

Peru Catholic School Handbook Amendments

2018-2019



Index

Pg. 1	Cover Page
Pg. 2	Index
Pg. 3	Peru Catholic School Academic Eligibility Policy
Pg. 4	Peru Catholic School Discipline Policy
Pg. 7	Peru Catholic School Dress Code Policy
Pg. 10	Peru Catholic School Health and Immunizations Policy
Pg. 12	Peru Catholic School Drug Policy
Pg. 13	Peru Catholic School Attendance Policy
Pg. 15	Peru Catholic School Confidentiality Policy
Pg. 16	Peru Catholic School Computer/Device Usage Policy
Pg. 19	Peru Catholic School Acceptable Use of the Internet Policy
Pg. 23	Peru Catholic School Disability Issues
Pg. 24	Peru Catholic School Grievances

Peru Catholic School Academic Eligibility Amendments *(Effective September 2015)*

Academic Eligibility Criteria: Students participating in sports accept the responsibility of committing time outside of academic life toward a worthwhile, school related function. Students who choose to represent their school in this manner are to maintain acceptable modes of attitude, behavior, and academics. The purpose of this eligibility program is to instill the importance of striving toward academic excellence. When a student becomes ineligible, added focus should be placed on improving any failing grade(s).

To be eligible to participate in school athletic programs, students must meet certain grade and behavioral standards.

A student receiving two D's or a single F in the academic subjects of Art, Computers, English, Mathematics, Music, Physical Education, Reading, Religion, Science, Spanish, or Social Studies will enter the school's academic eligibility procedure.

Academic/Behavioral Eligibility Procedure

- Eligibility will be determined on Fridays or the last day of any school week. Eligibility will be determined for the first time on the **2nd Friday of a new quarter.**
- Weekly eligibility will extend from Monday through Sunday.
- The first week that a student receives two D's or a single F, he/she will receive a written academic warning but will remain eligible for participation in practices and games. Tutoring support will be provided on an individual basis with recommendations from the principal and student's teachers.
- The second and any continued consecutive week(s) that a student receives two D's or a single F, he/she will receive written academic warning, **will not participate in games but can participate in practices at parent and/or administration discretion.**
- Students receiving two (2) detentions in one week will be ineligible for one (1) game the following week. Ineligible students will be allowed to dress and sit on the bench.
- Students receiving three (3) detentions in one week will be ineligible for all games during the following week. Ineligible students will be allowed to dress and sit on the bench.
- Eligibility following any suspension will be at the discretion of the administration.
- If a student is absent from school on the day of a game he/she will not be permitted to participate in that day's practice and/or game.

A student who has a medical or identified learning impairment which affects his/her academic performance may not be held to the above criterion. This determination will be established utilizing

evidence-based data, which includes standardized testing, assessments, and/or medical documentation. School administration will determine if such a waiver is warranted.

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

Peru Catholic School Discipline Policy Amendments *(Effective September 2016)*

Conduct

In the School Building

- Students are to bring only school related items into the classroom. Electronic devices are not to be brought in the classroom, except with teacher permission. Electronic hair devices (blow dryers, curling irons, etc.) may not be used in the school building at any time, including athletic events.
- All classroom equipment/material will be respected and used correctly. Student desks will be kept clean and free of stickers, writing, scratches, etc. If damage occurs, the student is financially responsible for the repairs or replacement of the damaged property.

In the Lunchroom

- Obey all instructions given by lunch duty supervisors and helpers.
- Use your best table manners and speak in a quiet tone of voice.
- Food should be eaten, not played with, thrown, or passed around.
- Hot lunch food items are for students who order hot lunch only, and should not be shared.
- Cold lunch food items are for students who bring their own lunch to school, and should not be shared.

On the Playground

- All playground equipment is to be used in the manner for which it was intended.
- Throwing of snowballs is strictly prohibited on the playground or on any school grounds.
- No game where tackling takes place will be tolerated.
- Inappropriate language or gestures will not be allowed.
- Obey all instructions given by the teacher on duty.

During Classroom Recess

- When it is not possible to have recess outdoors, students are to report to their classrooms. Excessively loud talking, running and throwing objects are not acceptable.

In the Bathroom

- Students should be quiet while in the bathroom and exit quickly when they are finished.
- Every attempt should be made to leave the bathroom neat and orderly.
- Brown paper towels should never be flushed in the toilet - they should be thrown in the trash can only.

Off Campus

- The administration reserves the right to discipline its student for off-campus behavior that is not in line with behavior expectation of its students. This off campus behavior includes, but is not limited to, cyber-bullying.
- Engagement in online blogs, such as, but not limited to: Instagram, Facebook, Twitter, Snapchat, etc. may result in disciplinary actions if the content of the student’s blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Eating and drinking in the school building is limited to the lunchroom, and designated areas. Eating and drinking in the classroom is allowed at the teacher's and administrator's discretion. There is to be no gum chewing during the school hours.

Serious Offense -The following are examples of situations that should be handled by the teacher unless, in the judgments of the teacher, the offense makes the continuous presence of the pupil in the classroom intolerable.

Excessive talking	Annoying habits
Poor work habits	Throwing objects
Uncooperative behavior	Misrepresenting facts
Dress code violations	Use of profane/vulgar language and/or gestures

Excessive abuse or serious offenses could result in an after school detention based on the nature of the offense and the judgment of the teacher and the Principal (Amy Perona) and Administrative Assistant (Jane Weberski).

