

**Academy
Of
Saints Peter and Paul**

**Parent/Student Handbook
2008-2009**

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ACADEMY OF SAINTS PETER AND PAUL

Parent/Student Handbook

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ACADEMY OF SAINTS PETER AND PAUL **Parent/Student Handbook**

INTRODUCTION

Parish Mission Statement

The mission of God's people at the Church of Saints Peter and Paul is totally embodied in our motto: "We Remember, We Celebrate, We Believe."

We remember that Jesus Christ was born, lived, and died for us. He rose from the dead and ascended into heaven from whence He shall come to judge us.

We celebrate with gratitude His abiding presence and unconditional love. We rejoice that He asks us to share in His redemptive work. We are a caring community with intense interest in the Catholic Christian Education of our children. We also have an intense interest in the spiritual and material well-being of all people, especially the poor, the grieving, and the sick.

We believe in the Roman Catholic Faith given to us by Christ Himself, especially in the sharing of His cross and in His promise to us of everlasting life.

School Mission Statement

We, the Academy of Saints Peter and Paul, are entrusted with the mission to enable the children to grow in their relationship with God within a loving Roman Catholic community. Based on the Gospel message of Jesus Christ, we emphasize the dignity of every person as a child of God. We promote academic excellence and service to humanity by sharing the love and compassion of Jesus Christ.

Philosophy

Grounded in Roman Catholic Doctrine, we encourage students, parents, faculty, and staff to strive together to meet the spiritual, intellectual, social, emotional, and physical needs of each student.

In ministering to the student's **Spiritual** needs we:

1. Teach students to live the Gospel in today's world through learning, respectful relationships, worship, and community service.
2. Provide an opportunity to worship God individually and communally through participation in the Sacraments, Liturgy, and other forms of prayer.

In ministering to the student's **Intellectual** and **Physical** needs we:

1. Provide positive learning experiences that meet the individual learning styles of each child.
2. Help each student recognize and achieve academic potential within a well-rounded, planned curriculum.

In ministering to the student's **Social** and **Emotional** needs we:

1. Teach citizenship and social awareness in our local and global communities.
2. Stress accountability and responsibility for one's actions and decisions as a faithful Christian.

May we praise God in all we do!

School Accreditation

The Academy of Saints Peter and Paul is accredited by the Minnesota Non-Public School Accrediting Association (MNSSA) and annual reports are submitted to this agency in order to meet Association standards. Curriculum evaluation is an on-going process at our school. Programs are selected after careful study and consultation on the part of staff.

School History

Saints Peter and Paul Parish school was established in 1867. The concept of the school has changed or expanded to reflect the needs of the society which supports it and its reliance upon the school for future citizens.

One hundred forty years ago, school was held in the log church located in the area we now call "the old cemetery". The school calendar was rather brief as the session only encompassed the spring months. Later, during the 1890's the German School was built on the same site upon which our new gym now sits. Children were taught the precepts of their Catholic faith in German, again only during the spring months. The German School was a one-room school for grades one through eight and had only one teacher. This one-room schoolhouse, which was moved in 1922 to make room for a new building, still stands on Loretto Street as part of a residential building.

"Ss. Peter and Paul Parish School" (as etched in stone at the front entrance) was built in 1922. The four rooms accommodated grades one through nine. One room was specifically set aside as a chapel. The pastor at the time was Fr. Zoskovski. The three teaching nuns were Sisters Jerome, Margaret, and Bernizia. The ninth grade only lasted a few years, and there were three classes of grades one through eight up until 1960 when another new building was added. With this addition, there was one teacher for each of the eight grades. Kindergarten was added to the program in 1979, and a Pre-Kindergarten classroom and program were added in 1984.

Unfortunately, financial pressures due to education costs forced Saints Peter and Paul to discontinue the seventh and eighth grades in 1992. For three years the school taught Pre-Kindergarten through sixth grade students.

Changes started happening again in 1994 with the arrival of Fr. Jerry Rohrer as pastor. He led the parishioners to fulfill their vision of the new building we have today. The school structure built in 1992 was razed, and a new Parish Center took its place. Included in the new development are the following rooms: Pre-Kindergarten, Kindergarten, seventh and eighth grade classrooms, science lab, computer lab, library, dining hall, gymnasium, boys' and girls' locker rooms, gift shop, sound room, commons area, health aid room, new administrative offices and teachers' lounge. The school now offers education to students in Pre-Kindergarten through eighth grades, and our name has been changed to "Academy of Saints Peter and Paul".

Our current curriculum includes: Religion, Math, Reading, Language Arts, Science, Social Studies, Music, Computer Technology, Spanish, Physical Education, Health, and Library.

Important Phone Numbers, Email, and Web

Office	763.479.0540
Fax	763.479.4046
Web	www.saintspeterandpaul.com
Principal's Email	swindow@aspap.org
Secretary's Email	heidid@aspap.org

SCHOOL PROCEDURES

Parental Roles and Responsibilities

Parents/Guardians are informed of the programs, regulations and policies of the school. This document, the Parent/Student Handbook, includes this information. In assisting your child, we recommend the following:

1. Familiarity with information contained in handbooks and other newsletters from the school.
2. Inform the school in writing of:
 - a. student illness or absence
 - b. parent status and custodial constraints
 - c. change in transportation routine
 - d. change in address, phone, emergency contact, child care, etc.
 - e. arrangement that might affect communication with the school
3. Meet financial obligation of tuition, fees, lunch accounts or other accounts that apply.
4. Meet admissions regulations.
5. Comply with:
 - a. policies and regulations
 - b. goals and objectives of the Academy as identified in this parent/student handbook.

Contacting the School

The school's hours are from 8 a.m. to 4 p.m. After these hours the voice mail is available for any messages. Someone will contact you as soon as possible.

Attendance

Students are expected to be present and punctual for all classes throughout the school year. Since instruction and class activities are planned in sequential order, the student's presence at school each day is very important. When sickness or serious obligations to the family necessitate absence, the following procedure is to be followed:

1. Parents/Guardians should contact the school between 8:00 and 8:30 a.m. on the day the child is absent and report the reason for the absence. You may leave a message with the school secretary or preferably on your child's teacher's voice mail.
2. Upon return to school after an absence, the student must bring a written note which specifically states the reason for the absence and bears the parent's/guardian's signature. The note is to be given to the homeroom teacher and kept on file.
3. Prolonged absence: If there is a prolonged absence due to illness (15 or more consecutive days), please notify the principal to arrange for homebound tutoring.

4. Prearranged absence: The Academy discourages the practice of taking students out of school for reasons other than illness or emergencies. Parents are urged to arrange dental and medical appointments for non-school hours. Parents/Guardians who think that some activity involving the family is important enough to require the absence of their child from school should advise the school in writing. A written request from parents must accompany any early release request. Please note: Teachers are not required to give students homework in advance due to a family vacation or absences.
5. Dismissal during the day will be allowed only if parents/guardians contact the school and pick up their child at the school office.

It is also expected that students will attend all classes, including physical education. If for some reason your child cannot participate in physical education classes, a written and signed by the parent explanation is necessary and should be shown to the homeroom teacher and given to the physical education teacher. For lengthy absences or inability to participate in physical education; a doctor's note may be required.

We ask that you use good judgment regarding student absences. While we encourage children to come to school, we do not do this at the expense of their health or that of the other students'.

Note: A student will be sent home if he/she has a temperature over 100.0 degrees or has vomited.

Students are not allowed to return to school until 24 hours after having a temperature or vomiting. If a child does come to school within 24 hours, he/she will be sent home.

Note: Students who arrive late **to school but before 11:30 a.m. are considered tardy.** If a child leaves after 11:30 and are gone for the rest of the day, they are considered one-half day absent. Children who leave school between 2:15 and 3 p.m. are considered an early dismissal.

Make-Up Work for Absences

Students will be given one day for each day absent to make up missing assignments.

Illness During the School Day

The principal or the school secretary dismisses or approves the dismissal of a student who becomes ill or hurt during the school day. Parents/Guardians are notified when the illness is reported. If they are unable to come for the student, they must make arrangements for a relative or other authorized person to pick up the student in the school office. No student will be sent home due to illness if no one is at home to be with the student.

