate grade levels.

MEDICATION

1. If a child requires PRESCRIPTION MEDICATION during the school day, it is necessary to have:
 - a. Written orders from the prescribing physician.
 - b. Written consent from the parent for the school to give the medication.
 - c. Medication must be in a properly labeled prescription bottle.
2. If a child requires NON-PRESCRIPTION MEDICATION during the school day, it is necessary to have:
 - a. Written consent from the parent for the school to give the medication.
 - b. Medication must be in the original labeled container. Parent needs to provide the medication.
 - c. Appropriate dose for your child.

Additional Information:

1. All medication must be delivered to and taken from school by an adult.
2. Students may not carry medication at school.
3. If a child with asthma is to carry his/her inhaler, the prescribing physician must state this in writing.
4. Medication should be given at home whenever possible.
5. Your doctor's office and the school have the Medication Consent forms for medication to be given at school.
6. All Medication Consent forms must be renewed annually and at any time a medication is changed.

COUGH DROP POLICY

Cough drops are considered an over the counter medication (OTC). They also pose a choking hazard. If there is a medical need for a cough drop, we need a signed medication form from the parent/guardian. You can pick one up in the school office. The cough drops, provided by parents, will be kept in the office with other medications, and will be signed out when utilized. Thank you for your cooperation in this matter.

IMMUNIZATIONS (Minnesota Statutes, Section 123.70)

Your child is required to have the following immunization dates on record in the school office by the FIRST DAY OF SCHOOL: Preschool: 2 Hepatitis A, 3 Hepatitis B, 4 DPT, 3 Polio, 1 MMR, 1 Hib, 1 varicella (chicken pox)

Kindergarten: 5 DPT, 4 Polio, 2MMR, 3 Hepatitis B, 2 varicella. 7th grade: TD (tetanus-diphtheria) booster, 3 HepatitisB; at least 3 polio; 2MMR, and 2 varicella and 1 meningococcal.

HOMEWORK

Homework should be a meaningful experience. Kindergarten through 2nd Grade should have an average of 15 minutes of homework per evening. 3rd Grade through 6th Grade should have an average of 30 minutes per night. 7th Grade and 8th Grade should have an average of 45 minutes of homework per night. If a child does not have any assignments, he/she should spend that time reading or studying for upcoming tests.

Remember, these are averages. Many factors affect these times, such as environment, focusing and work habits, processing time, etc. Some students will take longer than others.

Sports and Extra-curricular activities are an important part of growing up. However, these are not considered a valid reason for a teacher to reduce the amount of homework. It is an important lesson in time management and work ethic for each child and his/her family to make both fit into their routines.

The work assigned for home study supplements the work done in school. It is important that the child does the work him/herself. It should not replace the time necessary for playing and relaxation after school hours. If a parent feels that a child is spending too much time on his/her homework, he/she is encouraged to contact the teacher about the matter. The student may not be using class time wisely. If a child is gone for an extra-curricular activity, he/she is responsible for class work missed. If a child is absent, he/she has two days for every one day missed to make up his/her work.

IN-SCHOOL SUSPENSION

The primary purpose of in-school suspension is to provide a structured setting to help students modify their behavior and help them learn to make choices that are in their best interest. We feel strongly that students need to be in school, unless their behavior continues to be unacceptable and suspension or expulsion must take place.

LICE

St. Peter's School has adopted the head lice policy in accordance with the Center for Disease Control, American Academy of Pediatrics and the National Association of School Nurses which is that kids with live bugs and/or nits are allowed to stay in school after they have been treated. The child will be sent to the office if lice is discovered at school where the parent will be called and an over the counter shampoo, such as Nix or Rid, should be used to treat the child's hair before returning to school.

The following are additional procedures....

1. The teacher will be notified when a student in their class has lice. Any "soft item" articles in the class that are communal or shared will be bagged for a minimum of 2 weeks or until all students have been lice free for 2 weeks. The custodial staff will be informed of the issue and vacuum any carpeting or chairs/cushions that cannot be removed from the room daily.
2. An email will be sent to the class parents after the first case is discovered to encourage vigilance and checks at home.
3. Random checks of a student's hair may be performed after diagnosis to encourage continued treatment or confirm the eradication of lice. This is also an opportunity to continue to check in with parents and see that they are doing what they can from an environmental standpoint at home to prevent another infestation.