After school detentions will be served with Amy Perona in the office from 3:05-3:25.

Social Networking - While Peru Catholic School respects students’ privacy and freedom of speech, we reserve the right to conduct random reviews of any information posted to public social networking sites. Discovery of inappropriate content that is deemed contrary to the mission of Peru Catholic School, in violation of the Parent/Student Handbook, and/or indicates disrespect for oneself or others will result in the disciplinary consequences found under Gross Offense.

Gross Offense -The seriousness of the gross offense may warrant the passing of a warning system. It may be necessary to immediately suspend a student with the Principal and/or Pastor’s sanction, and with the parent’s knowledge until such time that a conference can be set up with all parties concerned. The following are examples of actions that would result in special disciplinary action or dismissal. These offenses include, but are not limited to:

1. Fighting, Bullying/Cyber-bullying
2. Cheating/Plagiarism
3. Deliberate destruction or theft of school, private or public property. Restitution will be required
4. Open defiance of school authority
5. Smoking, or the use of any illegal stimulant or depressant at school, or any school related activity
6. Chronic truancy from school
7. Enticing other students to participate in any activity, which is disruptive to the normal educative process, inside or outside of school
8. Possession or use of any weapon
9. Outside misconduct situations dealing with faculty and staff
10. Repeated suspension
11. Gross disobedience. Grave misconduct
12. Threats to the well-being of students and/or school personnel, gang related activities
13. Pornographic/offensive/vulgar materials

Any gross offense will carry immediate consequences, which may be immediate expulsion based on the nature of the offense and as determined by the Principal and/or Pastor.

NOTE: The three steps below are to be followed only when a “gross offense” is committed.

First Offense

1. The teacher and Principal meet to discuss the problem.
2. The student will be sent to the Principal’s office.
3. **An after school detention notice is issued by the Principal** and sent to the parents. The parents sign the detention notice and it is returned to the Principal the next day where it is filed in the child’s permanent file.
4. An after school detention or in school suspension will be served by the student.

Second Offense

1. The student is sent to the Principal and the parents are called.
2. The student will be immediately suspended from school for up to three (3) school days. Student is further suspended from three (3) athletic games/meets. Student may not attend any athletic practices or events until three games/meet suspensions have been served.
3. A student who is suspended may be penalized by not being able to make up the work missed. An additional assignment may be issued by the Principal at his/her discretion.

Third Offense*

1. The student is sent to the Principal and the parents are called.
2. The student will be immediately suspended from school for seven (7) school days. Student is further suspended from seven (7) athletic games/meets. Student may not attend any athletic practices or an event until seven (7) game/meet suspensions has been served.
3. A student who is suspended may be penalized by not being able to make up work missed. An additional assignment may be issued by the Principal at his/her discretion.

NOTE: Committing a third offense may be grounds for expulsion of the student.

Students who receive an out of school suspension will not be allowed on school grounds during the time of their suspension.

Detention -The primary purpose of a student being issued a detention is consequences for unacceptable behavior. When a student is assigned a Detention, an electronic Detention notice and/or text will be sent home, and parental confirmation will be needed the following school day by the parent/guardian. Detentions will be served according to the date and time indicated on the Detention Notice. Students who fail to serve their scheduled detention will be issued an additional detention. Upon receiving the fourth (4th) detention, a student may be issued an in-school suspension.

Athletes receiving an after school detention will suffer consequences directly related to the sport currently in season. For example: If an athlete receives one (1) detention, he/she will miss one (1) quarter of a basketball game (includes cheerleaders)/ one (1) inning of a softball game/ one (1) rotation of a volleyball game/ one (1) event of a track meet. If an athlete receives two (2) detentions, he/she will sit out two (2) quarters /innings/rotations/events. Upon the receipt of a third detention given, such athlete will miss an entire game/meet/event.

Expulsion - from school is a serious matter and should be used only in extreme cases. As soon as it becomes evident that expulsion of a particular student is necessary, the Principal will consult the Pastor; notify the parents of the child, the child's teacher, and the school commission of education. When a child has been expelled, the Office of Superintendent of Schools must be notified immediately in detail and in writing.

Search and Seizure - Peru Catholic School retains the right to search and seizure of drugs, weapons, and other contraband in the possession of a student. Such possession is in violation of the rules, regulations, and policies of Peru Catholic School. Students who possess such contraband will be subject to discipline and/or expulsion. Peru Catholic School retains the right to search any property at any time, including, but not limited to: book bags, desks, lockers, etc. The school will assist local government authorities by reporting such possession.

Peru Catholic School Dress Code Amendments *(Effective August 2017)*

Clothing must be neat and clean. Excessive fading, discoloration, and torn clothing are not acceptable.

Dress Code during the School Day

Administration reserves the right to modify this dress code due to inclement weather or special events.

