

# Peru Catholic School

## PARENT-STUDENT HANDBOOK

### 2023-2024



Non-Discrimination in Admissions Policy:

No students shall be refused admission to Peru Catholic School on the basis of race, color, sex, national or ethnic origin. Students of religious denominations, other than Catholic, may be admitted when room is available.  
(Peoria Diocese Commission on Education, Policy D-111)

## TABLE OF CONTENTS

Faculty/Staff List	3
Catholic School Statement of Purpose	4
Non-Discrimination in Admission Policy	4
Prologue	4
Mission Statement	5
Philosophy of Peru Catholic School	5
Recognition By The State of Illinois & AdvancEd	5
Goals and Objectives	6
Administration	6
Admission Policy	7
Eligibility requirements for admission	7
Appeal and Review	8-9
Asbestos Management Plan	10
Athletic Program	10
Academic Eligibility	11
Attendance	12
Background Checks/Sexual Abuse Allegations	15
Battery Against School Personnel	15
Before/After School Care	15
Bikes	16
Books Covered	16
Bus Students	16
Cell Phone Use	16
Christian Service Philosophy and Program	16
Computer/Chromebook Policy	17-20
Confidentiality	20
Conflict Resolution / Grievance Policy	20
Confirmation	20
Conduct	20-23
Courtesy	24
Crisis Plans	24
Curriculum	24
Disaster Drills	24
Disability Issues	25
Fire	25
Tornado	25
Discipline	25
Harassment	25
Bullying	26
Discipline Consequences	27
Dress Code	28
Dress-Up Day Dress Code	29
Drug Policy	30
Emergency Closing of School	30
Faculty Areas Only	31
Field Trips	31
Responsibilities of Chaperones	32
Financial Support	32
Grading System	32
Honors Recognition	33
Non-Promotion	33
Graduation	34
Gum, Candy, Etc., in Class	34
Health Care	34
Head Lice	34
Health Examinations	34
First Aid	34

Immunizations	35
Vision/Hearing	35
Medication	35
Home-School Communication	35
Homework	35
Inclusion of Students with Special Needs	36
Internet	36-40
Library	40
Liturgy and Para liturgies	40
Lockers	40
Lost and Found	40
Lunch	41
Make-up Work	41
Non-Custodial Parent	41
Noon Watch	41
Office Records	41
Parent-Teacher Conferences	41
Parties/Treats/Outside Parties	41
Payment of Bills	42
P.E. Uniform	42
Playground Rules	42
Reading and Other Materials	43
Release of Students During the School Day	43
Report Cards/Progress Reports	43
Sacramental Program	43
Safety Patrol	43
Scholastic Reading Program	43
School Commission	44
School Club / Parent Service Requirements	44
School Hours	44
School Office Hours	44
School Principal's Right to Amend Handbook	44
Search and Seizure	23
Skateboards, Roller Blades, Roller Skates	44
Student Information / Publicity Form	44
Student Insurance	44
Student/Parent Responsibilities	44
Student Retreats/Service Programs	44
Telephone	44
Testing Programs	44
Tuition & Fees	45
Tuition/Fee Refund Policy	45
Use of School Grounds	45
Visitors	45
Volunteers	45
Weapons	45-46
Withdrawal/Non-release of Student Records	47

## Peru Catholic School

School Phone	815-224-1914
School Fax	815-223-1354
Web Site	perucatholic.org

### Faculty & Staff 2023-2024

Father Gary Blake	Pastor
Rich Koehler	Principal
Kathy Ragan	Bookkeeper/Secretary
Rose Kemmerer	Pre-School (3 yr. old)
Camron Windy	Pre-School (4 yr. old)
Sally Johl	Kindergarten
Kristi Bejster	1st Grade
Laury Mavity	2nd Grade
Brittany Harzheim	3rd Grade
Beth Potthoff	4th Grade
Janel Moreno	5th Grade
Melinda Reed	English, Reading
Madie Bejster	Social Studies/Math
Cindy Koogler	Science
Liz Quesse	Computers/Technology
Anastacia Ross	Spanish
Kathy Jagiella	Music
Ken Harris	P.E.
Tiffanni Duncan	Teacher's aide PreK4
Angela Kiesewetter	Teacher's aide PreK3
Kim Groleau	RTI Instructor
Kevin Lehn	Athletic Director
Mike Reed	Custodian

## **Catholic School Statement of Purpose**

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

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

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

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

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

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

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

## **NON-DISCRIMINATION IN ADMISSION POLICY**

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

## **PROLOGUE**

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

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

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

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

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

## **MISSION STATEMENT**

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

## **PHILOSOPHY OF PERU CATHOLIC SCHOOL**

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

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

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

## **RECOGNITION**

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

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

## GOALS AND OBJECTIVES

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

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

## ADMINISTRATION

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

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

## ADMISSION POLICY

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

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

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

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

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

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

### Eligibility requirements for Admission:

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

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

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



## **APPEAL AND REVIEW**

Peru Catholic School Grievances

**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 students 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 at 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, 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*

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

**School Employee Code of Professional Conduct** Pursuant to Illinois's Faith's Law requirements, the Diocese of Peoria adopts this Code of Professional Conduct for School Employees. Each of the provisions below is contained in existing policies and rules of the Diocese of Peoria, but are restated as a Code of Conduct for School Employees to comply with the law. Each school is required pursuant to Faith's Law to post this Code of Professional Conduct for School Employees on the school's website and to publish this document in the school's parent/family/student handbook, if school has one.