LOCKERS

School lockers are the property of St. Peter's School. Students are not allowed to put locks on their

lockers. At no time will the school relinquish its control of the lockers provided for the convenience of students. School authorities may conduct inspection of the interior of the lockers and personal possessions of the students with the students present for any reason, at any time, without notice and without student consent. Students may also be asked to show personal belongings contained within backpacks, purses, and so on.

MILK AND SNACK TIME (Breakfast)

St. Peter's provides healthy morning breakfast consisting of a protein, grain, fruit, and milk provided by our wonderful cooks to increase student success. Morning breakfast costs \$0.00 for the parent because it is paid by the State of Minnesota.

MINNESOTA COMPULSORY INSTRUCTION LAW

St. Peter' School follows the Minnesota Compulsory Instruction Law, which regulates when a child must attend school, the responsibilities of the parents, and the responsibilities of the school and instructors. For specific information, go to <https://www.revisor.mn.gov/statutes/?id=120a.22>

MONTHLY CALENDARS

A monthly calendar is sent out listing hot lunch menu and days off, vacations, conference dates, etc. Extra notes are sent home as needed to keep parents updated on the events in our school. **Principal sends weekly email every Friday. Please take time to read this information!** These communications can be sent by email as requested by parents.

MOVIES

Movies may be shown by teachers for education or recreation (i.e. movie of the month). Preschool through 4th grade may watch G movies and 5th through 8th grade may watch PG movies.

PLAYGROUND RULES

1) ACT IN A SAFE AND HEALTHY WAY

- * Stay within fences, on cement (off of grass, out of woods)
- * Keep hands and feet and equipment to yourself
- * Stay away from propane tanks and off the hill
- * Wash your hands when you come in
- * Go down the slides sitting forward
- * Be careful when walking around the swings
- * Stay off of the retaining walls and away from the dumpster
- * Sit only on the picnic table
- * Only adults can lift kids up to the equipment
- * If ball goes out of playground, tell a teacher, 7/8 grader, or volunteer

2) TREAT ALL PROPERTY WITH RESPECT

- * Take care of equipment and the tree
- * Keep chips in the chip area
- * Leave blacktop, cement, and rocks in their place
- * Ask permission before borrowing from others
- * Take care of others' personal property
- * Put things back where you found them
- * Keep food and drinks in the cafeteria
- * Keep gum off of school property
- * Wipe your feet when you come in
- * Help take care of our playground and keep it clean

- * Swing without twisting the chains
- * Only softballs are allowed for playing catch (baseballs are not allowed-clog drains)
- * Only rubber or plastic balls are allowed for batting

3) **RESPECT THE RIGHTS AND NEEDS OF OTHERS**

- * Play without disrupting others' games
- * Follow the directions of the teacher and volunteer on duty
- * Show courtesy towards others
- * Cooperate to help others have fun
- * Use appropriate language
- * Share and take turns
- * Listen for the whistle and line up right away
- * Move carefully around others
- * Invite others to play in your game
- * Older students take care of the little ones
- * Ask teacher before going inside for any reason (only 1 girl and 1 boy inside at a time)

4) **TAKE RESPONSIBILITY FOR LEARNING AND HAVING FUN**

- * Strive for excellence, but be a good sport when you lose
- * Always do your best
- * Set a good example for others
- * Admit when you've made a mistake

If a child misbehaves, he/she will be redirected. If they continue to misbehave or if they talk back, they will have wall time: 5+ minutes for little ones, 10+ minutes for older ones, and supervisors will document that on the clipboard, along with a signature and date. If the misbehavior or backtalk continues or is repetitive or there is a major offense, a more severe consequence will be given (see Code of Conduct).

PROGRESS REPORTS

Progress reports (written or oral) are made to parents at quarterly intervals during the school year. Two reports are given at a parent-teacher conference for all grades. Mid-quarter reports will be sent home with in the students folders.