BOYS – Grades Kindergarten through 8th:

- **Pants** must be khaki or navy color, plain front, pleated front, or **corduroy**. Cargo pants and hip hugger style pants are not allowed.
- **Shorts can be worn all year.** Shorts must be khaki or navy color, uniform style. Cargo shorts and athletic shorts are not allowed. Shorts must be no shorter than 3 inches above the knee.
- **Shirts** must be **navy, maroon, or heather grey**, collared or polo shirts. Shirts may be long or short sleeved. **Students may wear plain white, grey, or navy t-shirts under uniform shirts.** Uniform shirts must be tucked in at all times during the school day. **When wearing a long sleeved shirt under the uniform shirt, the long sleeved shirt must be the same color as the uniform shirt.**
- **Sweatshirts** Peru Catholic School crew neck (non-hooded) sweatshirts may be worn during the school day. **A school uniform shirt must be worn under all sweatshirts with the collar showing. “Hoodies” are not acceptable.**
- **Sweaters/Cardigan/Quarter-Zips** may be navy, heather grey or maroon. **Available with crest through PCS or on your own (Walmart, Old Navy, Kohl’s, Lands End, JcPenny, Sears)
- **Shoes** standard style shoes, boots, and/or athletic shoes must be worn. Sandals with a strap (and no sock) are allowed **August, September, October, March, April, and May.** Shoes are meant to have a subtle look, of which the administration will have the final say.
- **Socks** White, tan, black, colored, and patterned socks are allowed. Socks must match.
- **Hair Coloring** is allowed if the following criteria are adhered to: Subtle hair coloring and highlights will be allowed. Color must be natural looking. Determination of acceptable hair coloring will be at the sole discretion of the administration and staff. Any color or highlight deemed not acceptable by the administration and staff will be required to be immediately changed back.
- **Scout Uniforms** may be worn on meeting days.
- **Belts** black or brown belts must be worn by boys, if pants have belt loops. Belts should be buckled at all times.
- **Hats** are not to be worn inside the school building.

Girls – Grades Kindergarten through 8th:

- **Pants** must be khaki or navy in color, plain front, pleated front, or corduroy. Cargo pants and hip hugger style pants are not allowed.
- **Shorts can be worn all year.** Shorts must be khaki or navy color. Cargo shorts and athletic shorts are not allowed. Shorts must be no shorter than 3 inches above the knee.
- **Blouses/Shirts** must be **navy, maroon, or heather grey**, collared or polo shirts. Shirts may be long or short sleeved. **Students may wear plain white, grey, or navy t-shirts under uniform shirts.** Uniform shirts must be tucked in at all times during the school day. **When wearing a long sleeved shirt under the uniform shirt, the long sleeved shirt must be the same color as the uniform shirt.**
- **Sweatshirts** Peru Catholic School crew neck (non-hooded) sweatshirts may be worn during the school day. **A school uniform shirt must be worn under all sweatshirts with the collar showing. “Hoodies” are not acceptable.**

- **Sweaters/Cardigan/Quarter-Zips** may be navy, heather grey or maroon. **Available with crest through PCS or on your own (Wal-Mart, Old Navy, Kohl's, Lands End, JcPenny, Sears)
- **Shoes** standard style shoes, boots, and/or athletic shoes must be worn. Sandals with a strap (and no sock) are **allowed August, September, October, March, April, and May**. Shoes are meant to have a subtle look, of which the administration will have the final say.
- **Socks** must be worn. White, tan, black, colored, and patterned socks are allowed. Socks must match.
- **Tights** must be worn under skirts/jumpers/skorts from November 1 through April 1.
- **Jumpers** can be worn by girls in grades K through 5. Khaki color jumpers are allowed, with a navy, maroon, or heather grey shirt underneath.
- **Skirts** are allowed for girls in grades K-8. Khaki, navy or plaid color pleated or flat skirts are acceptable. Skirts must be no shorter than 2 inches above the knee. Wearing uniform pants under a skirt is not allowed.
- **Skorts** may be worn. Skorts must be khaki, navy or plaid in color and no shorter than 3 inches above the knee.
- **Hair Coloring** is allowed if the following criteria are adhered to: Subtle hair coloring and highlights will be allowed. Color must be natural looking. Determination of acceptable hair coloring will be at the sole discretion of the administration and staff. Any color or highlight deemed not acceptable by the administration and staff will be required to be immediately changed back.
- **Scout Uniforms** may be worn on meeting days.
- **Hats** are not to be worn inside the school building.

**Jumpers/Skorts/Skirts in plaid are available through Lands End

Non-Uniform Days

On non-uniform days the students must wear appropriate clothing. Types of inappropriate clothing include: midriff shirts, low hanging jeans, spaghetti straps. All shirts must completely cover the student's stomach. T-shirts with vulgar or offensive writings or drawings will not be permitted. Flip flop style sandals are not allowed at any time. Inappropriate clothing will be determined by the school administration and staff.

- Hoodies may NOT be worn on non-uniform days, unless specified by the Administration.
- Leggings may be worn however, tops must cover the mid-thigh of the student.
- Dresses/skirts/shorts must be no shorter than 2 inches above the knee.
- Faculty/staff reserves the right to call parents for a change of clothes if appropriate attire is not worn.
- Students may not use non-uniform coupons/prizes/rewards on Mass days, or other days as specified by the Administration.

Non-Compliance of Dress Code

Students found to be in non-compliance with the dress code will be subject to the following.

1. First offense: a non-compliance form is sent home by school personnel; parents must sign the non-compliance form and return it to school the next day.
2. Second offense: a non-compliance form is sent home by school personnel; parents must sign the non-compliance form, and return it to school the next day. In addition, the student may not participate in a non-uniform day, whether it is an all school/all class non-uniform or an individual non-uniform day certificate for ten (10) school days.
3. Third offense: parents will be contacted to bring the appropriate uniform clothing for the remainder of the school day. In addition, the student may not participate in a non-uniform day, whether it is an all school/all class non-uniform day, or an individual non-uniform day certificate, for twenty (20) school days.