Tardiness

Tardiness interferes with the students' progress in school and constitutes a disturbance for all members of the class. Students who arrive after 8:30 a.m. and before 11:30 a.m. are considered tardy and will be expected to report to the school office for an admission slip to class. A note explaining the tardiness is required at that time or must be brought to school as soon as possible. Children who leave school between 2:15 and 3 p.m. are considered an early dismissal. **Excessive tardiness (5 or more) will warrant a call by the school Principal to the parents/guardians.**

Perfect Attendance Awards

Perfect Attendance Awards are given at the close of the school year to students who have attended the entire duration of every school day throughout the school year. This means that students must be present at the beginning of each school day until the close of each school day (8:30 a.m. – 3:00 p.m.).

School Closing

In case of emergency or severe weather, please listen to KSTP TV (channel 5, KSTP.COM) for the most up-to-date listing of school closings. No announcement means that school is in session. It is the rule that the Academy is closed if Delano School District is closed because of severe weather conditions. Regardless of the school district in which you reside, if Delano schools are closed due to weather conditions, so is the Academy of Saints Peter and Paul closed.

You will be informed if we close school on any day not listed on the school calendar and not announced on the radio.

Arrival/Dismissal Procedures

Bus students and walkers in grades K-8 enter the Academy through the main ramp entrance on the west side of the school building.

Children arriving in vehicles enter the Academy either through the Parish Center south entrance or the entrance located near the kindergarten room (east side of the building). Vehicles enter the school property via the alley west of the rectory and proceed through the south parking lot toward the east side of the building. Vehicles release their passengers near the kindergarten fenced-in playground.

If a parent elects to have a sibling escort their Pre-Kindergarten student before or after school a signed note is to be given to the Pre-Kindergarten Teacher authorizing such arrival or dismissal. Pre-Kindergarten students need to be escorted by an adult to and from their own separate entrance on Loretto Street on the north side of the building.

Students should not enter the school building before 8:10 a.m. At 8:20 a.m. the children are permitted into the classrooms. Students who report to school before 8:10 a.m. are to report to School Age Care, and parents will be billed at the School Age Care rate.

Note: Father Gallas presides at a 8 a.m. Mass Tuesday through Friday. On Monday, there is an 8 a.m. Communion Service. Your child(ren) is welcome to attend these Masses and/or service before the school day begins.

Note: After 8:30 a.m., tardy children should enter the school through the main ramp entrance at the west side of the building. They need to report to the office and receive an admission slip to class. Kindergarten and Parish Center entrances will be locked at 8:30 a.m.

At the end of the school day, students in grades K-8 who will be picked up will exit the building through the Parish Center entrance and proceed to the south lawn area. Parents will pick up their children via the south parking lot. Parents are asked to form a line with their cars leaving room to pull out after their child has entered the vehicle.

Pre-Kindergarten dismisses at 2:45 p.m. School for kindergarten through 8th grade dismisses at 3 p.m. We encourage parents to be on time to pick up their children.

If you are late in picking up your child (after 3:15 p.m.), your child will report to School Age Care, and you will be billed at the School Age Care rate. If you are late, you will need to enter school at the Parish Center in order to pick up your child.

Permission for Leaving Premises

If a student wishes to leave the school premises after school and before an extra-curricular activity, written permission from the parent must be shown to the homeroom teacher at the beginning of the school day. If a student has permission to leave school at dismissal time, that student will leave school with the walkers and exit at the main ramp entrance (west side of school).

Transportation

Minnesota public school districts are to provide “equal transportation” (M.S. 123.76-123.80) to nonpublic school pupils. A district shall provide equal transportation within the district for all school children to any school when transportation is deemed necessary because of distance or traffic condition in like manner and form as prescribed in M.S. 123.39 and 124.33, when applicable.

When transportation is provided, the public school board shall have sole discretion, control, and management of scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children and any other matters relating to transportation.

Transportation to the Academy is provided by several local school districts. If you have questions regarding transportation, please call the local school bus company in the school district in which you reside:

- Delano 763-972-3991
- Orono 952-475-0038
- Rockford No longer provides bussing to Academy

If there is any **change in a child's regular transportation**, the school must be notified in writing by the child's parent or guardian. For example, if a child normally rides a bus to school, but chooses to ride a bike or is to be picked up by another parent, a note from the child's parent must precede this permission. The child may not receive permission over the phone. If a child's normal after school situation has a change for the day, parents must call the office by 2:30 p.m. to guarantee notification to that child.

Bus transportation is a privilege as well. The students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and has been directed to maintain order to insure the safety of passengers. Therefore, parents/guardians and students need to support the rules and guidelines regarding the safe transportation of students from the home to the school, etc. Parents/Guardians whose children do not follow the bus rules will be notified as to the appropriate behavior of the child. Teachers are not responsible for student behavior on the bus.

Denial to ride the bus may be given for misconduct on the bus. Parents/Guardians are notified when such action is necessary.

Visitors

For the safety of our children, all doors will be locked during the school day. During the school day, **all persons** must enter and exit through the Ramp entrance only and sign in at the office before proceeding to any classroom. Parents/Guardians and visitors are welcome for open houses, special programs, or observations, and are encouraged to attend. Visitors who wish to observe classrooms are asked to make an appointment with the appropriate teacher and check in at the school office before going to the classroom.

Persons not reporting to the school office will be considered trespassers and will be reported to the local authorities. Please remember that it is our children's safety with which we are concerned.

A buzzer/speaker system with a remote device to unlock the West door has been installed at the West Entrance. Please use that system to gain entry to the building during the school day.

Note: Children may not open a secured door for any reason. Please refrain from asking students to open secured doors.

Telephone Usage

A student may use the telephone under discretion of the teacher.

Only emergency messages will be given to students and must be directed through the Academy's office.

Valuables

School insurance does not cover loss of personal possessions; therefore, students are to refrain from bringing cameras, radios, CD and MP3 players and other electronic devices to school. **If a student needs to have a cell phone at school, a written letter of explanation from a parent is required and approval granted by the principal. If permission is granted, the cell phone must be turned off and left in child(ren)'s backpack during school hours.**

Money

When money is sent to school, it should be placed in an envelope and labeled with the student's name, grade, and the purpose for the money.

Lost and Found

Lost items will be kept in a storage tub located in the Academy Office. Encourage your child to check for lost items in the Lost and Found area when something is missing.

School Supplies

Parents/Guardians will provide school supplies for their children. A list of needed supplies will be provided each year. This list is also on the Academy's web site. Students are required to have these supplies all school year.

Honor Roll

In order to recognize academic effort and achievement, the Academy publishes an Honor Roll each trimester for students in grades 6 – 8. The following Grade Point Average criteria apply:

Principal's List	4.0 GPA
High Honor	3.99-3.50 GPA
Honor	3.49-3.00 GPA

The following subjects are included in the Honor Roll weighted grade point averages: Computer, Language Arts, Literature, Math, Music, Physical Education/Heath, Religion, Social Studies, Spanish, Spelling, and Science.

Pastor's List

The Academy also recognizes each trimester those students who exhibit exceptional conduct and effort. Requirements include no less than 1 S+ and the rest O's in Conduct/Effort, no discipline forms, and a minimum of 18 service hours.

Achievement Testing

Students in grades 3 - 7 are tested in the fall for achievement through a standardized testing program, Metropolitan Achievement Tests Eighth Edition, recommended by the Archdiocese of St. Paul/Minneapolis. The main purpose for testing is to help with curriculum planning.

Communication with Parents/Guardians

The school has established ways of communicating with the parents/guardians of its students in order to increase the understanding of the school's mission, programs, and goals in general. The following means of communication are used to share information with parents/guardians concerning the functions of the school and progress of their child(ren).

Parent/Student Handbook

The Parent/Student Handbook is issued upon admission of the family to school, usually in the fall of the coming school year. Receipt of the Academy's Handbook form on page 41 is to be turned in to the Academy's Office during the first week of school.