PARENT/TEACHER COMMUNICATION

Newsletters are emailed from the school principal every week. Please ask your child for this communication. Also, individual teachers send additional newsletters to keep parents informed of class events. **Parents are encouraged to express any concerns regarding their child's education directly to the teacher.** It is hoped that any problem can be resolved through informal discussion directly between the parent and the teacher. However, in the situation where a concern or complaint is not resolved informally, a formal process for resolution is in place. This involves meeting with teacher, then principal, and then pastor. Please contact the school office for a copy of this due process/grievance policy, in the unlikely event that concerns cannot be dealt with by the child's teacher. It is requested that any communication of this nature remain confidential for the benefit of the school and all parties involved. Communications can also be sent by email by parent request.

PROMOTION AND RETENTION

A child will be retained only when there is some positive hope that he/she will benefit by such retention. Parents will be consulted and involved throughout the year in a joint parent-teacher decision on the retention of their child. Other methods such as tutoring or summer school may be recommended first.

SAFE ENVIRONMENT

Fire, Tornado and Lockdown drills are conducted in accordance with Minnesota law.

We adhere to the Diocese of Winona Safe Environment Policy. A copy of this policy is available upon request.

All students receive personal safety training through the Circle of Grace curriculum adopted by the Diocese of Winona.

All staff and volunteers receive training in protecting children from child predators through VIRTUS Protecting God's Children. This program is also open to parents and other adults in our community.

All visitors who enter our school are required to sign in and out of the school office. Doors are locked during school hours and you must enter at parking lot entrance via security system.

SCHOOL CLOSINGS

St. Peter's School uses Remind software which allows parents to receive text messages. This software allows us to send mass text messages in a short period of time. Principal will send out email with instructions on how to sign up in November.

The following are the procedures for school closings or late starts.

1. Principal will notify channel 8 and 19 that St. Peter's School is closing.
2. Principal will send a text message to everyone that has signed up for Remind software.
3. Principal will send out email to parents notifying them that St. Peter's School is closing.
4. For early school closing, we will follow the Emergency Early Dismissal Plan that was specified on the registration form.
 - a. The following is the Emergency Early Dismissal Plan verbiage.....
 - i. In the event of **unexpected** school closings (ex: weather change during the day or any other unexpected emergency), we need to know your child's emergency plans for out of school care. **There will not be time for teachers to call parents and students will not be allowed to use the phone system**, so please be specific about where your child should go and how he/she is to get there.
 - b. Emergency dismissal options are bus, walk, or picked up. If children are specified as being picked up, we will wait 10 minutes before using Emergency Contact information.

SCHOOL HOURS

Students are expected to be here at 8:00 am. If a student is not in their classroom by 8:15 am, they will be marked tardy accordingly. Students will not be allowed into the building until after 8:00 a.m. (unless it is below 0 degrees or raining). If a student arrives earlier, he/she is to wait on the playground where a teacher will be supervising. The school day ends at 3:00 p.m. Students should NOT be at school prior to 7:35 a.m. or after 3:15 p.m. There is no supervision at those times. **On Wednesdays, students will be released at 2:25 pm.** All doors are locked during the school day. Please buzz in at glass doors by upper parking lot.

SCHOOL LUNCH

Hot lunch is provided by our wonderful cooks for a cost of \$0.00 because it is paid for by the State of Minnesota.

This facility is operated in accordance with U.S. Department of Agriculture policy, which does not permit discrimination because of race, color, sex, age, handicap or national origin. Lunchroom behavior should be relaxed, but reasonably quiet. Courtesy and proper table manners are to be observed.

Family members are welcome to come eat with their child for \$3.85. Please let us know if you'll be coming for lunch by calling 507-894-4375 by 8:15 am.

SCHOOL PICTURES

School pictures are taken each fall. Everyone has their picture taken, and parents have the option of purchasing packages. Student pictures (without any identifying information) may be used in flyers and other marketing materials. Parents can opt out of this during the registration process.

SCRIP

SCRIP is a growing fundraiser for our school/parents and it's easy to use.

Tuition Credit Policy: Scrip credit is applied to your tuition. Scrip credits will have a once-a-year payment in April. Families of K to 8th grade children agree to use scrip enough to generate \$100 profit

between March 15th, and March 14th.

Scrip profit was split 50/50 with parents in 2024-25. The following scrip payout system was put into effect in April, 2025.....