**Educator Code of Conduct** Pursuant to recent Illinois law, the Diocese adopts the relevant portions of the Illinois Educator Code of Conduct, as follows, which applies to school employees who are certified or working toward certification or whose certification has been waived:

**Principle 1:** Responsibility to Students. Educators are committed to creating, promoting, and implementing a learning environment that enables students to achieve their highest academic potential, and to succeed as a responsible member of society. They are committed to embodying standards of professionalism in the learning environment; respecting the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect for each student; maintaining a professional relationship with students at all times; providing a curriculum based on high expectations for students; and fostering in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

**Principle 2:** Responsibility to Self. Educators are committed to establishing high professional standards and striving to meet these standards through their performance. They are committed to assuming responsibility and accountability for their performance and striving to demonstrate proficiency and currency in both content knowledge and professional practice; developing and implementing personal and professional goals with attention to professional standards through a process of self-assessment and professional development; representing their professional credentials and qualifications accurately; and using sound professional judgment.

**Principle 3:** Responsibility to Colleagues and the Profession. Educators are committed to collaborating with school and Diocesan colleagues and other professionals in the interest of student learning and to meet state educational standards; working together to create a respectful, professional and supportive school climate for educators to maintain their individual professional integrity; seeking out and engaging in activities that contribute to the ongoing development of the profession; encouraging promising candidates to enter the education profession; and supporting the preparation, induction, mentoring and professional development of educators.

**Principle 4:** Responsibility to School Parents and Families. Educators are committed to collaborating, striving to build trust, and respecting confidentiality with school parents and families striving to develop and maintain professional relationships with school parents and families; and promoting collaboration and supporting student learning through communication with parents and families.

**Principle 5:** Responsibility to the ISBE. Educators are committed to supporting the Administrative and School Codes as applicable to Catholic schools, state and federal laws and regulations as applicable to Catholic schools, and the Illinois State Board of Education's standards for highly qualified educators, as applicable to Catholic schools. They are committed to providing accurate communication to the Illinois State Board of Education concerning all certification matters; maintaining appropriate certification for employment; and complying with the state and federal codes, laws, and regulations that apply to Catholic schools. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employeestudent conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal. The Catholic Diocese of Peoria and its associated schools have no tolerance for any unprofessional conduct.

**II. Sexual misconduct** The Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment, prohibits sexual abuse of minors by its employees, clergy members, and volunteers. Pursuant to Faith's Law, the Diocese has amended its Norms to add additional description of acts constituting sexual abuse of a minor:

I. Sexual misconduct, defined by Faith's Law as any verbal, nonverbal, written, or electronic communication or physical activity directed toward or with a minor for the purpose of establishing a romantic or sexual relationship with the minor, including but not limited to a sexual or romantic invitation; dating or soliciting a date; engaging in sexualized or romantic dialog; making sexually suggestive comments that are directed toward or with a minor; self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and/or a sexual, indecent, romantic, or erotic contact with the minor (Illinois' Faith's Law, Public Act 102- 0676, (105 ILCS 5/22-85.5).

II. Grooming behavior, defined by Faith's Law and the Illinois Criminal Code as knowingly using a computer online service, internet service, local bulletin board service, or any other device capable of electronic data storage or

transmission, or performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, or another person believed by the person to be a child, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child.

III. Expectations of School Employees School employees are expected to maintain professional relationships and boundaries, recognizing the age and the developmental levels of the students with whom they interact. 1. Employees are strictly prohibited from using any form of communication with students (e-mails, letters, notes, text messages, phone calls, conversations) that includes any subject matter that would be deemed unprofessional and/or inappropriate between an employee and student. 2. Employees are not permitted to transport students in the employee's privately owned vehicle, unless the employee has obtained the prior permission of the Principal to do so. 3. Employees are not permitted to take or possess a photo or video of a student on their private devices that would be construed as inappropriate. 4. Employees are expected to maintain a professional relationship in all interactions, both in and out of school.

IV. School employees are mandated reporters The Diocese restates here the Diocese's requirement that its employees, including employees who work at diocesan elementary schools and high schools, shall report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services. Pursuant to the Illinois Abused and Neglected Child Reporting Act, (325 ILCS 5/4), school employees are required to make a report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services by calling the hotline number at 1-800- 25-ABUSE (1-800-252-2873) whenever the employee has reasonable cause to believe that a child known to the employee in the employee's professional or official capacity may be abused or neglected.