Communication Folder/Newsletter

This will contain classroom notes, pertinent notices, and class and school newsletters. Newsletters will be emailed to those parents who have email capability. The designated student from each family will take home the communication folder each week on Friday. Our weekly newsletter is also available at the Academy website.

Teachers will return messages within 24 hours. Unless appointments have been made in advance, teachers are not available during the school day for unscheduled discussions. Email is another way to contact teachers for student progress updates. Teacher email addresses may be found in the School Directory.

Report Cards

Report cards are issued at the end of each trimester. Mid-trimester reports for students are issued for all 6th – 8th grade students. These will be sent home to parents/guardians. A form that you have received the report needs to be signed and returned to your child(ren)'s classroom teacher.

Parent/Teacher Conferences

Parent/Teacher conferences will be scheduled at the end of the first and second trimesters for grades PK-8. (Conferences this year are on **November 13th and February 26th.**) A scheduling form will come home in your student's folder a few weeks before conferences so you can let teachers know what time frame works best for your family. There is no school on the day of conferences. Your teacher will inform you if your student is expected to attend the conference. Usually middle school students are expected to attend conferences.

Communication Procedure

To help with the lines of communication between teachers and parents/guardians, the following actions should be taken in the order listed below:

- a. If the parent/guardian has a concern about what is happening in the classroom, please make an appointment with the teacher.
- b. If you have met with the teacher and are not satisfied, then make an appointment with the principal. At that time, a meeting with the teacher, student, principal, and parents/guardians may be called.
- c. If you are still not satisfied with the results of the meeting with the principal, then make an appointment with the pastor.

Refer to the "Grievance Policy" in the School Policy section of this handbook.

School Records

Parents/Guardians may ask to review the contents of records or data on their child. "Records or data" is defined by any or all of the following:

1. identifying data
2. academic work completed
3. level of achievement (grades, standardized achievement test scores)
4. attendance data
5. scores on standardized testing
6. health data
7. family background information
8. teacher ratings and observation
9. verified reports of serious or recurrent behavior patterns

In accordance with state and federal laws, parents/guardians are entitled to see their child(ren)'s records. A written request and in appointment to view the records with the principal should be made in advance. The principal is to respond to the request in a reasonable amount of time, not to exceed 45 days.

Religious Education

The formal study of the Catholic religion, as well as curriculum which reflects Catholic values and tradition, are integral parts of our total education. As a Catholic school, the Academy of Saints Peter and Paul attempts to provide an atmosphere in which the child can grow in his or her love for God. It is the Academy's policy that all students, including non-Catholics, attend religious instruction and liturgies. Teachers and students collaborate in the preparation of weekly Liturgies. An all-school Liturgy is celebrated every Thursday at 9:15 a.m. Individual grades celebrate the Liturgy at various times throughout the school year.

Service Hours

Service hours are required of students as a way of reinforcing Christ's teaching about the need for us to serve one another. These hours of service are non-family service. We encourage the children to serve the greater community, either the school, church, or local community.

Therefore, household chores and service for household family members may not be used for service hours. The following are guidelines and requirements for the Academy's Service Hours required per trimester:

Minimum number of hours required:

<i>K - 2</i>	<i>3 hours</i>
<i>3 - 5</i>	<i>7 hours</i>
<i>6 - 8</i>	<i>13 hours</i>
<i>Pastor's List</i>	<i>18 hours</i>

Acceptable Types of Service:

- Service to the Church (volunteer work including but not limited to altar serving, choirs, liturgical band, working at parish events, cleaning of buildings or grounds)
- Activities suggested by the Social Justice Committee of the Parish
- Service to the school (activities suggested by the Superintendent of Buildings and Grounds)
- Service to the community
- Service to senior citizens (e.g., snow shoveling, yard work, etc.)
- Performing any of the Corporal Works of Mercy (visiting the sick, visiting those confined to their home or a group home, feeding the hungry, clothing the poor)
- Writing letters and preparing gifts for those who are ill, confined to their homes, or who are in military service or other duty away from home

The Principal and/or the Pastor will be the final arbiters as to whether a particular activity qualifies for the Academy Service Hours.

Pre-Kindergarten Programs

Pre-Kindergarten programs for 3 and 4 year olds are held daily. The Academy has a three day program for four year olds all day on Monday, Wednesday, and Friday, 8:30 a.m. – 2:45 p.m. It has a program for three year olds on Tuesday and Thursday. Both programs are either mornings or all day. Hours are 8:30-11:00 a.m. for the morning program and 8:30 a.m. – 2:45 p.m. for the all day program. A Pre-Kindergarten Open House and pre-registration is held in February.

Kindergarten

The Academy's Kindergarten is an all day program. A student must be five by September 1st to be eligible. A Kindergarten Open House and pre-registration is held in February.

School Age Care

School age care is available before school from 6:30-8:20 a.m. and after school from 3-6:15 p.m. This service is available to Academy children and to religious education children.

A yearly registration fee of \$25.00 per family must be included at the beginning of each school year with your registration form. This does not apply to fees and is not refundable.

The fees below reflect the 2008-2009 School Age Care rates and times:

Before School Program (Only) - Daily Fees *

Number of Children	1st Child	Add. Child
Full Time (begins at 6:30 a.m.)(Mon.-Fri.)	\$ 8.00	\$ 6.00
Part Time Regular (after 8 a.m. only)	\$ 4.00	\$ 3.00
Part Time Varied (Drop-In Rate)	\$ 9.00	\$ 9.00

* Breakfast is optional for \$1.00 per day

After School Program (Only) - Daily Fees (P.M. Snack Included)

Number of Children	1st Child	Add. Child
Full Time (until 6:15 p.m.)(Mon.-Fri.)	\$ 13.00	\$ 11.00
Part Time Regular (until 4:00 p.m.)	\$ 7.00	\$ 6.00
Part Time Varied (Drop-In Rate)	\$ 15.00	\$ 15.00

Before and After School Program - Daily Fees *

Number of Children	1st Child	Add. Child
Full Time (begins at 6:30 am/ until 6:15 p.m.)	\$ 19.00	\$ 15.00
Part Time Regular (after 8:00 a.m./ until 4:00 p.m.)	\$ 10.00	\$ 8.00
Part Time Varied (Drop-In Rate)	\$ 23.00	\$ 23.00

* Breakfast is optional for \$1.00 per day

You may contact the school office for further information about this service.

Extra-Curricular/Student Services

Opportunities are available for students to participate in various co-curricular activities, such as volleyball, basketball, baseball, softball, and other programs such as student council.

The mission of the sports program is to reflect the mission and philosophy of the school as well as the following values:

1. fair play
2. team work
3. responsibility
4. respect for one another
5. accountability
6. ways to improve skills

Athletic Programs

The Academy has joined the North Suburban Private School Conference for athletics. We currently participate in the following sports: volleyball, boys' and girls' basketball, softball, and baseball. The fee for these sports is \$50.00 per student. Students in grades 5-8 are eligible.

Athletic Policy

Program Goals

Our athletic program provides an opportunity for learning experiences outside of the classroom for those students in Grades 5-6-7-8. Our primary goals are:

- To nurture each student-athlete's personal growth and development so that they can achieve their full potential.
- To promote friendships, school spirit and team unity.
- To help participants develop self-discipline, self-confidence, respect for one another, and, above all, to learn and model good sportsmanship.

Participation Philosophy

Each participant will be given opportunities to improve and develop skills, while preparing to handle competitive situations. The Middle School years are a time of transition and development. Student-athletes will inherently move from a learning to an increasingly-competitive environment. While we want our teams to be successful, a winning record does not always measure that success. At the Academy of Saints Peter and Paul, our overriding priority is to provide student-athletes the opportunity to participate. Student-athletes who attend practices and put forth the required effort will play in games. The amount of playing time will be determined by a student-athlete's attendance, actions, effort, attitude and conduct. While every effort will be made to provide a reasonable amount of playing time, it will not necessarily be equal for all students.

Student Eligibility

The two areas which qualify a student as a member of a team are academics and behavior.