1. If you generate **less than \$100 of profit**, the difference is added to your tuition account.
2. If you generated **between \$100 - \$200 of scrip profit**, the profit is split 50/50. Example....if you produce \$150 of scrip profit, then \$75 goes toward your tuition and \$75 goes to the school.
3. If you generate **between \$200 - \$600 of scrip profit**, the profit is split 60/40. Example....if you produce \$400 of scrip profit, then \$240 goes toward your tuition ($\$400 * 60\%$) and \$160 goes to the school ($\$400 * 40\%$).
4. If you generate **more than \$600 of scrip profit**, the profit is split 75/25! Example....if you produce \$800 of scrip profit, then \$600 goes toward your tuition ($\$800 * 75\%$) and \$200 goes to the school ($\$800 * 25\%$).

SNOW MAKE-UP DAYS: St. Peter's School may be closed due to inclement weather, or other reasons, throughout the school year. We allow five days of cancellations before needing to make-up additional days.

If school is cancelled more than five days, additional days will be added to the end of the school calendar as needed 'or' we use days already scheduled to be off in April and May to be used as make-up days.

SPECIAL NEEDS (Educational, Behavioral, etc.): Our school has a written process for identifying, assessing and prescribing services for learners with special needs.

Teachers work with other professionals such as school psychologists, special education instructors, student teachers, teacher aides and parent volunteers to enhance and promote instruction and help individual students achieve learning success. When a learning or behavior disorder is suspected, teachers confer with parents and consult with professionals to choose additional strategies to try in the classroom. If these are not successful, a formal referral will be made to the school district's special ed personnel. A comprehensive evaluation and possibly the formation of an Individualized Service Plan are then completed by a team. The ISP is then implemented by the team. Teachers work hard to select work that is appropriate to each student's style of learning and special needs.

Diagnostic services are provided by the La Crescent-Hokah School District. We use volunteers to tutor students and book buddies from older grades to help read with younger students. Student teachers and college clinical students are used to support teachers in their classrooms. We use computer programs for remediation and enrichment. We receive Title services for K-4th grade reading. Speech services are provided for students who qualify. Teachers receive materials and consultation from specialists when dealing with students with special educational needs. At this time, direct special education services in our building are not made available to us. Children are bused to La Crescent to receive these services. Students are normally not eligible for summer school and after-school programs through the public school district. Because of our small class sizes, many of the subjects can be individualized. Kindergarten –2nd grade has leveled readers. We use a fluency program in 1st-8th called Six Minute Solution. 5th/6th grade math is individualized. Some advanced students are working in upper level courses in math, spelling, etc.

SPEECH, SPECIAL LEARNING DISABILITIES, AND SPECIAL TESTING

All students at St. Peter's School are eligible for and entitled to speech services, special education services, and special testing as provided to all students in District #300. When a teacher observes and assesses students at any grade level, and has a concern regarding his/her learning, progress, or ability, she/he meets with the principal to decide if there are interventions and accommodations to try before

contacting the special education personnel at the public school district. We also communicate with parents about what they are seeing at home, what works and what doesn't. If such accommodations are unsuccessful, we write up a summary of all needs, all interventions tried so far, and the results. Then we request that ISD 300 special education personnel come to observe the student. If the consultant feels there is a possible need, special education testing/evaluation takes place. This is followed by an evaluation results meeting with the parents, teacher(s), special ed. staff, and administration. If the need is great enough, an Individualized Service Plan (ISP) is put into place. We receive consulting services here at school from the public school district, and the students receive direct services at the public school. If the parent refuses testing or services, a waiver will need to be signed by the parent. If the child does not qualify for an ISP or if a waiver is signed, a student will be put on a DSP (Diocesan Student Plan). This plan will follow the student as he or she progresses through the grades here and onto his/her next school. This will help the student to be successful and the teachers to best serve and teach the students.

SPORTS AND BAND

All students are eligible to participate in the La Crescent-Hokah School District #300 after school sports program and 5th-8th grade are eligible for the band program.