V. Employee training related to child abuse and educator ethics The Diocese requires its employees be trained annually in their obligations as mandated reporters and every three years to be trained in preventing, detecting and responding properly to sexual harassment. The trainings are entitled DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and the State of Illinois' Prohibition of Sexual Harassment training. Those requirements are set forth in the Diocese's Employee Handbook and in the Diocese's Safe Environment Requirements for Clergy, Adult/Teen Employees and Volunteers whose role involves direct contact with minors. The Diocese will require its school employee educators to receive training in educator ethics. When those resources are completed, they will be shared with educators.

*Effective 7/1/2023*

### **ASBESTOS MANAGEMENT PLAN**

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

### **ATHLETIC PROGRAM**

**Philosophy:** The Athletic Program of Peru Catholic reflects the values of the school's philosophy and is designed to aid the students in their development as young Christian men and women. The program provides for the growth and enrichment of the individual. The objectives assist in the full development of the individual.

Character development within a Christian atmosphere is integral to the Peru Catholic School System athletic program. Participation in the program is open to all students giving them the opportunity to develop skills in a particular sport and to experience the benefits of teamwork and self-discipline.

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

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

### Objectives:

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

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

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

## ACADEMIC ELIGIBILITY

### 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 **2<sup>nd</sup> 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.
- 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 criteria. 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.

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

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

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

## **ATTENDANCE**

**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 school year is included in your registration packets, and available online ([www.perucatholic.org](http://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 the secretary ([kragan@perucatholic.org](mailto:kragan@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 grades 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 five (5) school days. **Homework may be given before a student leaves for vacation at the teacher’s discretion. No tests will be given before 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 to 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.

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

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

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

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

Guidelines to be followed when an absence occurs:

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

The following resources and supportive services are available to students with attendance problems and to their parents or guardians through the Regional Office of Education:

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



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

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

**Tardiness:** A student is tardy if he/she arrives later than the time designated for the beginning of the morning session. Parents must sign in the student at the office upon arrival at school. After three tardies the student may serve an after school detention. The LaSalle County Truant Officer will be notified in the case of excessive tardiness.

**Absence:**

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

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

EXCESSIVE ABSENCE (30 days or more) MAY BE CAUSE TO RETAIN A STUDENT IN THE SAME GRADE.

## **BACKGROUND CHECKS/SEXUAL ABUSE ALLEGATIONS**

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

## **Battery Against School Personnel**

Upon receipt of a written complaint from any school personnel, the superintendent, or other appropriate administrative officer for a private school, shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Department of State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack.

## **BEFORE/AFTER SCHOOL CARE**

Peru Catholic will have a before school program from 7:15 am to 7:55 am, and an after school program from 3:05 pm to 5:15 pm every day except early dismissals. Students not picked up by 3:15 will be sent to aftercare.

## **BIKES**

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

## **BOOKS**

All textbooks belong to Peru Catholic School. All books are to be treated with respect for the knowledge they contain. Scribbling on covers or pages of books fails to show respect for the books or concern for the person who will next use the books and, therefore, will not be tolerated. **BOOKS WILL BE CHECKED PERIODICALLY AND AT THE END OF THE YEAR FOR DAMAGE AND FINES WILL BE CHARGED.**

### **BUS STUDENTS**

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

Students are expected to demonstrate good Christian behavior to and from school on the bus. Students are expected to observe all rules established by the bus company. Any student who is reported for bad language, excessive noise, disrespect, fighting or vandalism may be denied bus service. The following bus penalties will be assessed: 1st offense - Warning with parents notified 2nd offense - 5 days bus suspension 3rd offense - Permanent bus suspension

### **CELL PHONE USE**

Cell phone use is not allowed before or during the school day(including lunch) for any reason. Phones discovered during these times are subject to confiscation and held in a secured “parking lot” until picked up by a parent or guardian. Cell phones brought to school must be turned off and stored in a locker. Using cell phones or other electronic devices to text, call, take photos, post, or upload pictures/messages, or otherwise communicate while on school property without direct and specific permission from a staff member is prohibited. Students using cell phones without permission will be subject to an after-school detention.

### **CHRISTIAN SERVICE PHILOSOPHY AND PROGRAM**

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

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

### **COMPUTER/CHROMEBOOK/DEVICE USAGE POLICY**

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 information quickly and easily.

## Peru Catholic School 1:1 Chromebook Program Agreement Form

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.

**The computer you are being issued is an educational tool and should be used in that capacity. You are expected to comply with Peru Catholic School's Computer Acceptable Use Policy and the Chromebook Care and Use Policy Guide.**

If the technology has a failure of an internal part, it is covered by a warranty and will be repaired at no cost. **If the technology is lost, stolen, or damaged through negligence, vandalism, or failure to follow the proper care guidelines, then you are responsible for the cost of repair.** You are assuming full responsibility for the equipment by signing this form.

All technology is property of Peru Catholic School. Peru Catholic School reserves the right to demand the immediate return of equipment at any time. The technology should only be used by the STUDENT whose parent has signed this agreement. **It is expected that the equipment will be returned to the school at the end of the school year.**

### **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 changes 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 stand-alone 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 3-8 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 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 Website**

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 websites.

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 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 school's system to engage in illegal activities.
- Users shall not access material 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 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.