Academics

Membership on a team requires that:

1. A student maintain no lower than a C- grade in any class throughout the playing season, with some modification for a student with educational disabilities.
2. When a student receives below a C- grade in any class, that student will be required to stay in at recess to raise that grade for a period of five school days or until the grade has been raised.
3. After five school days, the student's academic performance will be evaluated. If these expectations are not met satisfactorily, the principal recommends to the athletic director that the student be suspended from playing in the next game, with the possibility of not playing until academic expectations are met.
4. The athletic director will notify coaches when a student becomes ineligible for a game.
5. When a student becomes ineligible for a game, participation in practices will be left up to the discretion of the coaches.

Behavior

Behavioral guidelines determining membership on a sports team include:

1. Behavioral detentions may result in denial of activity privilege determined by the principal and the athletic director.
2. If a student receives three Discipline Forms in one trimester, they will be ineligible for extracurricular activities for two weeks.
3. An in-school suspension results in the student not being allowed to participate in the next scheduled game or event. A subsequent in-school suspension will result in removal from the team.
4. An out-of-school suspension results in the student being removed from the team.

Student Council

Students at the Academy have the opportunity to serve the school as members of the Student Council. Students in grades 5-8 may run for any of the following offices: President, Vice President, Secretary, and Treasurer. President and Vice President will run together and be elected as a team. Students in grades 4-8 may be classroom representatives.

Student Eligibility

The two areas which qualify a student as a member of Student Council are academics and behavior. Note: Eligibility rules for Student Council are similar to those for athletics.

Instrumental Band

Students in grades 4 to 8 will be offered the opportunity to participate in Band. The Academy has contracted with Mrs. Sue Nelson who will offer Varsity and Concert Band and Liturgy Ensemble as well as group lessons. The cost for band for the year is \$290.00 per student. This fee is to be paid in full by September 30th. Call the School office for more information (763-479-0540).

Note: We do not wish to deny any child the privilege of participating in extracurricular activities due to finances. If your child wishes to participate and needs financial assistance, we ask that you consult Father John Gallas at 763.479.0535.

D.A.R.E.

D.A.R.E. (Drug Abuse Resistance Education) is a 17-week program to help the students in grades 5 or 6 recognize and resist the pressures that may influence them to experiment with tobacco, alcohol, marijuana, inhalants, or other drugs. D.A.R.E. also helps the students learn how violence hurts everyone. The parents/guardians are involved through parent meetings and the student’s workbook. This program’s instruction is provided by the local police department.

Services

School Lunch and Milk Program

The school lunch program is available to all children attending our programs. Your child may be eligible for free or reduced lunches. Please fill out the proper forms (included in your Open House packet) and return them to the office. Kindergarten students receive free morning milk. Note: All snacks and birthday treats brought to school for other students must be purchased.

You have the option to select each month the days your child(ren) wish to eat. Lunch menu sign-up forms will be sent home two weeks prior to the beginning of each month. Circle the days your child(ren) wishes to eat hot lunch, calculate the cost and then send the form, with your check to the school office by the due date indicated on the form.

Academy of Saints Peter and Paul Lunch Rates for 2008-2009

<u>GRADE</u>	<u>Per Meal Cost</u>
PreK - K	\$1.50
1 - 2	\$2.25
3 - 5	\$2.50
6 - 8	\$2.50
Adults	\$3.50

* Milk is included with the hot lunch program, extra milk is \$0.30.

Parents are invited to eat hot lunch and/or cold lunch with their children any day. Please call the cooks, before 9 a.m. (763.479.0540 ext. 34) for a reservation for hot lunch that day. You may pay when you go through the lunch line.

School Pictures

Individual and classroom pictures are taken once or twice each year. Notification of this will be given well in advance of the photography session.

Yearbook

The school publishes a yearbook each school year. Individual or classroom pictures are featured in the yearbook, as well as other photographs portraying the many activities and events that take place. Notification regarding the cost and time when the yearbook is available is sent to the parents/guardians.

Cultural Events

Throughout the year students are able to attend various theatrical and musical events both in the school and on field trips. Trips to the Minnesota Orchestra and the Minneapolis Institute of Art are highlights of this program. Visits to other areas of interest in the community have become an exciting addition to our curriculum.

Field Trips

Field trips are part of the educational program. These trips are designed to support the curriculum and introduce students to community resources. Students are expected to participate in all field trips. Parents/guardians will be notified of all field trips.

Insurance regulations of the Archdiocese require the use of the parent/guardian authorization form each time the students participate in a field trip. Failure to return the form means that the student may not go on the field trip and must stay at school. Phone calls to or from parents/guardians do not fulfill authorization requirements for participation.

Whenever possible, field trip participants travel by bus. Should it be necessary to use transportation provided by parents in private vehicles, parents/guardians will be notified, and the use of seat belts will be assured. All private vehicles used to transport students must have documented current registration and proof of insurance. Drivers must have a current background check for driving on record at the school.

Guest Speakers/Assemblies

Throughout the year, assemblies are held with invited resource guests to enhance the students' learning opportunities.

Lockers

Lockers are provided for the storage of school-related materials. No boots or wet clothing should be stored in them. Some other guidelines for their use are:

1. Lockers are the property of the Academy.
2. Locks will be provided by the Academy. No other locks are permitted.
3. Students may decorate inside of lockers only. No stickers are permitted.

Note: Lockers may be decorated on the outside for special occasions, such as a birthday or sporting event. Teacher permission is required.

Special Education

The special needs of students in the non-public school are addressed through the public school district in three ways:

1. Classroom teachers determine the needs of their students and consult with the Principal. Interventions may be suggested to meet the needs of the student. The needs may be in the areas of academic, behavior, health, or motor skills.
2. If the interventions are not successful the student may be referred for assessment by either the school or the parent/guardian. Assessment is made by the Delano Public Special Education Team. If the assessment is initiated by the school, written parental/guardian permission will be required. Once the assessment is complete a meeting is set up to report on the results and possibly develop an Individual Educational Plan (IEP).
3. The IEP may be written with the goals to help improve the area of need. The services may be direct or indirect. Indirect service is done at the non-public site. Direct service is done off site and transportation is provided by the public school.

Homework

The purpose of homework is to develop good study habits, foster positive attitudes toward school, and communicate that learning occurs outside of school as well as in school. Homework will generally not be given on the weekends in Grades K-5. However, teachers recommend that your children, in all grades, spend time reading over the weekend.

The Academy faculty has developed the following homework policy:

Grades 6-8	1-1 ½ hours of home study per night
Grade 5	50 minutes
Grade 4	40 minutes
Grade 3	30 minutes
Grade 2	20 minutes
Grade 1	10 minutes
Kindergarten	5 minutes (+ 15 minutes of reading)

Homework refers to tasks that the student is assigned to do his/her own time after school hours. Homework assignments serve as a means of providing a bond of common effort

between parent/guardian, child, and teacher. In order for home work to be effective, each participant – teacher, student, and parent/guardian – must understand and be committed to carrying out his/her responsibility. If any of the three (parent/guardian, teacher, student) do not fulfill their responsibilities, then the positive effects of homework will be reduced and may cause a negative impact on the student’s learning.

Homework Responsibilities of Teachers

1. Know and understand the purpose of the homework assignment.
2. Communicate to students and parents/guardians homework goals and expectations.
3. Set clear and concise expectations concerning assigning, returning, and evaluating homework.
4. Coordinate homework assignments with other teachers with whom students work, and who may assign homework.
5. Assign appropriate homework according to students’ needs.

Homework Responsibilities of Students

1. Know and understand the purpose of the homework assignment.
2. Responsible for copying assignments into Assignment Notebook, understand directions, and know what is required for completion of the assignment.
3. Responsible for completing and returning assignments.
4. Understand when some assignments are to be completed independently, others as a team effort.
5. Complete assignments neatly and do quality work.