HEALTH EXAMINATIONS AND IMMUNIZATIONS (*Amended 2018*)

Dental Health Exam Required. All students in kindergarten, Grade 2, and Grade 6 are required to have an oral health examination. Examinations must be performed by a licensed dentist. Each school must give notice of the dental examination requirement to the parents or guardians of the students at least 60 days prior to May 15 of each school year. If a child fails to present proof of the required dental examination, the school may hold the child's report card.

Vision Exam Required. All students enrolling in kindergarten and any student enrolling for the first time in a private or parochial school are required to have an eye examination. The eye examination requirement does not apply to children enrolling in preschool. Before October 15th of the school year, each child to whom the eye examination requirement applies is required to present proof of an eye examination by a licensed optometrist or medical doctor who performs eye examinations. If a child fails to present proof of the required eye examination, the school may withhold the child's report card.

Health Exam Required. Each student in a Catholic school in the Catholic Diocese of Peoria shall have a health examination within one year prior to entering preschool; prior to entering kindergarten or the first grade; and upon entering the sixth and ninth grades; and upon entering a school pursuant to a transfer, regardless of the student's grade level.

Immunizations Required. Each Catholic school student shall receive such immunizations against preventable communicable diseases as are required by the Illinois School Code and the Communicable Disease Prevention Act, at the time those immunizations are required to be received, unless one of the exceptions listed below is satisfied.

Proof of Health Exam and Immunizations Required. A student's parent/legal guardian must supply proof of both the health exam and the required immunizations no later than the beginning of the school year. Where proof is not submitted, the school will notify the parent/legal guardian that he or she has until October 15th of the current school year in which to have the student examined and receive the immunizations, and present proof of same.

Noncompliance with this Policy. Failure to provide proof of required health exams and immunizations shall result in the student being excluded from school until the parent/legal guardian presents proof of the exams and the immunizations, and the parent/legal guardian is deemed in violation of the Illinois School Code during the period of noncompliance.

Objections to Examinations and/or Immunizations.

A parent/legal guardian who objects to his/her student being examined and/or immunized is eligible to be exempt from exams and/or immunizations only as follows:

- **Medical Objection.** Any medical objection to an immunization must be presented by a physician licensed to practice medicine in all its branches indicating the reason(s), and signed by the physician on the certificate of student health examination and placed on file in the student's permanent record. Should the condition of the student later permit immunization, this requirement will then have to be met.
- **Religious Objection.** Children of parents or legal guardians who object to health, dental, or eye examinations or any part thereof, to immunizations, or to vision and hearing screening tests on religious grounds shall not be required to undergo the examinations, tests, or immunizations to which they so object if such parents or legal guardians present to the local school authority a signed Certificate of Religious Exemption detailing the grounds for objection and the specific immunizations, tests, or examinations to which they object. The grounds for objection must set forth the specific religious belief that conflicts with the examination, test, immunization, or other medical intervention. The signed certificate shall also reflect the parent's or legal guardian's understanding of the school's exclusion policies in the case of a vaccine-preventable disease outbreak or exposure. The certificate must also be signed by the authorized examining health care provider responsible for the performance of the child's health examination confirming that the provider provided education to the parent or legal guardian on the benefits of immunization and the health risks to the student and to the community of the communicable diseases for which immunization is required. The Certificate of Religious Exemption form is available on the Illinois State Board of Education website at <https://www.isbe.net/Documents/immun-exam-gdlns-religious-exempt.pdf>. The form may not be used for exemptions from immunizations and/or examinations for personal or philosophical reasons. Illinois law does not allow for such exemptions.
- The school shall inform the parent or legal guardian, at the time that the exemption is presented, of exclusion procedures should there be an outbreak of one or more diseases from which the student is not protected.

Determination of Objection to Examination and/or Immunization. The school is to forward all objections to the Catholic Diocese of Peoria, attention Superintendent of Schools, for determination of whether the required documentation has been presented for an exemption from health examination and/or immunization requirements. The final decision regarding whether a valid exemption exists rests with the Superintendent of Schools.

List of Non-Immunized Students. An accurate list shall be maintained at every school of those who have not presented proof of immunity against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, mumps, Haemophilus influenzae type b, hepatitis B, or Varicella.

Peru Catholic School Drug Policy Amendments (*Effective August 2018*)

The Catechism of the Catholic Church states that: The political community has a duty to honor the family, to assist it, and to ensure especially ... the protection of security and health, especially with respect to dangers like drugs, pornography, alcoholism, etc. ... The use of drugs inflicts very grave damage on human health and life. Their use, except on strictly therapeutic grounds, is a grave offense. Clandestine production of and trafficking in drugs are scandalous practices. They constitute direct cooperation in evil, since they encourage people to practices gravely contrary to the moral law. (Catechism of the Catholic Church §2211, §2291)

It is an extremely serious violation of the policies of Peru Catholic School for a person to possess or transact any deal involving an illegal drug on school/parish property, or any school/parish sponsored event or activity. Students found to have violated this policy will be subject to the following consequences

1. At the minimum, the student will be suspended for the remainder of the school year.
2. A student who has been suspended may apply for re-admission at the end of the suspension period. Prior to re-admission, the student and family must successfully complete a family substance abuse program approved by the Pastor/Principal. It will be decided, in consultation with the program administrator, if completion requirements have been met. The student and family may also successfully complete any other stipulations or restrictions placed on the student and/or family by the Pastor/Principal. The Pastor/Principal has complete freedom and discretion in this regard.
3. If re-admitted, the student will be permanently placed on probation for the entire period of enrollment at Peru Catholic School. The Pastor/Principal has complete freedom and discretion in setting the terms of the probation.