### **Privacy Rights**

- Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender. Users shall not publish private information about another individual.

### **School Furnished Electronic Devices**

The school may furnish electronic devices such as laptop computers, tablets, notebooks, 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).**

## **CONFIDENTIALITY**

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 in confidence.

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.

## **CONFLICT RESOLUTION / GRIEVANCE POLICY**

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

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

## **CONFIRMATION**

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

## **CONDUCT**

Peru Catholic School Discipline Policy

### **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 into the toilet - they should be thrown in the trash can only.

**Off Campus**

- The administration reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations 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 judgment 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 and Administrative Assistant. **After school detention will be served with the principal 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 disciplinary consequences found under Gross Offense. See the “Search and Seizure” section of the handbook.

**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 have 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.

#### **Searches and Seizure** -

Peru Catholic School authorities retains the right to inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials. School authorities may search a student and/or a student's personal effects in the student's possession (such as purses, wallets, book bags, backpacks, lunch boxes, etc.) when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school student rules and policies. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parents/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking site. If the search produces evidence that the student has violated or is violating either the law or the school policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement officials.

#### **COURTESY**

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

- A. Use "yes", "no", "thank you", Mrs., Ms., Mr.
- B. Excuse themselves if they bump into someone or walk in front of someone.
- C. Do not interrupt adults but, rather, wait their turn.
- D. Are courteous and kind toward classmates by treating each person with respect.
- E. Show respect and consideration for all school personnel.
- F. Knock on doors and do not enter until asked to do so and then present the message to the teacher.
- G. Treat speakers with respect at assemblies. Students are expected to applaud, where proper, in a manner befitting young Catholic students. Loud laughter, noises, whistling, stamping of feet is out of order at ANY assembly, i.e., speaker, movies, plays, etc.

#### **CRISIS PLANS**

Peru Catholic School aims to provide a safe school environment. A Crisis or Emergency Preparedness Plan has been

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

## **CURRICULUM**

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

## **DISABILITY ISSUES**

Peru Catholic School Disability Issues

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.

## **DISASTER DRILLS**

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

**FIRE:** Fire alarm will ring.

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

Silence is necessary coming and going in a fire drill.

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

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

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

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

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

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

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

take roll call.

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

## **DISCIPLINE**

### **Harassment**

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

Engagement in online blogs may result in disciplinary actions if the content of the student’s blog includes defamatory comments regarding the school, the faculty, other students or the parish.

What To Do If You Are Harassed.

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

## **BULLYING**

All elementary and secondary schools in the Catholic Diocese of Peoria shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian, and strictly prohibited.

Although religious schools are exempt from the Illinois law and its application to bullying situations, for the purpose of *this* policy, Illinois law shall be used to define bullying in our diocesan schools:

Bullying, including cyber-bullying, is any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student’s person or property;
2. Causing a substantially detrimental effect on the student’s physical or mental health;
3. Substantially interfering with the student’s academic performance; and/or
4. Substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school (105 ILCS 5/27-23.7b).

Bullying conduct covered under this policy is conduct that occurs on school property or at school sponsored activities or events, while students are being transported or walking to and from school or school sponsored

activities or events, while students are waiting at bus stops for transportation to and from school, or cyberbullying as defined hereinafter.

Cyberbullying under this policy is the bullying and/or intimidation of students through the use of the internet and/or social media sites on any electronic devices, whether on or off school campus or during non-school hours.

### **Bullying Prevention**

Any reported bullying issue shall be promptly brought to the attention of the appropriate party, the pastor or principal or their designee, and thereafter investigated. Any student who engages in bullying and/or cyberbullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling.

Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser.

#### Types of Bullying

1. Relational: ostracizing another student, psychological manipulation, and systematic actions to isolate, shun, or exclude.
2. Verbal: name calling, put downs, and/or the spread of rumors.
3. Physical: aggressive acts such as hitting, slapping, choking, kicking, spitting, or pushing, as well as the destruction of property or the writing of offensive notes/graffiti.
4. Cyberbullying: actions associated with one or more types of bullying utilizing email, instant messaging, social networks, text messages, or other means of electronic communications.

Bullying conduct may include but is not limited to:

- Physical acts such as inappropriate, unwanted, uninvited, or injurious physical contact with another; stalking; sexual assault; or destruction or damage to the property of another.
- Written or electronic communication of any type that incorporates language or depictions that would constitute bullying, using any medium including but not limited to cell phones, computers, websites, electronic networks, instant messaging, text messages, and emails.
- Verbal threats made to another; blackmail or demands for protection money.
- Non-verbal threats or intimidation such as aggressive or menacing gestures.
- Direct or indirect relationally aggressive behavior such as social isolation, rumor spreading, or damaging someone's reputation.
- Blocking access to school property or facilities.
- Stealing or hiding or otherwise defacing books, backpacks or other personal possessions.
- Repeated or pervasive taunting, name calling, belittling, mocking, putdowns, or demeaning humor related to a student's race, color, sex, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in the disruption of school activities or create a hostile educational environment for the student.