Homework Responsibilities of Parents/Guardians

1. Maintain a positive attitude towards learning and the value of homework.
2. Be aware of the homework policy and individual teacher requirements.
3. Help your child find a study area that is quiet and relatively free of distractions.
4. Be patient with your child and praise him/her for any effort made.
5. If the child has trouble understanding directions, help them with explanations. **DO NOT DO THE HOMEWORK FOR THE CHILD.**
6. Look over the assignment to affirm completion and quality. Praise your child.
7. Support the teacher and the child. Get both sides of a story before making judgment.
8. It is the student’s obligation to procure and complete work missed during an absence. If homework is to be picked up, please inform teachers in the morning who will come for the homework. Teachers will have assignments ready for pick-up after the regular school day. Students will be given one day for each day absent to make up missing assignments.

Daily Schedule

8:20 a.m.	Students may enter classrooms
8:30 a.m.	Classes begin
11:00a.m. -12:15 p.m.	Recess and lunch
2:45 p.m.	Pre-K dismissal
3:00 p.m.	K-8 dismissal

STUDENT CONDUCT

Behavior Plan

Behavior should be guided by Christ's command that we "love one another."

One of the important lessons in education is self-discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

It is impossible for teaching or learning to take place in a school unless good order is maintained. Children must be responsible for their behavior for their own benefit and the benefit of others. The Second Great Commandment, love of neighbor, teaches us the importance of treating one another as we would wish to be treated.

Students are to follow the rules and policies governing school behavior, respect the authority of school personnel, and act in a responsible manner so that every person at the Academy of Saints Peter and Paul is respected, safe and can teach/learn in a comfortable atmosphere.

Praise and Recognition

The Academy Staff believes that a significant part of our Behavior Plan should be the recognition of students who demonstrate good Christian attitudes and actions. Individual teachers will be encouraged to find ways to recognize and encourage good behavior (such as a "praise slip", special privilege, Student of the Week, etc.). We hope that by recognizing and encouraging good behavior, the rest of the Behavior Plan below will become less necessary.

Rules Governing Student Behavior

As is indicated in the Behavior Plan, all students are expected to treat teachers, staff and students with Christian kindness and respect, or will be disciplined accordingly. This discipline falls into two categories: minor infractions and major infractions.

Minor Infractions

Some examples of minor infractions are gum chewing during the school day, out of uniform on uniform days, running in hallways, etc.

Discipline for Minor Infractions

Step 1 – Student receives a verbal warning.

Step 2 – 15 minute silent time/work time (examples: missed recess, lunch on their own, work in classroom, etc.)

Step 3 - Discipline form sent home to parents to sign and return the next day.

Step 4 – Conference with parent and teacher.

Major Infractions

Major Infractions include examples such as fighting, spitting, swearing, bullying, willful destruction of property, etc.

Discipline for Major Infractions

Step 1 – Student receives a verbal warning (unless behavior is severe enough to proceed immediately to step two, i.e. violence to another student or faculty member)

Step 2 – Discipline form sent home to parents to sign and return the next day

Step 3 – Conference with parent and teacher.

Discipline Forms

A Discipline Form will be given to students who disregard the rules governing school behavior or who negatively respond to corrections and/or warnings. Discipline Forms may be issued by a teacher, playground supervisor, staff personnel, or the principal. The following procedure will take place:

1. Parents are notified of misbehavior via the Discipline Form sent home with the child the day the Discipline Form was issued. This notice must be signed by a parent/guardian and returned to school the following day.
2. If a child receives three Discipline Forms in a trimester, a conference is called involving the teacher(s) who issued the form, the principal, parents, and the child. During this conference, a contract outlining specific steps the child needs to take in order to improve his/her behavior is signed by the child and parent/guardian.
3. If a child receives three Discipline Forms in one trimester, they will be ineligible for extracurricular activities for two weeks.
4. If a child is tardy more than five times per trimester, that will result in a Discipline Form.

If there are further infractions of school rules, certain consequences will follow including suspension and/or dismissal from the Academy of Saints Peter and Paul.

Anti-Bullying Policy

Definition of Bullying

Bullying is defined as an individual or group abusing power by repeatedly and intentionally causing physical or emotional pain to others, especially without provocation. Examples can include but are not limited to:

Emotional

Shunning/excluding
Name calling/slurs
Ridiculing
Threatening
Intimidating

Physical

Hitting
Kicking
Spitting
Shoving
Taking or breaking possessions
Biting

Bullying can take place anywhere: in the classroom, in the hallways, in the lunchroom, on the playground, on the bus, and at home (through phone calls and/or email communication). It also can take place whenever and wherever a school program takes place.

Policy

In order to protect and respect each child at the Academy, we will promote and support respectful, Christ-like behavior, self-worth, social skills, peace, safety, and responsible behavior.

Bullying will not be tolerated under any circumstances. It will evoke an immediate consequence (see major infractions above or “consequences” below) with a consistent response and follow through for all involved.

Responsibility

If a bullying incident occurs:

The bullied person will:

1. Tell a trusted adult or friend every time it happens.
2. Honestly report the details to a trusted adult immediately.

Witnesses to bullying will:

1. Support the targeted person, and if it is safe, try to stop the bullying.
2. Honestly report the details to a trusted adult immediately.

Parents/trusted adult (staff member, volunteers) will:

1. Ask questions of the targeted person: What happened? What have you said to the person who has bullied you? Who have you told?
2. Report to homeroom teacher and/or the principal, even if the child does not want them to report.
3. Fill out a Discipline Form.
4. Praise the child for being brave enough to tell.

School Principal will:

1. Investigate the incident by the end of the next school day questioning all parties involved.
2. Take proper action as outlined in the Consequence section below.
3. Communicate progress of investigation and outcome of action taken back to involved children’s parents/guardians and school personnel involved in the child’s education.

Consequences

Bullying behavior will result in the steps outlined in the school discipline policy as found in the Academy’s Parent/Student Handbook, including receiving a Discipline Form for bullying (abusing power for repeatedly and intentionally causing physical or emotional pain to others).

1. Parent/guardian of the alleged bully is notified of misbehavior via the Discipline Form sent home with the child the day the Form was issued. This Form must be signed by a parent/guardian and returned to school the following day.
2. A conference is called involving the teacher who issued the Discipline Form, the principal, parents, and the child. During this conference, a contract outlining specific steps the child needs to take in order to improve his/her behavior is signed by the child and parent/guardian.
3. If there are further incidences, suspension and/or expulsion from school will follow.

In addition to the above consequences, the following actions will take place:

- A student engaged in bullying behavior will present a letter of apology to the targeted student which states an understanding of how the behavior hurt the student and demonstrates an understanding of how the targeted student felt. This letter of apology must show accountability for the behavior and reflect an age-appropriate response and understanding.
- A meeting will be held where the letter will be presented in person to the student, if the targeted student is willing. The principal will be present at such meeting.

Student to Student Sexual Harassment

Sexual harassment is against the law and will not be tolerated at the Academy of Saints Peter and Paul. Sexual harassment includes, but is not limited to the following:

- Unwelcome physical contact or intimidation of a sexual nature, either direct or indirect
- Unwelcome sexual comments, including jokes or stories
- Any conduct of a sexual nature, either direct or indirect, which contributes to an overall offensive or intimidating environment
- Touching, gestures, jokes, verbal comments, leers, cartoons pictures, name calling, notes, extreme aggressiveness, spreading sexual rumors, pressure for sexual activities, too personal of a conversation, sexual assault or attempted sexual assault, inappropriate phone calls during or after school hours, encouraging sexual inappropriate behavior in others, kissing or inappropriate hand holding or body contact

The Academy of Saints Peter and Paul shall maintain an environment that allows students who feel they were sexually harassed to bring forth such allegations without fear of ridicule or reprisal from staff and/or students. The identity of the claimant, alleged harasser, and witnesses will be protected as confidential and will be shared only on a need to know basis. The Academy teachers and guardians shall make sure that students understand what to do if they are sexually harassed. A clear and assertive statement by the victim, "I don't like what you are doing (or saying) and I want you to stop," may be an appropriate first response.