Students, who are directly contacted by anyone for the purpose to possess, use or deliver any illegal drug during school or at any school sponsored event or activity, must report the incident immediately to the principal, teacher, coach, chaperone, police, or other adult connected with the school. Failure to comply with this policy will result in disciplinary action. A maximum penalty of expulsion may be applied.

The Principal must report instances of drug violations to local law enforcement officials, as required by the School Reporting of Drug Violations Act.

Peru Catholic School Attendance Policy Amendments *(Effective August 2017)*

Attendance – The process of education requires continuity of instruction, classroom participation, learning experiences and study. Frequent absences disrupt this continuity. Students should be in school every day that school is in session unless excused for valid reasons. Valid reasons include: illness, death of a family member, family emergency or other situations beyond the student’s control. A school calendar for the 2017-18 school year is included in your registration packets, and available online (www.perucatholic.org). The calendar should be consulted as to when school is in session.

Absences from school shall be noted on the student’s permanent record even though the absence has been excused. Parents shall be notified in the event a student is sent home during the day or if classes are dismissed at other than the regularly scheduled time. If a student is given an out-of-school suspension it is considered unexcused. If they are serving an in-school suspension they are marked as present but excused, and are responsible for completing school work while in the suspension.

Absences – When a child is absent, a parent/guardian must notify the school by calling the school office by 8:30 a.m. OR prior to, the day of the absence, **parents must send a signed note indicating the date and reason for the absence to the classroom teacher, or email (kragan@perucatholic.org or aperona@perucatholic.org)**. For the safety of all children, if a parent fails to call, email or send in a note, the school will call the parents at home or at work, or an emergency contact, to verify the absence. If a child is absent and the absence cannot be verified, the student will receive an unexcused absence for that day.

Your child should be kept home at the first sign of an illness. Student(s) must be fever free for 24 hours before returning to school.

If your child is absent with a communicable disease, such as chicken pox, strep throat, pink eye, etc., the school should be notified immediately. A physician's note will be necessary upon your child's return to school. If your child misses five (5) or more consecutive days of school due to an illness, a doctor's release is required for the child to return to school.

When a child is absent during the day for an illness, they are not allowed to attend or participate in extracurricular events, **including participation in a practice session or game.** The Principal may allow a waiver if the absence is due to reasons other than an illness, such as a funeral or other family emergency. **Violations of this rule will result in the absence being considered unexcused, with all grades for that day counting as a zero.** Exceptions for special events, such as Sacrament activities, may be granted with the approval of the Pastor and/or Principal.

Excessive absences equivalent to 15%, including tardies, may be cause for a student to be retained in the current grade level for another academic year.

Accidents or Illness during the School Day – An emergency card will be on file in the school office for each student. Please notify the school immediately if there are any changes of information. If a child becomes ill or is the victim of an accident during the school day, the school office will make every attempt to contact a parent first. If a parent cannot be reached, an emergency contact person, as indicated on the child's emergency form, will be contacted.

Family Vacations – Family vacations, which require the child's absence from school for five (5) or more days, are subject to the approval of the Principal. Parents are discouraged from taking students out of school for trips or vacations.

There is no replacement for classroom time, and teachers will not be expected to "re-teach" students who have missed time due to a family vacation. Please note there is the potential for lessons, such as science labs, which will be missed entirely in the event of a vacation. Also, extra credit will not be allowed in the event the student's grades reflect poorly to material missed due to a vacation.

Parents must notify the student's teacher(s) at least five (5) school days prior to the family vacation. Students grade 3-8 are responsible for asking for all missed work upon their return. Homework will be completed in a timeframe determined by the teacher, but will not exceed three (3) days. **There will be no homework or tests given prior to a vacation.**

Missed Assignments – If a student misses school due to illness, or other excused situations, the student is required to make up all tests and assignments missed upon his/her absence within the number of days the student has missed. For example, a child has missed two (2) days of school, that child has two (2) days to make up missed tests and assignments. No work will be accepted after that time, resulting in a loss of

credit. **In grades 5 through 8, the student, not the teacher, is responsible for obtaining any missed assignments.**

Missed assignments may be picked up by a parent or guardian between 3:00-3:25 p.m. in the school office on the day missed. Assignments may be given to a sibling, if other arrangements have not previously been made.

Release During the School Day– When it is absolutely necessary for a student to be excused from school for medical or dental appointments, a note must be sent to the teacher **24 hours in advance** except in the case of an emergency. For the safety of all children, parents are required to come to the school office to get their child. No student will be permitted to leave the school building without a parent or an authorized adult. Students will be marked absent according the following.

- 1.5 – 3 hours = half day absence
- 3+ hours = full day absence

Safety is a concern to everyone involved with the child’s welfare during the school day. The following practices for release of the child must be followed.

