



Ss. Peter & Paul School

Be a part of our family

- our faith community
- our academic excellence
 - our values
 - our traditions
 - our success

August 17, 2011

Dear Parents and Students:

Welcome to the 2011-12 school year. Over the past twelve weeks, members of our clergy, faculty, staff, and maintenance crew have been busy in preparation for welcoming the children back to school. We undertook several major summer capital projects during the summer. Among them were an upgrade to the fire alarms in both buildings, the installation of a sprinkler system in the Jr. High, and a drop ceiling accompanied by additional lighting on the top floor of the Jr. High. We also have some new faces amongst our faculty and staff and I can assure you they are child oriented, hard working, and dedicated to the ideals of a Catholic education.

The Parent/Student Handbook has undergone its annual review. The information contained on the ensuing pages is designed to enhance the likelihood of a productive and successful year for all of our students. Our faculty and staff believe it to contain all of the pertinent information about our policies and procedures that you and your children need to know and follow. Also, as this is a living and breathing document, the school reserves the right to amend this handbook during the course of the year. Notice of amendments will be communicated to parents via the Thursday E-Envelope or my monthly newsletter.

We encourage you to read this document from cover to cover, as parents and children are responsible for being aware of its contents. By nature of the signed Parent Cooperation Contract and Student Contract, you indicate an acceptance of all school policies and procedures.

If you have any questions on any of the content, please contact me or feel free to bring it up at Orientation with the teachers. It is at that time that you will also receive a copy of this year's school goals.

Best wishes for a wonderful school year.

Sincerely,

Frank Glowaty
Principal

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PHILOSOPHY

We, the faculty of Ss. Peter & Paul School community who have been baptized into Christ Jesus believe that we must "teach as Jesus did."

We believe that each child is a unique creation of God with varying degrees of potential in human behavior and academic areas.

We believe that parents enroll their children at Ss. Peter & Paul because we are a child-centered school that teaches values and morals based on the Catholic religion.

We believe that our students must not only have a basic understanding of the Catholic faith, but must also have the opportunities to put those beliefs into practice.

We believe that the Church, Family, and State share the responsibility for the total education of the child: spiritual, physical, mental, moral, individual and social.

We believe that each child is to be prepared for basic life skills to enable them to achieve future personal goals.

We believe it is important for children to learn how to function in group situations and that they learn the value of teamwork.

We believe this school has the responsibility of creating and maintaining an environment that assists each student in translating the knowledge he has acquired into purposeful Catholic witness and responsible citizenship.

We also believe that the students, parents, and faculty are partners in learning. We will do our best to ensure that parents are fully aware of student progress academically and socially to allow them the opportunity to fulfill their role as primary educators.

MISSION STATEMENT

Ss. Peter & Paul School is a parish school serving students in grades K through 8. Founded in 1853, we are committed to excellence in preparing our students to think critically and become confident, sensitive Christian leaders capable of adapting and contributing to the world community.

Student development occurs within a process of formation in the Gospel of Jesus Christ and a challenging academic curriculum calling each student to his or her highest potential.

CURRICULUM

Our aim is for each child to work at his own ability level and to compete with himself to develop a positive self-concept. Beginning in kindergarten, our goal is to make school an enjoyable experience and create an environment that will allow each student to be the best he or she can be.

Religion, Reading, Language Arts, Science, Social Studies, and Math are taught daily. The students also have one special class every day, either Physical Education, Music, Art, Spanish, or Computer. Foreign language is introduced to students in second grade, offered to all students in third, fourth, and fifth grade and becomes an elective in the Jr. High when it is offered five days over two weeks.

Computer education is enhanced by instruction in our two computer labs and a laptop lab available to all teachers for classroom use. The elementary lab includes 30 PC's, which are linked to the Internet, and the Jr. High lab houses 36 PC's. Computers are also available in the Learning Resource Center and an elementary building mini-lab. In addition, we have wireless capability to bring the Internet into all classrooms and a laptop lab that can be signed out for class use in grades 4-8. Depending on the grade level, the children are introduced to keyboarding, word processing, graphics, multi-media development, spreadsheets, desktop publishing, graphing, map work, electronic sourcing for research, timeline development, and web page development.

Although our class size allows 35 students per room, additional staff reduces the teacher-student ratio considerably while assuring that students do not get lost in the cracks. Teacher aides are present all day in kindergarten and in the other primary grades when the skilled subjects are taught. While we do not have a formal program to address learning disabilities, we can meet the special needs of many of our students whose learning style requires more specialized instruction. This is our Project Discover program which provides additional reinforcement, either in the classroom or in a small group setting, for children in grades K-8 whose performance is not commensurate with their abilities. A support staff of sixteen paraprofessionals works with our students in Math, Reading, Social Studies, Science, Language Arts, and Speech. Children who qualify for speech services may receive them at Ss. Peter & Paul School from a D. 203 clinician or may choose to contract with one of our staff members.. We also have a counselor on site two and a half days per week.