Any of the preceding conduct which occurs off school grounds when such conduct creates, or reasonably can be expected to create, a substantial disruption in the school setting and/or at school sponsored activities and events.

#### **General Guidelines for Assessing Discipline Penalties**

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

- a. Discipline will be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
- b. Students will be treated in a fair and equitable manner. Discipline will be based upon a careful assessment of the circumstances of each case. Factors for consideration will include:

1. seriousness of the offense
2. student's age
3. frequency of misconduct
4. student's attitude
5. potential effect of the misconduct on the school environment

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

### **Discipline Consequences**

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

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

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

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

### **DRESS CODE**

Peru Catholic School Dress Code

**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 8<sup>th</sup>:**

- **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.
- **Belts** Students wearing pants with belt loops are required to wear a belt as part of their uniform. This guideline helps ensure a neat and presentable appearance among our students.
- **Shirts** must be **navy, maroon, or heather gray**, collared or polo shirts. Shirts may be long or short sleeved. **Students may wear plain white, gray, 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.

- **T-Shirt Tuesday** On T-Shirt Tuesday, students are permitted to wear IESA athletic shirts, jersey's or sweatshirts that recognize athletic achievement or recognition. This is an opportunity for students to showcase their accomplishments and celebrate their dedication to sports.
- **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 (hooded sweatshirt)** are acceptable. However, hoodies will be adhering to the following guidelines:
  - Sweatshirts/hoodies with Peru Catholic Logo ONLY are allowed.
  - Sweatshirts/hoodies must be worn over designated school uniform shirts at all times.
  - Under no circumstances should the hood of a sweatshirt be covering a student's head during the school day. This rule is in place to ensure safety and promote a focused learning environment.
- **Sweaters/Cardigan/Quarter-Zips** may be navy, heather gray or maroon. \*\*Available with crest through PCS or on your own (Walmart, Old Navy, Kohl's, Lands End, JCPenney, Sears)
- **Shoes** standard style shoes, boots, and/or athletic shoes must be worn. Sandals with a strap (and no socks) are allowed August, September, April, and May. Shoes are meant to have a subtle look, of which the administration will have the final say.
- **Socks** must be worn. 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
- **Hair style** In accordance with Illinois Public Act 102-0360 (SB817), no diocesan school shall prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.
- **Scout Uniforms** may be worn on meeting days.
- **Belts** black, brown, gray, or blue 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 8<sup>th</sup>.

- **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.
- **Belts** Students wearing pants with belt loops are required to wear a belt as part of their uniform. This guideline helps ensure a neat and presentable appearance among our students.
- **Blouses/Shirts** must be **navy, maroon, or heather gray**, collared or polo shirts. Shirts may be long or short sleeved. **Students may wear plain white, gray, 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.
- **Hooded Sweatshirt** Hoodies (**hooded sweatshirt**) are acceptable. However, hoodies will be adhering to the following guidelines:
  - Sweatshirts/hoodies with Peru Catholic Logo ONLY are allowed.
  - Sweatshirts/hoodies must be worn over designated school uniform shirts at all times.
  - Under no circumstances should the hood of a sweatshirt be covering a student's head during the school day. This rule is in place to ensure safety and promote a focused learning environment.
- **Sweaters/Cardigan/Quarter-Zips** may be navy, heather gray or maroon. \*\*Available with crest through PCS or on your own (Wal-Mart, Old Navy, Kohl's, Lands End, JCPenney, Sears)
- **Shoes** standard style shoes, boots, and/or athletic shoes must be worn. Sandals with a strap (and no socks) are allowed August, September, April, and May. Shoes are meant to have a subtle look, of which the administration will have the final say.

- **Socks** must be worn. Socks must match.
- **T-Shirt Tuesday** On T-Shirt Tuesday, students are permitted to wear IESA athletic shirts, jersey's or sweatshirts that recognize athletic achievement or recognition. This is an opportunity for students to showcase their accomplishments and celebrate their dedication to sports.
- **Tights/Leggings** may be worn under skirts/jumpers/skorts. Girls are allowed to wear tights under their school-colored skirts. However, Tights should be in a subtle pattern and should not feature words, characters, themes, or busy designs. Camouflage colors are not permitted as a part of school uniform.
- **Jumpers** can be worn by girls in grades K through 5. Khaki color jumpers are allowed, with a navy, maroon, or heather gray 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.
- **Hair style** In accordance with Illinois Public Act 102-0360 (SB817), no diocesan school shall prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

### **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.

- 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.

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

## **DRUG POLICY**

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 make any transaction 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. The school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school/parish grounds.
2. At the minimum, the student will be suspended for the remainder of the school year.
3. 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.
4. 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.
5. If readmitted, 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.

## **EMERGENCY/SCHOOL CLOSING PROCEDURES**

If school is called off or early dismissal is necessary for any reason, parents/guardians will be alerted by

- 1) An email will be sent to all of the PCS households concerning the closing of school.
- 2) Please listen to the local radio stations WLPO (1220 AM) WAJK (99.3 FM) or WOLF (96.5 ).
- 3) The WLPO website will post school closings.