1. A parent or guardian **MUST** come to the school office to sign the student out. Parents are not to go directly to the classroom to pick up their child. The student will be called down by the school office.
2. A student may be released by school personnel only. A student may not leave the building without the permission of school personnel.
3. If someone other than a parent is to pick up the student, please notify the school office or include that information in the note.
4. When the student returns to school, the parent or guardian must then come back to the school office to sign the student back in.
5. No student will be released to a person who is not known to the school staff.

If a parent or guardian does not come back in to sign the student in, the student will be marked as absent for the entire school day.

Truancy – A truant student is defined as a child subject to compulsory school attendance and who is absent without valid cause from such school attendance for a school day or a portion thereof. Valid causes for absences shall be; illness, observance of a religious holiday, death in the family, family emergency, and shall include other situations beyond the control of the student, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

- When a child is absent, a written excuse or phone call from a parent/guardian is required for a portion or full day.
- Upon accumulation of ten (10) days of absence, or 10% of the days school has been in session, the school will contact the parent/guardian.
- A referral to the County Attendance Awareness Program will be made if absences continue.

Peru Catholic School Confidentiality Policy Added *(Effective August 2017)*

Confidentiality – Parents can expect that Peru Catholic School will give them the necessary information concerning the health, life, and safety of their children. Students can expect that teachers and other staff members will keep confidences. However, if a student tells a teacher or staff member that he or she is going to harm self or others, the teacher/staff must reveal that information even if a promise of confidentiality is given. Teachers and staff members will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of the school's concerns.

Peru Catholic School Computer/Device Usage Policy Amendments *(Effective August 2017)*

We are pleased to offer students at Peru Catholic School access to computers to meet their educational and informational needs. Access to the Internet will allow students & staff to explore thousands of libraries, databases, museums, and other repositories of information. The Internet is a collection of many interconnected computer networks that make it possible to access and exchange a wide variety of information quickly and easily.

Peru Catholic School Chromebook Loan Agreement (Grades 3-8)

Peru Catholic School (PCS) has initiated a program to loan each student who is actively enrolled at Peru Catholic School a Google Chromebook computer as well as related peripherals.

Participation in this program is subject to the following terms and conditions:

- The student must be actively enrolled at Peru Catholic School.

- The Chromebook and related peripherals are on loan and remain the property of the Peru Catholic School.
- Both student and parent/guardian agree to adhere to the terms and conditions of the *Chromebook Care and Use Policy Guide*
- The student shall be the exclusive user of this device and shall not grant access to any other individual.
- The student must comply with all applicable software license agreements.
- Chromebooks and peripherals must be returned to PCS at the end of each school year, or at the time of transfer or withdrawal from Peru Catholic School.
- Chromebooks and peripherals will be returned in good condition with reasonable wear and tear as outlined in the *Chromebook Care and Use Policy Guide*.
- PCS may take disciplinary measures if the Chromebook and peripherals are not returned on or before the return date.
- The care and maintenance of the Chromebook and related peripherals are the responsibility of the student and parent/guardian while in their care. There will be a fee assessed if the Chromebook and/or peripherals are broken, lost or damaged in cases where the equipment is not covered by insurance.
- Optional insurance is available to cover accidental damage and or mechanical breakdown. (See attached document)

I have read the PCS Responsible Use Policy and the PCS *Chromebook Care and Use Policy Guide* included with this agreement and agree to abide by the terms and conditions contained within these documents.

STUDENT NAME: _____

PARENT/GUARDIAN NAME: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Please bring this completed form with you when you come to pick up your Chromebook in August.

Internet Safety and Technology

Peru Catholic School has developed a technology plan that will effectively use electronic communication to advance and promote learning and teaching. This system of technology shall be used to provide local, statewide, national and global communication opportunities for staff and students. Educational technology shall be infused into the Peru Catholic School curriculum to maximize student achievement in mathematics, language arts, literacy, religion, and the Core Curriculum Content Standards.

It is the policy of Peru Catholic School to establish safe and effective methods for students and staff users of the school's technological resources and to:

- A. Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- B. Prevent unauthorized access and other unlawful online activity;
- C. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors, and
- D. Comply with the Children's Internet Protection Act (CIPA)

Compliance with CIPA

Filters Blocking Access to Inappropriate Materials

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act (CIPA), blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the school district online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act (CIPA), prevention of inappropriate network usage includes:

- A. Unauthorized access, including so-called "hacking," and other unlawful activities
- B. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Electronic Supervision and Monitoring

It shall be the responsibility of all members of the Peru Catholic staff to educate, supervise, and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise

modifying any technology protection measures shall be the responsibility of the chief school administrator or his or her designee.

The school administrator or his or her designee shall ensure that students and staff who use the school internet facilities receive appropriate training including the following:

- A. The school established standards for the acceptable use of the Internet;
- B. Internet safety rules;
- C. Rules for limited supervised access to and appropriate behavioral expectations
- D. for use of online resources, social network websites, and chat rooms;
- E. Cyberbullying (PCS handbook Policy, CDOP Policy) awareness and response.

Student use of the Internet shall be supervised by qualified staff.

School Provided Technology Devices to Pupils

Peru Catholic School may provide technology devices to pupils for school authorized use only. The purpose of this policy is to establish guidelines and protocols for the issuance of these devices on a 1:1 basis for students in grades PreK-8. Technology devices, at this time, are generally characterized, but not limited to Chromebooks, and Ipads.