TELEPHONE

Children are not normally allowed to use the phone during the day. Messages may be given to the student through the office. **Please call by 1:30 if you're changing how your child is getting home.**

TITLE I

Title I services are provided by ISD 300. These services are offered to students in K-4th grade and used to provide extra help to students having difficulty in reading. Students must be referred by classroom teachers and must have parental permission to participate in the program. Parents wishing to have their child removed from the program must sign a release form. Parents can request the professional qualifications of their student's Title teacher. These areas include: area of licensure, grade level of licensure, degree of major and graduate work, field of discipline. Parents can request information about the paraprofessional qualifications. Please contact the district office in writing when requesting this information.

TUITION/FEES

The actual yearly cost to educate each child attending St. Peter's School is approximately \$5,000. This cost is covered by tuition, fundraisers, and subsidy from our parish.

VOLUNTEERISM

As a small school, **we need and expect every family to participate in all fundraisers and events as much as possible.** There are many different opportunities to volunteer, such as working in classroom, with events like Roast Beef Dinner and Extravaganza, and with fundraisers like the magazine sale. There will be sign-up sheets at Back to School night, as well as requests made of parents throughout the year. Please be generous with your support. If you have any contact with children for an extended time, you must be Virtus trained. Thank you.

WELLNESS POLICY

I. PURPOSE

St. Peter's School promotes a healthy school by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. St. Peter's School supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

St. Peter's School is committed to:

- A. Providing a comprehensive learning environment for developing and practicing lifelong wellness behaviors.

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be dependent on revenue from high-fat low nutrient foods to support school programs.

- B. Supporting and promoting proper dietary habits contributing to students' health status and academic performance.

Foods provided by St. Peter's School and at school-sponsored activities during the instructional day should meet or exceed the Dietary Guidelines. Emphasis should be placed on foods that are nutrient dense. Variety, appeal, taste, safety, and packaging to ensure high quality meals will be considered when selecting foods.

- C. Increasing the amount of time students are engaged in physical activity.

A quality education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grades Kindergarten through 8th. Physical activity should include regular instructional physical education, co-curricular activities, and recess. Substituting any one of these components for the others is not appropriate.

- D. Improving academic performance in high-risk groups so that no child is left behind.

Educators, administrators, parents, health practitioners, and communities must all acknowledge the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met.

Information on the Dietary Guidelines showing the relationship between good nutrition, physical activity, and the capacity of students to develop and learn will be available. The diversity of the student population (e.g., economics, religious, minority, cultural, and medical) should always be considered to ensure that all student needs are being met so that no child is left behind.

II. GENERAL STATEMENT OF POLICY

St. Peter's School promotes a healthy school by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. St. Peter's School supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

III. PROCEDURES

School Meals Program

1. School lunch and snacks will meet or exceed nutrient standards established by USDA.
2. Ala carte food choices will adhere to nutrition standards based on the current Dietary Guidelines for Americans.
3. School Meals program nutrition facts will be available upon request.

Lunchroom Climate

1. A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed.
2. It is encouraged that the lunchroom environment be a place where students have:
 - a. Adequate space to eat and pleasant surroundings.
 - b. Adequate time for meals (the School Nutrition Association recommends at least 20 minutes for lunch from the time they are seated).
 - c. Access to hand-washing facilities before meals.
 - d. A positive physical environment.

Fundraising

Fundraising events can support student health when it involves selling nutritious foods and beverages. Students, staff, and parents will be informed and encouraged to consider fundraising strategies that include healthy foods or the sale of non-food items or services.

1. Fundraising projects involving the sale and consumption of food outside of school hours shall have no more than 50% of its projects sell food items that are not nutrient dense and are in alignment with dietary guidelines. It is recommended that we improve this goal by 10% each year.
2. All fundraising projects involving the sale and consumption of food within and prior to the instructional day will be expected to follow the Dietary Guidelines when determining the items being sold. Whole grain products, fruit and vegetables, and products low in fat and saturated fats are appropriate choices.

Teacher-to-Student Incentive

Strong consideration should be given to non-food items as part of any teacher-to-student incentive programs. Should teachers feel compelled to utilize food items as an incentive, they are encouraged to adhere to the Dietary Guidelines.