## **FACULTY AREAS ONLY**

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

## **FIELD TRIPS**

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

## **FIELD TRIP GUIDELINES**

- a. All field trips shall have the approval of the Principal.



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

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

**Responsibilities Of Chaperones**

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

\*Siblings are not allowed to attend field trips by Diocesan Policy.

**FINANCIAL SUPPORT**

Tuition represents only a small portion of the actual cost of education of our students. It is the parents/guardians' responsibility to make regular weekly contributions in their parish church's Sunday collection and also to participate in the annual fund raisers to make up the difference between tuition and actual education costs. Families unable to meet their tuition payments must contact the pastor and then the principal. New tuition/book

fee rates are issued each year during pre-registration.

It is the primary parent/guardian's responsibility for payment of tuition and book fees.

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

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

## GRADING SYSTEM

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

### Kindergarten:

+	Achieving what is expected at this time
NI	Student needs increased practice/reinforcement
	Not evaluated this quarter (blank)
P	Progress shown, but is below grade level

### Grades 1 and 2: Academic Marking Code

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

### Grades 3--8: Academic Marking Code

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

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

+	Excellent
S+	Exceeds basic requirements
S or blank	Satisfactory progress, consistent
S-	Having difficulty meeting basic requirements

✓	Shows improvement
NI	Needs Improvement
U	Unsatisfactory
NA	Does not apply this quarter

### Honors Recognition

Honors recognition is determined by averaging grades for students in grades 6 - 8. No student may receive a C- or an S- in **any** subject at a reporting period nor have the Christian Conduct/Social Growth and Work Habits evaluation be lower than the full satisfactory level to be eligible for the Honor Roll. Grade points are used to determine eligibility. A = 4 pts; B = 3 pts; & C = 2 pts. For Algebra, A = 5 pts; B = 4 pts; & C = 3 pts. Honor Roll G.P.A. 3.0 to 3.49. High Honor Roll G.P.A. 3.5 to 4.0.

### Non-Promotion

If a student receives a total of seven (7) F's or U's in core academic areas on his/her report card for the school year, this is an indication that he/she may need to repeat the present grade. Parents will be notified after two (2) F's have accumulated and a conference may be scheduled with the teacher. Subsequent conferences will be held as necessary. Retention will be determined on an individual basis by the principal, teacher, and parents/guardians.

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

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

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

The principal makes the final decision regarding the placement of a student after having seriously considered the input of both parents and teachers.

### GRADUATION

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

### GUM, CANDY, ETC. IN CLASS

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

### HEALTH CARE

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

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

Ordinarily, if children need cold or cough medicine or aspirin during the school day, they should be kept at home.

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

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

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

- The child's parents will be notified immediately to pick up their child.
- Written instructions regarding treatment of the student and the home environment and information about head lice will be provided.
- For readmission to school the following day, parent(s) must show proof of appropriate treatment (i.e., note from a physician, copy of prescription, or proof-of-purchase of an over-the-counter product). Student will be re-examined by school personnel.
- If you find lice in your child's hair, please notify the school office.

**Health Examinations** The Illinois State Code requires health examinations for all students entering school for the first time and in grades kindergarten and Sixth. Dental examinations are also required for Kindergarten, second and sixth grade students. Eye examinations are required for Kindergarten students or students enrolling for the first time in Illinois. Students who do not have health examination and eye exams completed by October 15 will be excluded from school until such requirement is met.

#### **First Aid**

The school is equipped to handle injuries of a minor nature such as bruises, superficial cuts, abrasions, etc. Should a major injury occur, the parent/guardian will immediately be contacted by telephone.

If the parent/guardian cannot be reached, the child will be taken to the emergency room of the nearest hospital. It is **VERY IMPORTANT** that emergency cards be filled out completely by the parent/guardian each year stating where they may be reached if they are at work, a relative or neighbor who can be contacted when we are unable to reach the parents/guardians, and any medical facts of which we should be aware of in case of an emergency (e.g. allergic reactions, history of seizures, etc.). All student medical records must be kept up to date.

**Immunizations** A complete immunization record must be on file for each student. For students entering school before October 15 of any given year, proof of immunizations must be up to date or the student will be excluded from school until the requirement is met. **THIS IS THE LAW.** If for medical reasons one or more required immunizations must be administered after October 15, the student must present to the principal, by October 15, signed documentation from the doctor of such immunizations and a statement of the medical reason for the delay. Students enrolling after October 15 must present the immunization record and their latest health examination as soon as possible. Students not meeting immunization requirements by October 15 will be excluded from school until such requirements are met.

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

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

1. Written orders must be provided to the school from the doctor which includes: the child's name; date of birth; licensed prescriber, phone number, and signature; name of the medication, the dosage, and the times it is to be taken; date of prescription.
2. A written request from the parent authorizing the administration of any prescribed medication is also required

by the school.