In order to participate in the PCS 1:1 Chromebook Program, parents and students must read and sign the *PCS Technology Devices Form* requiring them to comply with certain guidelines that can be found on the PCS website under the 1:1 Chromebook tab. This form must be returned to the school.

PCS may offer an insurance program to cover the cost of repairs and damages to devices. If so, it is strongly recommended that parents enroll their student in our insurance program. This program will cover certain losses or damage to the technology device while in the student's possession rather than paying for the full cost of repairs.

Students shall comply with all school policies for the use of a school provided technology device. A student shall be subject to consequences in the event the student violates any school policy, including the school's Acceptable Use Policy, Pupil Code of Conduct, Harassment, Intimidation and Bullying Policy, this Policy and/or any provision of the Peru Catholic School Device Form.

Acceptable Use of the Internet

Purpose

To support its commitment to provide avenues of access to the universe of information available, the school's system of electronic communication shall include access to the Internet for students and staff.

Limitations of Liability

The Internet constitutes an unregulated collection of resources that change constantly, so it is not possible to totally predict or control the resources that users may locate. Peru Catholic School cannot guarantee the accuracy of the information or the appropriateness of materials that users may encounter. Further, the school shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the school be responsible for financial obligations arising through the unauthorized use of the system.

School Rights and Responsibilities

The computer system is the property of the school, and all computer software and hardware belong to it. Therefore, the school retains the right to monitor all access to and use of the Internet.

The school designates the chief school administrator as the coordinator of the system. He/she shall recommend to the Peru Catholic Commission and Pastor qualified staff persons to ensure provision of individual and class accounts necessary for access to the Internet, designation of quotas for disk usage on the system, establishment of a document retention schedule, establishment of a virus protection process and coordination of other activities as required to maintain the system.

The principal shall coordinate the system in his/her building by approving all activities for that building; ensuring that teachers receive proper training in the use of the system; ensuring that students are adequately supervised when using the system; maintaining executed user agreements; and interpreting this acceptable use policy at the building/classroom level.

Access to the System

This acceptable use policy shall govern all use of the system. Sanctions for student misuse of the system shall be included in the disciplinary code for students, as set out in regulations for policy (included in handbook) (conduct/discipline). Employee misuse may result in appropriate discipline in accord with the Diocese of Peoria Employee Code of Conduct and applicable laws and regulations.

World Wide Web

All students and employees of Peru Catholic School shall have access to the Web through the district's networked or standalone computers. An agreement shall be required. To deny a child access, parents/guardians must notify the building principal in writing.

Classroom Email Accounts

Students in grades K-8 shall be granted email accounts through classroom accounts only. To deny access to a classroom account, parents/guardians must notify the building principal in writing.

Individual Email Accounts for Students

Students in grades K-8 may have individual accounts at the request of teachers and with the consent of the parent/guardians. An individual account for any such student shall require an agreement signed by the student and his/her parent/guardian.

Individual Email Accounts for School Employees

School employees shall be provided with email access. Access to the system will be provided for staff members who have signed the acceptable use policy agreement. Email will be monitored and archived for three years. Employee email is discoverable and will be released if subpoenaed within the archival period set forth in this policy.

School Web Site

The school authorizes the school administrator to establish and maintain the school website. The purpose of the web site will be to inform the school educational community of district programs, policies and practices.

Teachers may also establish class web sites that include information on the activities of that class. The building principal shall oversee these web sites.

The school administrator shall publish and disseminate guidelines on acceptable material for these web sites. The school administrator shall also ensure the school web site does not disclose personally identifiable information about students without prior written consent from parents/guardians. Consent shall be obtained on the form developed by the school and Diocese of Peoria. "Personally Identifiable Information" refers to student's names, photos, addresses, email addresses, phone numbers and locations and times of classes.

Parent Notification and Responsibility

The school administrator shall ensure that parents/guardians are notified about the school network and the rules governing its use. Parents/guardians shall sign an agreement to allow their child (ren) to have an individual account. Parents/guardians who do not wish their child (ren) to have access to the Internet must notify the principal in writing.

Student Safety Practices

Students shall not post personal contact information about themselves or others. Nor shall students engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that child's access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

Prohibited Activities

Users shall not attempt to gain unauthorized access (hacking) to the school system or to any other computer system through the school system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files.

Users shall not deliberately attempt to disrupt the school's computer system performance or destroy data by spreading computer viruses, worms, "Trojan Horses," trap door program codes or any similar product that can damage computer systems, firewalls, servers or network systems.

Users shall not use the schools system to engage in illegal activities.

Users shall not access materials that is profane or obscene, that advocates illegal acts, or that advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person.

Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own.

Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this school.

Prohibited Language

Prohibited language applies to public messages, private messages, and material posted on web pages.

Users shall not send or receive messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language.

Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.

System Security

Users are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her password to another individual.

Users shall immediately notify the supervising staff person or data processing department if they detect a possible security problem. Users shall not access the system solely for the purpose of searching for security problems.

Users shall not install or download software or other applications when installing or downloading approved software.

System Limits

Users shall access the system only for educational, professional or career development activities. This applies to discussion group mail lists, instant message services and participation in Internet "chat room" conversations.

Users shall check email frequently and delete messages promptly.

Privacy Rights

Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender.

User shall not publish private information about another individual.