The Academy's employees shall be careful to maintain a high standard of conduct for themselves and their students. The Academy teachers and guardians shall make sure that children understand what appropriate and inappropriate behavior is. Even though a student

thinks his/her behavior is harmless or inoffensive, if other students can perceive it as sexual harassment, such conduct will be dealt with appropriately.

If a student believes he/she has been sexually harassed by another student or if a student witnesses an incident of sexual harassment:

- The student shall immediately report the incident to the classroom teacher or appropriate staff member.
- The classroom teacher or staff member shall document the incident and the principal shall be notified.
- If necessary, the principal will conduct a timely and proper investigation

Suspension/Expulsion Plan

Since it is a goal of the Academy of Saints Peter and Paul to maintain a learning environment which provides a safe, secure setting for students, faculty and administrators, the school will take such action it deems necessary and appropriate to provide such an environment, including the immediate suspension or expulsion of students enrolled in the school under certain circumstances.

A student may be immediately removed from class, suspended or expelled on the following grounds:

1. Willful conduct, which endangers or has the potential to endanger the student or other students, faculty or administrators, or the property of the school.
2. Willful conduct, which disrupts or threatens to disrupt the ability of others to obtain an education.
3. Willful conduct, which violates or may violate any rule of conduct specified in the student policies of the school.
4. Other conduct or behavior on the part of the student that, in the opinion of the school, adversely affects the desirability of continued enrollment.

For the purposes of this policy, the terms “willful conduct”, “other conduct” or “behavior” refer to all such actions or events whether they occur on school property or elsewhere.

Note: A conference with principal and parents and student will be held before a suspension or an expulsion takes place.

The Academy of Saints Peter and Paul shall retain the sole discretion to determine the nature, extent or duration of any such removal from class, suspension or expulsion of a student under this plan. Where it appears that the student will create an immediate and substantial danger to the student or others, or property around the student, the classroom teacher may not, in so removing a student, use unreasonable physical force that causes or may tend to cause bodily harm or emotional harm.

HEALTH AND SAFETY

Emergency Information

An emergency card on each student is sent home at the beginning of each school year to be filled in and signed by the parent/guardian. If changes occur during the year, it is the responsibility of the parent or guardian to notify the school in writing. **A student will be sent home from school if he/she is running a temperature.** It is suggested that students do not come to school if they show any symptoms of rash, sore throat, runny nose, temperature, cough or upset stomach. The student's symptoms should be normal for 24 hours before returning to school. In the event of an emergency, 911 will be called.

Health Records and Immunizations

Evidence of childhood immunizations must be on file. No child will be admitted to school without such evidence.

Medication During a School Day

Medications (prescription and over-the-counter) may be administered to your child at school only under the following conditions:

1. Written permission must be received from the physician as well as the parent prior to administering any medication. The prescription and non-prescription medication forms may be found on the Academy's website, or are available in the office.
2. The medications being administered must be brought to school in a container labeled by the pharmacy or pharmaceutical company and be in the original bottle. Medications will be kept in the Health Aid Room.
3. Parents are to notify the school when the medication is discontinued. If the medication is resumed, a new order must be received. A new order must also be received when the dosage or time is changed.
4. If your child needs to be on antibiotics during the school day, have the doctor write a note the day you see him/her. *Also, have the pharmacy put the medication in two bottles, one for home and one for school.*
5. Aspirin and similar over-the-counter medications will be considered the same as prescription medications.

Head Lice

If your child contracts head lice, you need to keep your child home and begin treatment for killing the lice and the nits (eggs) immediately. If the school determines and/or suspects that your child has head lice, you will be contacted to pick them up immediately. No child will be readmitted to school until all the lice and all the nits have been removed from the child's hair.

SCHOOL POLICIES

Retention Policy

If by the 2nd trimester conferences a child is clearly in danger of failing one or more classes, then a parent-teacher conference will be scheduled to determine what must be done for the child to be able to graduate from the current grade level. Before a child will be allowed to enter the next grade level he/she must have completed and achieved a passing grade in all of the previous grade level's work.

Exit Interview

In order to continue learning more and more about how to improve our Academy, we would like to ask each family when they leave the school some questions regarding their thoughts about the Academy. A member of the Education Committee will contact the families to arrange for a personal interview, a telephone interview, or a written questionnaire.

Criminal History Background Checks

Mandatory Criminal Background Check Policy. All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks. A school may decide not to conduct criminal background checks on school volunteers who do not have regular or unsupervised contact with minors, as well as vendors or independent contractors.

Background checks are required for any volunteer who regularly works or has contact with minors or vulnerable adults in a supervisory, leadership, chaperone, care-giving, teaching, or similar relationship. All volunteers at the Academy will need to secure from the school office a form requesting a background check.

Entrance to Kindergarten

The Academy requires children who enter kindergarten to be five years old by September 1 of the year in which they will enroll.

Academy of Saints Peter and Paul Uniform Policy Grades K-8

Pants, Skirts, Skorts, Jumpers, Shorts, Capri's

Navy blue twill (cotton/polyester) uniform style (no holes in pants)

Skirts, skorts, jumpers (max - 4 inches above knee)

Note: Shorts may be worn 4/15 -10/15

Belts

Black, brown, navy, red, white with buckle

Shirts

Polo - red with Academy logo, 2 or 3 buttons, short or long sleeve.

Mock turtleneck – red with Academy paw print

Sweatshirt – red or blue with Academy Logo - crew neck

Sweatshirt – navy Panther hooded (worn during winter months)

Sweatshirt – Spirit Shop sports editions (worn on Fridays or game days)

Vest (Optional)

Navy fleece with Academy logo

Note: Shorts are not to be worn on Mass days.

Socks (must be worn at all times)

Plain white, navy, or red socks, knee-high, anklets or tights.

Shoes

Navy, brown, black, white, or red with enclosed heel

No wheels, flip flops, sandals, clogs, crocs, or heels higher than 1 inch

Athletic shoes – any color, non-marking sole, enclosed heel

Gym Uniform for Grades 5-8

Plain solid navy athletic shorts or sweatpants

Plain solid navy or red crew neck T-shirt

Sweatshirts (for outside classes) - Academy, Panther, or Spirit Shop sports editions

Plain white, red or navy socks

Athletic shoes with non-marking sole and enclosed heel

** Former Marathon T-shirts, Panther T-shirts, and Church sweatshirts (for outside classes) may be worn for gym*

No jewelry

Suggested Uniform Suppliers

Uniform Tops: Call the Academy Office

Uniform Bottoms: Sears, Target - French Toast brand or

Lands End – donates 3% to school – may order on line

Jewelry: (for all students)

No dangling earrings may be worn at any time. Stud earrings are the only acceptable type of earrings allowed. Watches are acceptable, and Religious jewelry only .

No tattoos, dyed or sprayed hair may be worn. The Academy will make an exception for sprayed hair on Student Council approved out of uniform days.

Non-Uniform Days Dress Code

Shirts or sweaters

No tank tops, spaghetti straps, camisoles, V-neck, low cut, or sleeveless

Pants, shorts (knee length), skirts (knee length or longer), Capri's

Shoes – No flip flops or crocs

Clothes must be clean and neat in appearance (no rips or holes)

Clothes must be the correct size (no exaggerations in any direction)

If a child arrives at school wearing inappropriate attire, the parent will be called and a change of clothes will need to be brought to school.

Grievance Policy

1. Inform the person (teacher) of your grievance.
2. Inform the person's superior (Principal) of your praise or grievance. This may be done the same day or at a time you feel is appropriate. In the case of a grievance, it should normally not be done without first approaching the person against whom you have a grievance.
3. If you prefer to write a note instead of verbal contact, you may send a copy of that note to the person's superior.
4. Keep track of dates your praise or grievance occurred and was discussed.
5. In the case of a grievance, if after what you consider to be an appropriate time, you feel no action or inappropriate action was taken, you may take the matter to the next level of authority (i.e. if you had discussed the matter with the teacher, the next level of authority would be the Principal.) In all fairness to the people involved, they should be contacted by you of your action against them.
6. In the case of a grievance against the superior (the Principal), Fr. John Gallas should be informed according to the above procedures.