3. Medication shall be brought to school in a container appropriately labeled by the druggist or pharmacy and kept in the office. Appropriate labeling includes: child's name, prescription number, medication name/dosage, administration directions, date and refill, licensed prescriber's name, pharmacy name, address, and phone number, name or initials of pharmacist.
4. Only enough medication shall be sent to school for that week. The container is to be taken home on Friday or the last school day in a given week.
5. Over the counter drugs may be administered according to package directions. All OTC medications, along with a completed/signed medication form must be brought to the school office in original packaging.. **OTC medications will only be administered according to package directions and package age limits. This includes cough medicine, tylenol, etc. Aspirin and aspirin containing medications may not be administered at school.**

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

## **HOME - SCHOOL COMMUNICATION**

In order to insure that all communication from school reaches home in a timely manner, PCS will send information thru Teacherease electronically.

## **HOMEWORK**

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

## **INCLUSION OF STUDENTS WITH SPECIAL NEEDS**

Peru Catholic School shall admit students with special needs whenever possible.

## **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 communications 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:

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

## **Compliance with CIPA**

### **Filters**

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:

1. Unauthorized access, including so-called “hacking,” and other unlawful activities; and
2. 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:

1. The school established standards for the acceptable use of the Internet;
2. Internet safety rules;
3. Rules for limited supervised access to and appropriate behavioral expectations for use of online resources, social networking websites, and chat rooms;
4. Cyberbullying (PCS handbook Policy, CDOP Policy) awareness and response.
5. 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 *1:1 Chromebook Program Agreement Form* requiring them to comply with certain guidelines that can be found on the PCS website. This form must be returned to the school before a chrome book is issued.

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 1:1 Chromebook Program Agreement Form.

### **Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the technology coordinator as soon as possible so that they can be taken care of properly. Students should never leave their Chromebooks unattended.

### **General Precautions**

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be exposed to extreme temperatures.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, or non-removable stickers. Static-cling decals that peel off easily are not permitted.
- Heavy objects should never be placed on top of Chromebooks

#### **Carrying Chromebooks**

- Always transport Chromebooks with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

#### **Screen Care**

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.

### **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 changes 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 stand alone 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 3-8 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 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 Website**

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 websites.

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 students' 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 school's system to engage in illegal activities.

Users shall not access material 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 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.

### **Privacy Rights**

Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender. Users shall not publish private information about another individual.

### **School Furnished Electronic Devices**

The school may furnish electronic devices such as laptop computers, tablets, notebooks, 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).**

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

## **LIBRARY**

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

## **LITURGY AND PARALITURGIES**

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

## **LOCKERS**

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

## **LOST AND FOUND**

Students are responsible for those items which they bring to school. Students should check the Lost and Found if items are missing.

## **LUNCH**

A hot lunch program is generally available to all Peru Catholic students. Students may also bring a cold lunch from home (soda is not allowed). Due to health concerns, sharing of candy or other food items from hot or sack lunches is prohibited. Milk for those with cold lunches or extra milk is available. The cost for milk may vary depending upon our supplier's cost. **Fast Food lunches or drinks (i.e., Burger King, McDonald's, Pizza Hut, etc.) are not allowed to be brought in.**

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

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

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

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

## **MAKE-UP WORK**

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

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

## **NON-CUSTODIAL PARENT**

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

## **OFFICE RECORDS**

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

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences will be held during the year. Following the 1<sup>st</sup> grading period all parents/guardians must come for a conference and during the rest of the year by parent or teacher request. The length of the conference should not exceed ten minutes.

If there is any problem, a parent or teacher may arrange for a special conference at another time. Conferences between the principal and the parents may also be arranged upon request.

## **PARTIES/TREATS/OUTSIDE PARTIES**

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

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

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

## **PAYMENT OF BILLS**

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

## **P.E. UNIFORM**

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

## **PLAYGROUND RULES**

Every child is expected to be familiar with the playground. At noon recess students are to leave and enter the building quietly and orderly. They may not re-enter the school building except for emergencies or teacher request. Students are not to leave the playground area during recess.

The playground supervisors will receive obedience, courtesy, and respect from every student.

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

**Inside Classroom Recess:**

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

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

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

SERIOUS INFRACTION OF THE RULES--This will result in immediate notification of principal and parents.

NO STUDENT IS TO REMAIN IN THE BUILDING UNSUPERVISED DURING RECESS. NO STUDENT IS TO GO BACK INTO THE BUILDING.

**READING AND OTHER MATERIALS**

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

**READING PROGRAM**

Reading is the key that will open the door to the rest of your child's education. All students need to develop strong reading skills that they will use every day, in and out of school. This is why Peru Catholic School uses the Accelerated Reading Program and counts it as a major grade in grades 4-8 Reading Class. The goals are to: Promote Reading; Improve Test Scores; and Develop Language Arts Skills.

**RELEASE OF STUDENTS DURING THE SCHOOL DAY**

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

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

**REPORT CARDS/PROGRESS REPORTS**

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

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

**SACRAMENTAL PROGRAM**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at PCS. Preparations for two sacraments, Reconciliation and Communion, form the core of our efforts in Grade 2.

In accordance with the diocesan guidelines, candidates for First Communion will receive the sacrament of Reconciliation prior to First Communion.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Communion are only conferred to students baptized in the Roman Catholic tradition.