School Furnished Electronic Devices

The school may furnish electronic devices such as laptop computers, tablets, notebooks, cellular telephones or other electronic devices. When a student is furnished with an electronic device the school shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also include a statement that the district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student furnished an electronic device shall acknowledge receipt of the notification. The school shall retain the acknowledgement as long as the student retains the use of the electronic device.

Failure to provide the required notification shall be subject to a fine of \$250 per student, per incident. If imposed, the fine shall be remitted to Peru Catholic School, and shall be deposited into the general fund (technology fund).

Students with learning differences and/or physical disabilities are children of God. Peru Catholic School will make accommodations, and modifications within the financial means and staffing of the school, to meet the needs of a student with a disability.

Peru Catholic School Emergency Closings Amended *(Effective August 2017)*

On days when unusual weather conditions exist, please do not call the school to find out if it will be closed. Official announcements regarding Peru Catholic School closings during inclement weather will be broadcast on radio stations, social media, apps, and text alert systems.

**WLPO 1220 AM WAJK 99.3 FM The “Q” 103.3 FM RemindMe App BCR
Alert & Facebook**

Only in extreme situations will school be dismissed before the regular dismissal times. If weather is inclement please tune to the above radio stations for closing information. Parents can greatly assist the school in managing a severe weather situation by observing the following.

- Please do not call the school office for information regarding early dismissal, etc. Tune in to the radio stations listed above for current information. The school phone lines need to be kept open for any communication which is necessary for the safety of the children.
- If an emergency call to the school is necessary, please keep the call as brief as possible to keep the phone lines free.
- Every attempt will be made to ensure that all students have proper transportation home, or to an approved location.
- When severe weather is in the forecast, send your child to school adequately clothed.

If school is cancelled during the day, children will be given an opportunity to call their parents to make arrangements, if needed. Parents are encouraged to have a family plan for such occurrences. Because conditions may vary depending on location, parents are free to pick up their children if school is not cancelled, but conditions in their area must necessitate early dismissal. **If school is cancelled due to bad weather, all evening sporting events are automatically cancelled, including practices.**

Peru Catholic School Grievances Amended *(Effective August 2017)*

Appeal and Review – A review or appeal of any decision concerning policies, procedures, or other serious matters regarding Peru Catholic School made by the Pastor or Principal of Peru Catholic School may be requested by any parent/guardian of a Peru Catholic School student under the following conditions, only if the:

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

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

An individual or group desiring the appeal or the review of a decision must make that request known to the Pastor or Peru Catholic Parish in the form of a letter. As a matter of record, a copy of that letter is to be forwarded to the local vicar and to the Superintendent of Schools.

This letter must clearly cover each of the following points:

- The decision that is being questioned and which competent authority made it;
- The grounds for the appeal or the review with specific reference to one or more of the conditions listed in the Diocese of Peoria policy # G-111 P-CDOP
- The proposed resolution

The Pastor of Peru Catholic Parish, having received the request for appeal or review, is to respond to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the local vicar having jurisdiction over Peru Catholic School and to the Superintendent of Schools.

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

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

Complaints and the Principle of Subsidiary – In keeping with the church principles of subsidiary, problems should be solved at the lowest level whenever possible. Parents with concerns about a teacher

should first attempt to address the concern with the teacher. Only after such attempts have failed, should the Principal be contacted. If a parent is reluctant to confront a teacher alone, the Principal may be present at a conference at the parent's request.

Parents who wish to contact a teacher to request a conference may call the school and leave a message with the Secretary.

G-111 P-CDOP APPEAL AND REVIEW

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

- The decision violates or is in conflict with the teachings of the Roman Catholic Church, or
 - The decision violates or is in conflict with an applicable diocesan policy, or
 - The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question, or
 - The decision violates or is in conflict with an applicable federal, state or local civil law.
- It is to be noted that dissatisfaction with a decision is not a sufficient condition for appeal.

Catholic Diocese of Peoria Policy Adopted: 5/00 Revised: 1/03; 7/16 Reviewed: 9/07;
3/14 G-111 AR-

CDOP APPEAL AND REVIEW – Elementary and Consolidated Elementary Schools

The individual or group desiring the appeal or the review of a decision must make that request known to the pastor/canonical pastor responsible for the school in the form of a written letter. As a matter of record, a copy of the letter is to be forwarded to the Superintendent of Schools. This letter must clearly cover each of the following points:

- The decision that is being questioned and which competent authority made it.
- The grounds for the appeal or the review with specific reference to one or more of the four (4) conditions listed in the policy statement above, and
- The proposed resolution. The pastor/canonical pastor, having received the request for appeal or review, is to respond to those making the request within thirty (30) days of receiving the request.

A copy of this response letter is to be forwarded to the Superintendent of Schools. In most cases, the decision of the pastor/canonical pastor is final. However, those who have requested the appeal or review may further appeal the decision of the pastor/canonical pastor to the Superintendent of Schools within thirty (30) days. The Superintendent of Schools has the authority to summarily dismiss the appeal. If the individual or group requests a further appeal or review of the Superintendent's decision, they may forward the appeal to the Vicar General of the Catholic Diocese of Peoria. The Vicar General shall make a final decision on the appeal in such cases.

Catholic Diocese of Peoria Administrative

Regulation Adopted 5/00 Revised: 1/03; 3/14/ 3/16 Reviewed: 9/07 G-111 A