Acceptable Use Policy

We are pleased to offer students of the Academy of Saints Peter and Paul access to the Internet in the computer lab. To gain access to the Internet, all students must obtain parental permission and must sign and return this form to their homeroom teacher.

Access to the Internet will enable students to explore thousands of resources. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. We have safety features in place, but as everyone knows, nothing is foolproof. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. However, ultimately parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

School Internet Rules

Students are responsible for good behavior on school computers just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The computers are provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails RESPONSIBILITY.

Individual users of the computers are responsible for their behavior and communications over that network. It is presumed that users will comply with school standards and will honor the agreements they have signed. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Computer files may be treated like school lockers. Network administrators and teachers may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following actions are not permitted:

- Accessing the Internet without permission
- Displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Plagiarizing
- Using another's password
- Trespassing in another's folders, work or files
- Employing the network for commercial purposes
- Intentionally wasting limited resources
- Emailing to another person

Violations may result in a loss of access as well as other disciplinary action (which can include failure of class, suspension, expulsion, or removal from the 7th and 8th grade laptop program) or legal action. If you have any questions or concerns please feel free to call the school.

This policy form will be included in the back to school packets distributed to each student at the Open House and/or sent home with students on the first day of school. This policy form must be read, signed by both parent and student, and returned to school before the student may use computers and/or the technology lab. This policy applies to students in Grades 1-8.

Drug Statement

The Academy of Saints Peter and Paul recognizes that chemical abuse adversely affects, not only the drug user, but also all personnel. The following patterns of behavior are often indicators that perhaps a student is involved with drugs:

1. Change of attitude
2. A poor self-concept
3. Change of study habits
4. Pattern of absenteeism or tardiness
5. Disrespect for authority
6. Behavioral changes
7. Physical external signs

If any student attending the Academy is found buying, selling or giving away mood altering chemicals, under the influence of mood altering chemicals or in possession of mood altering chemicals while on school grounds or attending any school sponsored event, the principal will: notify the parents/guardians of the problem or have the student notify his/her parents/guardians with the parents calling the principal when notified; schedule a conference with the student and parents/guardians; write a plan for improvement signed by student, parents/guardians.

If no improvement takes place over a set period of time, a second conference is scheduled with the parents/guardians, student and principal. The student will be required to:

1. Have an evaluation at an appropriate drug-counseling agency.
2. Receive professional help from a drug-counseling agency as per evaluation.
3. Agree to immediate expulsion from the Academy of Saints Peter and Paul if no action is taken to receive help, or if a second offense against the drug policy occurs.

If the principal receives substantiated report that any student attending the Academy of Saints Peter and Paul is buying, selling, or giving away mood altering chemicals, under the influence of mood altering chemicals, or in possession of mood altering chemicals even though this student is not on school grounds or attending any school sponsored event, the principal will: notify the parent/guardians of this student about the report and/or schedule a conference to discuss the report with the option of taking no further action.

The use of tobacco in any form by Academy students during school hours, on school grounds, while riding a school bus or while attending any school sponsored function will result in confiscation of the tobacco product and disciplinary action by the principal.

Mood altering chemicals include any substance (such as drugs or alcohol) that changes the behavior of the person taking them.

FINANCES

Tuition 2008-2009

Note: Cost based tuition is the total cost to educate a child at the Academy of Saints Peter and Paul.

Cost based tuition per student K-8	\$6,700.00
Parishioner tuition per student K-8	\$2,500.00
Pre-Kindergarten II - three full-day program	\$2,800.00
Pre-Kindergarten II - three half-day program	\$1,400.00
Pre-Kindergarten I - two full day program	\$2,400.00
Pre-Kindergarten I - two half-day program	\$1,200.00

Tuition Refund Policy

Tuition will be refunded based on the full trimester remaining in the school year. For example, if a student leaves in the first trimester of the school year, the refund will be for the second and third trimesters only. If a student leaves during the second trimester, the refund will be for the third trimester only. If a student leaves during the third trimester, there will be no refund.

Activity Fee and Snack Fee

Activity fees and snack fees per student are as follows:

	Activity Fee	Snack Fee
Pre-Kindergarten (2 half days)	\$ 50.00	\$ 30.00
Pre-Kindergarten (2 full days)	\$ 50.00	\$ 60.00
Pre-Kindergarten (3 half days)	\$ 90.00	\$ 50.00
Pre-Kindergarten (3 full days)	\$ 90.00	\$100.00
Kindergarten	\$180.00	\$100.00
1 st – 5 th Grade	\$180.00	N/A
Grades 6 th – 8 th	\$290.00	N/A

Included in the Activity Fees, but not limited to, are fees for: Catholic Schools Week, field trips, computer lab and software fees, retreats, Home and School fee, Physical Education special activities (roller skating, bowling, etc.), graduations, assignments books.

School Organizations

Education Advisory Committee (EAC)

This is a committee of parent volunteers who commit to working to better our school. This committee works on marketing, school policy, and fundraising. The committee meets formally once a month and serves as an advisory committee to the school principal. All school parents who are not employees of the parish are eligible to be on the committee and are welcome to join. The EAC is also a sub-committee of the Parish Council.

Home and School

This is a sub-committee of the EAC. This is a volunteer group of parents who work to coordinate specific school events. All school parents are considered part of this sub-committee. Each grade has two homeroom parents who lead the events sponsored by that grade. A complete list of events as well as who is sponsoring each event is included in the handouts received at the August Open House.

Academy of Saints Peter and Paul Home and School Committee **2008-2009 School Year**

Purpose:

- To help out our teachers so they can focus their time on our children's education, while we, as parents, can remain actively involved in our children's activities.
- To give all parents the opportunity to volunteer at school activities.
- To help keep the lines of communication open.
- To provide input and share new ideas.

Homeroom Representative Duties:

- Organize parent volunteers within your grade to help with miscellaneous school activities.
- Attend monthly Home and School Committee meetings.
- Communicate with Home and School Coordinator on activities assigned to your grade. (See list below.)

****All Academy parents are members of Home and School****

School Activity/Parent Volunteer Schedule by Grade

PreK & Kindergarten

- *Oct - Popcorn
- *Nov - Conferences (plan refreshments/snacks for teachers)
- *April - Faculty vs. Girls Basketball Game/Dinner
(help serve and clean up)

3rd & 4th Grades

- *Dec - Popcorn
- *Dec –Advent Concert (Refreshments)
- *April - Popcorn
- *May - Teachers/Staff Appreciation Day

7th Grade

- *Feb - Popcorn
- *May - Spring Music/Band Concert
- *May - Graduation Reception for 8th Graders

1st & 2nd Grades

- *Sept/Oct - Marathon Committee
- *Nov - Popcorn
- *Feb - Faculty vs. Boys Basketball
Game/Dinner (Help serve and clean up)

5th & 6th Grades

- *Dec - Band/Choir Concert (refreshments)
- *Jan - Catholic Aid/Open House breakfast
(Help serve and clean-up)
- *May - Popcorn

8th Grade

- *Aug - Welcome Back Open House,
Ice Cream Social (order and serve)
- *Feb - Conferences (plan refreshments & snacks
for teachers)
- *Mar - Popcorn

The following school activities involve all grades:

- Sept-Baskets for Harvest Moon Festival
- Oct/March Fun Nights
- Feb-Carnival
- April-Scholastic Book Fair
- April/May-Rummage Sale
- Teacher Appreciation Week

Socials and Fund Raisers

The following events are listed in order of when they occur during the school calendar.

August Open House

This is an all school event held during the last week in August. (This year it will be on August 28th from 4-7pm.) Students and families are encouraged to come and meet teachers, visit their classroom for the coming year, and drop off school supplies. Teachers will have materials ready for students to get a good start to the school year. Families can enjoy an ice-cream social, with an opportunity to meet other families and staff members. There is also a uniform exchange available.

Popcorn sales

The first Wednesday of every month two parent volunteers (coordinated by the Home and School group) pop popcorn in the cafeteria and get ready for the students to come down class by class and buy popcorn and/or juice boxes for 50 cents a piece. This is an event looked forward to by the students every month and an easy little fundraiser. Teachers usually send a reminder home to parents to send a dollar along so students can participate. Volunteers come at about 12:30 and start popping corn. Students start coming down at about 2:00.