Our accelerated program is called PROJECT EXPLORE. It teaches higher level thinking skills to all children in grades 3-5 and is offered as a before school morning program to qualified students in the Jr. High. In addition, we have several pull-out programs available to eligible seventh and eighth graders, such as Literature Plus, Creative Writing, and advanced Math.

Our students in the primary grades are taught in self-contained classrooms where each teacher has an aide for instruction in Reading, Math, and Language Arts. Grades 4-8 are departmentalized and students are grouped for Math and Language Arts.

A complete listing of the textbooks we use can be found on our web site.

RELIGION

The primary reason for the existence of Ss. Peter & Paul School is the religious education, formation, and development of each child. Each day begins with prayer, and the children have many additional opportunities to pray throughout the school day. Our goal is for our students to use their God-given talents and abilities to become "difference makers" in our parish, community, and society.

While the essence of this religious growth is centered around daily instruction, it is our belief that Christian worship, the reception of the Sacraments, personal prayer, and social action are equally necessary factors in the total program of religious education.

As the Catholic Church remains increasingly more dependent on the laity, we seek to instill in our students the obligation that they have to utilize their talents and abilities on behalf of their fellow man. Consequently, we begin preparing them for active adult role in the Church by requiring all students to engage in service to the parish or community for which they are to receive no remuneration.

Grade level criteria include:

Kindergarten	- Collect socks and toiletries for the poor
1st Grade	- Provide books for an inner city school
2nd Grade	- Provide baby food for a poor family
3rd Grade	- Provide a food basket each month for the Food Pantry
4th Grade	- Perform 10 hours of community service
5th Grade	- Perform 10 hours of community service
6th Grade	- Perform 15 hours of community service
7th Grade	- Perform 20 hours of community service
8th Grade	- Perform 25 hours of community service

A special Christian witness record is kept in each child's cumulative folder and is signed by the homeroom teacher as the requirements are completed. This required service must be completed annually in order for a child to be promoted to the next grade.

Examples of the kinds of extra service our students have been involved in include: childcare helper or catechist helper for R.E. Sunday School and children's ministry, nursing home volunteer, pro-life projects, participating in the Feed My Starving Children program, parish choir, parish nursery baby-sitter, Knights of Columbus candy sale, and participation in area PADS programs. Serving at any parish Mass, whether it be on a school day (6:45, 8:00, 5:15, or funeral) or weekend, fulfills this requirement.

Other examples of in-school service include Patrols (20 hrs. credit for PM and 10 for AM), lunchroom monitors (Gr. 1 & 2 - 20 hrs./semester; Gr. 3 - 40 hrs./semester), Morning greeters (3.5 hrs. per semester); Flag Patrol – 2.5 hrs. per semester; Playground Safety – 3.5 hrs. per semester; Cone Safety – 5 hrs.; Morning Mail – 5 hrs. per semester; and Noon Mail – 2 hrs. per semester.

RELIGION HANDBOOK

Our Religion Handbook is now online and contains a list of our all-school liturgies as well as information about our sacramental programs. In addition, parents can learn about each classroom's patron saint, the prayers that children learn each year, and other aspects of our Religion program.

PRAYER TREE

Each Monday we update our prayer tree before we begin our morning prayers. The prayer tree is an opportunity for families to have our entire student body praying for the needs of a loved one. You are encouraged to call our office or email us to let us know when someone in your family (or a good friend) is in need of God's healing grace.

MASS

Our entire student body attends an 8:00 a.m. Mass weekly. Students in K-3 go to Church each Tuesday while those in grades 4-8 celebrate liturgy on Thursday. On average, the entire student body will worship together once per month. In addition, our student body gathers together to celebrate such events as holy days of obligation, Ash Wednesday, May Crowning, Stations of the Cross, the Living Rosary, the Triduum, and other special celebrations such as Thanksgiving, Christmas, and Easter.

Parents are cordially invited and encouraged to attend these liturgies in which the students take an active part. A complete list of all school liturgies, the class which is preparing them, as well as those assigned to be Extraordinary Ministers for Communion will be posted on our web page.

RECONCILIATION

A mandatory one-hour information meeting, required for all parents whose child is receiving this sacrament, is scheduled in early fall. Parents can fulfill this obligation by attending one of the following: Saturday, September 24, at 9:00 a.m.; or Monday, September 26, at 7:00 p.m. Both meetings will be held in the Holy Family Chapel.

Our second grade students celebrate First Reconciliation in the Church on Tuesday, November 15, at 7:00 p.m. in church. Students in grades 3-8 are afforded the opportunity to receive the sacrament with their homeroom during each semester.

FIRST HOLY COMMUNION

Similar to Reconciliation, a one-hour information meeting for all second grade parents of a child preparing to make their First Holy will be held shortly after the Christmas vacation. Parents can fulfill this obligation by attending any of the following gatherings that will be held in the Holy Family Chapel of our Ministry Center: Saturday, February 25, 9:00 a.m.; or Monday, February 27, 7:00 p.m.