### **SCHOOL COMMISSION**

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

### **SCHOOL CLUB/PARENT SERVICE REQUIREMENTS**

Parents & teachers must work together to help promote greater family involvement in our school. Each family is required to participate in a mandatory fundraiser.

### **SCHOOL HOURS**

All students begin school at 8:05 a.m. Pre-school dismissal is at 2:55. All other grades will dismiss at 3:05 p.m. Students are not allowed in the school earlier than 7:55 A.M. Parents with students who need early arrival will place their children in the PCS Before/After School Care Program (7:15-8:00 a.m.).

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

### **SCHOOL OFFICE HOURS**

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

### **SCHOOL PRINCIPAL'S RIGHT TO AMEND HANDBOOK**

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

### **SKATEBOARDS, ROLLER BLADES, ROLLER SKATES**

Skateboards, rollerblades and roller skates are not allowed on school property.

If they are brought to school, they will be confiscated and must be picked up by a parent/guardian.

### **STUDENT INFORMATION/PUBLICITY FORM**

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

### **STUDENT INSURANCE**

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

### **STUDENT/PARENT RESPONSIBILITIES**

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

### **STUDENT RETREATS/SERVICE PROGRAMS**

Students at Peru Catholic have the opportunity to participate in school sponsored retreats as well as a variety of

service programs. Eighth Grade students are required to fulfill service hours and participate in a retreat as part of preparations for the sacrament of Confirmation.

### **TELEPHONE**

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

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

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

### **TESTING PROGRAMS**

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

### **TUITION & FEES**

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

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

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

### **USE OF SCHOOL GROUNDS**

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

### **VISITORS**

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

### **VOLUNTEERS**

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

### **POSSESSION OR USE OF WEAPONS OR LOOK ALIKE WEAPONS IN SCHOOL**

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

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

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

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

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

In the event that a student is in possession of and/or uses a weapon or look alike weapon, the following procedures shall be implemented:

1. The weapon shall be immediately confiscated by the school administration. Proper discretion shall be used in confiscating weapons from students, taking into consideration such factors as the age of the student, the circumstances surrounding the event, and the potential danger posed by the student. If there is any potential risk to the safety of students and/or staff, school authorities shall call *911* and wait for law enforcement officers to disarm the student.
2. The Superintendent of Schools shall be contacted promptly and informed about the situation. The Superintendent will discuss the required procedures to be followed.
3. The principal shall immediately notify a local law enforcement agency of firearm or drug incidents on school grounds. If a student is in possession of a firearm or illegal drugs, the principal shall also immediately notify the student's parent(s) or guardian(s), who will be required to remove their student from the school grounds.
4. The principal shall notify the Illinois State Police within three days of any firearms or drug incidents at the school through the School Incident Reporting System (SIRS) in IWAS.
5. The student shall be suspended pending the completion of an administrative review of the events.
6. The principal will conduct a complete investigation into the incident. All involved parties shall be interviewed and any pertinent information shall be documented in writing.
7. A meeting will be held with the principal, pastor/canonical pastor, student, and parents. If the principal's investigation verified that the student possessed and/or used a weapon or look alike weapon, the student shall be expelled from school.

8. In the event of mitigating circumstances, the pastor/canonical pastor may elect a disciplinary action other than an expulsion, especially for students in Gr. K-3. The pastor/canonical pastor may consider circumstances such as:
  - Is the violation merely technical in nature (e.g. squirt guns)?
  - Was the weapon displayed or used in a threatening manner?
  - Has the weapon caused any harm, injury, destruction, or damage?
  - Is the weapon commonly used by people for purposes other than use as a weapon (e.g. table knife)?
  - Did verbal threats precede the possession of the weapon?
  - Does the student have a prior disciplinary record of physical violence, aggression, causing injury or damage, and/or making threats to others?
9. The decision of the pastor/canonical pastor shall be final (cf. D-114). Any appeal of the decision must be submitted in writing directly to the Superintendent of Schools. A review of the decision will only consider whether it violates the applicable policy.
10. Parents may withdraw their child from the school at any point during the process. If the decision is made to withdraw, the official transfer form shall indicate that the student is not in good standing due to a pending disciplinary action.
11. If a student who has been expelled for a weapons violation applies for readmission in a subsequent school year, the school shall require an assessment by a mental health professional and/or professional counseling prior to reinstatement.
12. Upon advance written approval from the principal, a student, or school visitor may possess a weapon and/or look alike for the following reasons:
  - Possession and/or use is required as part of an authorized class or course
  - Possession is part of an authorized school and/or class display or presentation
  - Possession and/or use is part of an official ceremony (e.g. honor guards, Knights of Columbus, etc.)
  - Possession is authorized as a stage prop
  - Possession and/or use is part of an authorized interscholastic sports activity.

Prior to granting such approval, the principal shall require a written outline documenting how student safety will be guarded throughout the duration of the project, display, presentation, or activity.

## **WITHDRAWAL**

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

### **Non-release of Student Records**

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

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

***Information in this handbook may be subject to change at any time. Notifications of any changes will be made immediately.***