Student Nutrition Education

Beginning with the 2006-2007 school year, instructional staff will be encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition should be emphasized. These nutritional themes include but are not limited to:

- | | |
|----------------------------------|-------------------------------|
| *Knowledge of good guide pyramid | *Sources and variety of foods |
| *Diet and exercise | *Major nutrients |
| *Healthy heart choices | *Guide to a healthy diet |
| *Food labels | *Multicultural influences |
| *Diet and disease | *Serving sizes |
| *Understanding calories | *Proper sanitation |
| *Healthy snacks | *Identify and limit junk food |
| *Healthy breakfast | |

Parent Nutrition Education

1. Nutrition education will be provided to parents.
2. Nutrition education may be provided in the form of handouts, postings, or presentations that focus on nutritional value and healthy lifestyles.

NUTRITION STANDARDS

St. Peter's School strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting, St. Peter's School has adopted the following Nutrition Standards governing the sale of food and beverages on school grounds.

Food

Encourage the sale and consumption of nutrient dense foods, i.e., whole grains, fresh fruits, vegetables, and milk products.

Limit items of high sugar and fat, and low nutritional content. Items should have less than 35% total calories from fat and less than 10% from saturated fat. Items with sugar as the first ingredient will not be offered.

*Nuts and seeds are exempt from being considered high fat because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower "bad" LDL cholesterol and maintain "good" HDL cholesterol.

It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines.

Beverages

Regular soda will not be provided to students during the school day. During the school day, 100% of beverage choices provided with 100 calories or less per bottle, milk, or drinks made with milk, water, or flavored water. Outside of school hours, more than 50% of selections available will meet these beverage choices. Prices will be set to encourage consumption of juice, water, and milk products.

ST. PETER'S SCHOOL CODE OF CONDUCT

- 1) ACT IN A SAFE AND HEALTHY WAY (Be Safe)**
 - * Walk in the building
 - * Keep hands, feet, and materials to yourself
 - * Cover your mouth and nose when you cough or sneeze
 - * Wash your hands with soap before eating
 - * Wear appropriate clothes for the weather
 - * Wear tennis shoes for Phy Ed

- 2) TREAT ALL PROPERTY WITH RESPECT (Respect School Property)**
 - * Take care of textbooks, library books, school furniture, and equipment
 - * Ask permission before borrowing from others
 - * Put things back where you found them
 - * Return items in the same condition as when you borrowed them
 - * Keep gum off of school property
 - * Wear shoes that will not damage or mark the floors
 - * Help take care of our school and keep it clean
 - * Keep food and drinks in the cafeteria

- 3) RESPECT THE RIGHTS AND NEEDS OF OTHERS (Respect Others)**
 - * Work without disrupting others (quietly, staying in seat)
 - * Raise your hand to speak
 - * Show courtesy towards others
 - * Cooperate to help others learn
 - * Use appropriate language
 - * Feel good about yourself
 - * Share and take turns
 - * Listen while others are speaking
 - * Move quietly in the halls
 - * Close doors and lockers quietly
 - * Use inside voices
 - * Just Be Nice-Never tease or bully others

- 4) TAKE RESPONSIBILITY FOR LEARNING (Be Responsible)**
 - * Strive for Constant Improvement toward excellence
 - * Work hard and Do Your Best
 - * Come to school prepared to learn
 - * Be a good listener
 - * Turn in your assignments on time
 - * Do your homework
 - * Keep track of your materials
 - * Set a good example for others

Diocese of Winona-Rochester

Catholic School Policy on Gender Identity for St. Peter School Students

Catholic schools in the Diocese of Winona-Rochester perform an essential ecclesial ministry, the ultimate purpose of which is evangelization and formation leading to salvation.¹ Because of the nature of this ministry and the profound responsibilities associated with it, Catholic schools must faithfully impart the truth of Jesus Christ and his Church in all they teach and do. In addition, a Catholic school is subject to the authority of the Church through the diocesan bishop, and its curriculum must be founded on and consistent with the principles of Catholic doctrine.²

Catholic education focuses on the integral development of the human person: body, mind, and spirit. Specifically, with regard to issues surrounding gender identity, Catholic schools in the Diocese of Winona-Rochester shall teach students the truth about the human person (anthropology) and human sexuality, as well as counter any ideology or cultural trend that denies this truth. This applies in a special way to gender ideology—the belief, along with the social and cultural movement it fosters, that sex is not an objective, biological reality but rather that notions of male and female are determined by individuals' subjective and changing perceptions of self.³ Essential beliefs and doctrinal principles to be addressed in the school curriculum include the following:

1. Human beings are created as male and female in the image and likeness of God (Gen. 1:27). Human dignity is grounded in this special creation.⁴
2. Sexual difference is willed by God as part of the divine plan. The complementarity that results from sexual differentiation is ordered to the human good and in particular to marriage and family life (*Catechism*, nn. 369, 2333).⁵
3. The human person is a body–soul union, and the body is a constitutive aspect of the human person (*Catechism*, nn. 364, 365).⁶
4. Human biology demonstrates that sex is determined at conception (XX/XY chromosomes) and can be objectively observed even before birth.
5. Humans are called to accept their sexual identity, manifested through the body, as a fixed and unchanging element of self (*Catechism*, n. 2393).⁷
6. Humans must care for and respect their bodies, which is a constituent dimension of their being. The human body may not be treated as a “piece of property” or “manipulate[d] as a thing or an instrument over which one is master and arbiter.”⁸
7. All students and families deserve interactions with Catholic school communities that are marked by respect, charity, and the truth about human dignity and God's love.

In addition to addressing to these essential beliefs, Catholic schools in the Diocese of Winona-Rochester shall be prepared to offer to students, faculty, staff, administrators, volunteers, and parents well-founded and developmentally appropriate educational resources regarding gender ideology, including but not limited to resources that: (1) clarify the terms commonly employed, particularly *gender dysphoria*, *transgender*, and *disorder of sexual development*; (2) accurately present the realities of contemporary, medically accepted interventions for gender dysphoria, including gender-affirming therapy, puberty-blocking and cross-sex hormones, and sex-reassignment surgeries;⁹ and (3) demonstrate how the Catholic Church responds to gender ideology with truth and love based on the writings of Pope Francis, Pope Benedict XVI, and other sources of ecclesial guidance.¹⁰

¹ Sacred Congregation for Catholic Education, *The Catholic School* (March 19, 1977), nn. 7–9.

² Canon Law Society of America, *Code of Canon Law: Latin-English Edition* (Washington, DC: CLSA, 1999), cann. 803 §§1–2, 804 §1, 806.

³ “Transgenderism and Interventions for Gender Dysphoria,” in *Catholic Health Care Ethics: A Manual for Practitioners*, 3rd ed., ed. Edward J. Furton (Philadelphia: National Catholic Bioethics Center, 2020), 37–1.

⁴ *Catechism of the Catholic Church*, 2nd ed. (Washington, DC: United States Conference of Catholic Bishops/Libreria Editrice Vaticana, 2000 update), n. 2393. All subsequent citations appear in the text.

⁵ See Francis, *Laudato si'* (May 24, 2015) n. 155.

⁶ See National Catholic Bioethics Center (NCBC), “Brief Statement on Transgenderism,” *National Catholic Bioethics Center Quarterly* 16.4 (Winter 2016): 600–601, doi: 10.5840/ncbq201616457; and John A. Di Camillo, “Gender Transitioning and Catholic Health Care,” *National Catholic Bioethics Quarterly* 17.2 (Summer 2017): 219–220, doi: 10.5840/ncbq201717221.

⁷ See Pontifical Council for Justice and Peace, *Compendium of the Social Doctrine of the Church* (Washington, DC: US Conference of Catholic Bishops, 2004), n. 224; and Congregation for Catholic Education, *Male and Female He Created Them* (February 2, 2019), n. 4.

⁸ Pontifical Council for Pastoral Assistance to Health Care Workers, *New Charter for Health Care Workers* (Philadelphia: NCBC, 2017), n. 47.

⁹ “Transgenderism and Interventions for Gender Dysphoria,” 37.5–37.11.

¹⁰ Francis, *Amoris Laetitia* (March 19, 2016), n. 56; Francis, *Laudato si'*, n. 155; Benedict XVI, *Address to the Roman Curia* (December 21, 2012); and Congregation for Catholic Education, *Male and Female He Created Them*, n. 19.