Sports

The Academy competes in the North Suburban Private School Conference. Students in grades 5-8 are welcome to participate. In the fall we offer girls volleyball. During the winter season there is boy's basketball during November and December and girl's basketball during January and February. In the spring there is baseball for the boys and softball for the girls. There is a fee of \$50.00 per student (separate from the activity fee) for participating in each sport. See Extra-Curricular Activities in the Parent/Student Handbook for more information about the sports programs. Mr. John Goodpaster (the 8th grade teacher) is our Athletic Director.

Spaghetti Dinner

On September 11th at 6pm we will be having a spaghetti dinner for teachers/staff and parents. This is an opportunity for the parents to meet and spend time get to knowing the Academy's teachers/staff, as well as socialize with other Academy parents. On -site childcare is available.

Harvest Moon Festival

This is a Parish fundraiser that includes a silent auction of theme baskets. The school participates in this fundraiser by having each class sponsor a basket to donate for the auction. The class works as a team to come up with a theme and students bring items to donate to the basket. This is a small way that our students can show their appreciation to the parish for all the support the parish provides for our great school. This year the Harvest Moon Festival is on September 27-28. There are many fun events planned besides the silent auction. More information about the Festival will be available in September.

Spooky Bingo

This event is part of the Harvest Moon Festival and is sponsored by the parish Catholic Aid Association in cooperation with the Home and School volunteers. This is part of the Catholic Aid's generous matching grant program for our school. Anyone who comes in costume will receive a free game of Bingo. There is also a kiddie parade and a pumpkin-carving contest.

Marathon

The Marathon for Non-Public Education is a statewide fundraising event that our school participates in. The proceeds of this fundraiser go directly to our school. Information packets will be handed out to students in early September. A pledge goal is set for each student at the Academy as well as the teachers, staff, and religious education students. Students are expected to gather and collect pledges and participate in the Marathon itself. Pledges are accepted all the way until the final collection date in late October (even after the Marathon actually occurs on the morning of October 4th.) On the day of the Marathon students, parents, teachers, and staff (and any interested family members) gather in the school parking lot east of the church to run, walk or bike a 3 mile course. (You can do as much of the three miles as is reasonable for each student.) The course is well marked and the Knights of Columbus provide safety and security measures as well as a hot dog and beverage in the cafeteria at the finish.

Conferences

Parent/Teacher conferences will be scheduled at the end of the first and second trimesters for grades PK-8. (Conferences this year are on November 13th and February 26th.) A scheduling form will come home in your student's folder a few weeks before conferences so you can let teachers know what time frame works best for your family. There is no school on the day of conferences. Your teacher will inform you if your student is expected to attend the conference. Usually middle school students are expected to attend conferences.

Fun Nights

These events are usually in the evening with an early time for grades K through 3 and a later time for grades 4 through 8. There is one in November and one in April. Home and School coordinates these events, planning fun activities for both age groups. The volunteers coordinating each Fun Night have a wide range of activities they have done in the past and welcome all help and new ideas! There is no cost to have your student participate, as this is covered with your student activity fee.

Christmas Program

The Christmas program will be on December 18th at 6:30pm in the gymnasium. This includes all grades. The teachers will plan this event. In the past the students have participated in plays, skits, and choir presentations. All students will have the opportunity to participate and it is always a heart-warming event. There will be a reception afterwards in the cafeteria.

Faculty Basketball Games

Twice a year we have faculty vs. students (also referred to as Panthers, the school mascot) basketball games. At the end of the boys' basketball season in January and the girls' basketball season in March, the whole school gathers for an evening of good-natured competition. We have a trophy that gets inscribed with the winner after each competition. After

the game there is a dinner and social. Watch for forms coming home in the folder giving details of dates and times and to sign up for the dinner.

Catholic Schools Week

Each year we celebrate Catholic Schools Week. The last week in January is dedicated to celebrating our school: our students, our teachers, our staff, and our families. We kick off the week with student led liturgies for the Parish's Saturday and Sunday masses, followed by an open house and Catholic Aid matching grant breakfast. This is an opportunity to show the parish community what great students we have at the Academy and for students to show their family and friends what they've been doing in their classes. The school week continues with special events each day of the week. Some events that are usually included are field trips, teacher appreciation day, spelling bee, and more!

Carnival

Each year in cooperation with the Parish's Winterfest, the school sponsors a Carnival fundraiser. This has been a very successful and fun event for the school. We use the gym and have many different games for kids of all ages. When kids play the games they get stamps on cards that they receive when they purchase their tickets. They then use these full cards to purchase prizes that have been donated. The more valuable the prize the more cards needed to purchase it. There are also very popular booths such as the Loretto Doo Booth (for fancy hairstyles), face painting by a professional full-face painter, and the photo booth (where candid photos are taken by a digital camera and printed for the kids to take home). Different classes sponsor the games and booths, with parents and teachers coordinating this fundraiser. This is a great community-building event and a great opportunity to get to know other school parents. The Carnival will be on February 14th this year.

Grandparents/VIP Day

On April 2nd we will have a special day where students may invite grandparents or a special person in that student's life to come and spend part of the day at school. The event begins with a school mass followed by a talent show and special lunch. Parents are welcome to join and families sit together for the Talent show and lunch. Watch for reservation forms to come home in your child's folder.

Scholastic Book Fair

The book fair takes place in April and is a very successful fundraiser for our school. Scholastic delivers the displays that are set up in the library and in the hallway outside the library. Students, parents, and the community are provided opportunities to purchase books (paperback and hardcover), CDs, DVDs, craft and science kits, posters, pencils and pens, and other fun novelty items. Teachers make up a class wish list and anyone who wishes to can donate books to any classroom, with a dedication sticker put into the book. The school earns a portion of the sales as well as free books based on the total amount of sales. Parents are asked to help with working shifts along with the school staff. Parents who volunteer are given a very nice discount on book purchases.

Rummage Sale

This is an annual fundraiser that has been very successful in the past. In late April we begin collecting garage sale items that people have been saving. Volunteers sort and organize the items. The sale runs for one weekend in May. Each family is also given raffle tickets to sell in conjunction with this event. At the end of the sale all unsold items are donated to charity.

Spring Musical

In the spring students in grades 3-8 will begin preparations for the Spring Musical. The teachers coordinate this event and all practices take place during the school day. The performance will be on May 13th at 7pm in the gymnasium with a reception following in the cafeteria. There is usually a dress rehearsal during the school day on the same day as the evening performance.

School Personnel

Academy Teachers and Staff

Fr. John Gallas	Pastor
Sarah Windlow	Principal
Aimee Cermak	Pre-Kindergarten (4 year olds)
Ann Faue	Pre-Kindergarten (3 year olds)
Jeanne Sause	Kindergarten
Ashley Hannigan	1 st Grade/Spanish PreK-4
Molly Green-Tandberg	2 nd Grade
Terese Weber	3 rd Grade
Kristina Jensen	4 th Grade
Theresa Hefel	5 th Grade/Spanish 5-8
Susan Fobbe	6 th Grade, 5-8 Computer
Deb Ries	7 th Grade, K-4 Computer
John Goodpaster	8 th Grade, Athletic Director
Blaine Duncan	Physical Education
Sue Nelson	Band/Music
Heidi Dondelinger	Administrative Assistant
Bonnie Begin	Cook
Denise Pouliot	Cook
Dave Evensen	Maintenance
Chris Green	Maintenance

Acknowledgement of Receipt of Handbook

I am aware of the following updated/new policies:

Extracurricular Activities, Sports Fees, Eligibility
Uniforms
Discipline
School Organizations
Socials and Fund Raisers

I have received a copy of the Academy of Saints Peter and Paul's Parent/Student Handbook and have discussed the contents with my child/children.

Child(ren) Name(s) _____

Parent/Guardian Signature

Date

Please return this form to the Academy office no later than Friday, October 3rd.