Policy Elements

1. Admission and Retention

A student diagnosed with gender dysphoria may be admitted to St. Peter's School as long as the student, along with his or her parents or guardians, agrees that the student will abide by standards of conduct set by the school:

 - a. The student, along with his or her parents or guardians, agrees that while enrolled in the school, he or she will respect Catholic teaching concerning faith and morals, including those teachings that address human sexuality.
 - b. A student may be ineligible for continued enrollment if the student's expression of gender, gender identity, or sexuality causes confusion or disruption at the school or if it appears to mislead others, cause scandal, or have the potential for causing scandal.
 - c. Respectful, critical discussion of Catholic teaching in the classroom is encouraged as long as its goal is to help the student progress toward greater awareness and understanding. Open hostility toward or defiance of Church teachings indicates that a student is not a proper fit for the school. The student code of conduct shall address this potentiality, and the code shall be signed by the student and parents or guardians at the beginning of each school year.
2. Conduct and Expectations

Students shall conduct themselves in accord with their biological sex at all times, both on campus and when representing the school at off-campus events. In this policy, sex is defined as "the biological condition of being male or female as based upon physical differences at birth."¹¹

 - a. Any expression of a student's gender identity that causes disruption or confusion regarding the Church's teaching on human sexuality is prohibited.
 - b. Students shall abide by the dress code that corresponds with their biological sex.
 - c. Students shall participate in competitive athletics in accord with their biological sex.
 - d. Students shall use bathrooms and locker rooms that correspond with their biological sex. Students who have been clinically diagnosed with gender dysphoria may request the use of a single-person, unisex facility. Such requests for accommodation will be assessed by the appropriate school administrator on an individual basis.
 - e. When applicable during school-related functions, students shall have access to and use facilities and accommodations that correspond with their biological sex.
 - f. When attending school-sponsored functions as a "couple," especially dances and prom, students may only bring a member of the opposite sex.
3. Names, Pronouns, and Records
 - a. Students shall be addressed at all times by their legal names and referred to with pronouns consistent with their biological sex.
 - 1) Addressing students by a preferred name instead of a legal name (even when the name is gender-neutral), or referring to them by a preferred pronoun that is inconsistent with their biological sex, is not acceptable. Doing so would express a falsehood (i.e., the child *is* the wrong sex) and signal that the school accepts gender ideology. Addressing a student by a gender-neutral nickname could be permissible in some circumstances. This is a matter of prudential judgment.
 - 2) Using preferred names and pronouns will cause confusion for other students and could act as a source of scandal. *Scandal* is defined as "an attitude or behavior which leads another to do evil." It "takes on a particular gravity by reason of the authority of those who cause it or the weakness of those who are scandalized." Scandal is particularly serious, or grave, when it is "given by those who by nature or office are obliged to teach and educate others (*Catechism*, nn. 2284, 2285).
 - b. Student schedules, identification cards, class lists, correspondence (including college recommendation letters), and permanent records shall reflect the student's legal name and biological sex. School records are historical documents. If a graduate of the school legally changes his or her name and seeks to have records changed, the records will be released in the following format: "*Original name*, a.k.a. *New Legal Name*."
4. Counseling and Health Services:
 - a. The school shall communicate with parents or guardians about their child's behavior at the school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, and welfare of their child except when advised otherwise by law enforcement or a social service agency.
 - b. The school may require counseling to address behavioral health issues for students diagnosed with gender dysphoria. Such counseling shall be provided by a licensed mental health provider who understands and respects Catholic anthropology, preferably one who is a practicing Catholic. Catholic schools shall not provide or refer students for so-called gender-affirming psychotherapy.
 - c. The school shall not allow, or otherwise cooperate in, the administration of puberty-blocking or cross-sex hormones for students.
 - d. While the Catholic Church does not approve of gender-affirming therapies or the use of hormones and surgeries that assist a person in transitioning his or her gender, the Church recognizes that appropriate medical care may be necessary in cases of true genetic or physical anomalies, also known as disorders of sexual development.

¹¹ Denise Donohue and Dan Guernsey, *Human Sexuality Policies for Catholic Schools* (Manassas, VA: Cardinal Newman Society, 2016), 5. Policy elements in this section are adapted from this document.