Our second graders will receive their First Holy Communion on Saturday, May 5, at 2:00 p.m. with their classmates. The second graders will receive the sacrament for the first time with the entire student body at an all school Mass on Thursday, May 10. That afternoon they will be treated to a special lunch after which they will spend the remainder of the day playing games and having fun at Central Park.

CONFIRMATION

Preparation for this sacrament is a two-year process beginning in seventh grade in our daily Religion classes. All candidates, and their parents, are expected to attend meetings on the evenings of Thursday, September 29, and Tuesday, January 31. An all-day student retreat will be held on either Saturday, September 10, for those whose last names begin with the letters A-L and on Saturday, September 17, for those whose last names begin with the letters M-Z. At this time, we have not been given a date by Bishop Conlon as to when this sacrament will be conferred.

SERVICE TO OTHERS

The concept of worshipping God through service to others is further developed by encouraging students to participate in the following:

Community Outreach

Thanksgiving Food Drive
Holy Childhood Association
Adopt A Family
Visitation to Nursing Homes *
Nursing Home Gifts
Right to Life
Breast Cancer Research
Right to Life
Grandfriends' Program at St. Patrick's Residence
Playground Safety *

School Services

Safety Patrol *
Altar Servers #
Student Council
Lunch Room Monitors *
Horse Patrol
Mail Delivery *
Extended Day*
Big Buddy
Flag Patrol

- * Counts toward required service hours.
- # May count toward required service hours. (See p. 5)

STATIONS OF THE CROSS

Stations and Benediction are attended by students in grades K-8 during Lent.

PRAYERS

During their years at our school, students will learn traditional Catholic prayers:

Kindergarten	Sign of the Cross, Grace before meals, Guardian Angel
Grade 1	Our Father, Hail Mary, Glory Be
Grade 2	Morning Offering, Act of Contrition
Grade 3	Apostles Creed
Grade 4	Acts of Faith, Hope, and Love, The Confiteor
Grade 5	The Angelus, Prayer of St. Francis, Beatitudes
Grade 6	Come Holy Spirit, Psalms from textbook
Grade 7	Hail, Holy Queen, Memorare
Grade 8	Nicene Creed, Magnificat, Serenity Prayer

PRAYER SERVICES

During Advent and Lent our student body begins each week with a morning prayer service each Monday focusing on these special times in the Church season.

FAITH EXPERIENCE

As an extension of our religion curriculum, each grade level participates in a religious faith filled experience. For a complete list of these faith experiences, please consult the Religion Handbook.

AIDS

A component of our Family Life Program in the upper grades is a unit on AIDS education. The National Catholic Educational Association (NCEA), the umbrella organization for Catholic schools throughout the United States, has been in the forefront of developing and applying Church teachings on this issue and offers a textbook entitled AIDS: A CATHOLIC EDUCATIONAL APPROACH TO HIV. This material has been the basis of our instruction on this topic for the past decade. It allows our faculty to deal with this delicate, yet, important topic in a context that is infused with Gospel values and Church teaching about human sexuality and human responsibility.

FAMILY LIFE

Another supplement to our religion curriculum is our Family Life program that is taught in early February. This is a complete and comprehensive Catholic family life program for students in kindergarten through eighth grade. The program covers five major themes:

GOD'S GIFT OF FAMILY
GOD'S GIFT OF SELF
GOD'S GIFT OF LIFE
GOD'S GIFT OF SEXUALITY
GOD'S GIFT OF COMMUNITY

While we feel our teachers do an excellent job in covering these oft-time sensitive topics, we take steps to ensure that parents are given the option of working with the school on this subject. All school families are given an opportunity to preview materials before they are taught in the classroom. This will prepare you for any follow-up discussions at home you feel your child is ready for.

Because fifth grade deals with the topic of sexuality and reproduction, we will have a special evening program for these students and their parents to begin their studies. As part of the program conducted during religion classes, we also bring in school parents who are in the medical field to respond to any age-appropriate questions or concerns the children may have. In addition, we will hold a special fall coffee for the parents to explain the program in greater depth.

Finally, parents who do not choose to have their child participate in the Family Life program may submit a written request to have them opt out of the class.

PROTECTING GOD'S CHILDREN

Protecting God's Children, developed by the Virtus organization, is a program the Diocese of Joliet has adopted, along with 50 other dioceses throughout the nation. It offers a comprehensive sexual abuse prevention and education program to all diocesan and parish employees, and also to all volunteers who work with children. All parish and diocesan employees, and all volunteers who have significant or sustained contact with children, must participate in the 3-hour video-based workshop. Attendance allows participants both to be aware of the problem and to understand the plan the diocese has to prevent child sexual abuse.

Diocesan policy requires that parents, or adults over the age of eighteen, who will be working directly with children in such areas as coaching, chaperoning field trips, working in the sick room, serving as room mothers, dispensing hot lunches, directing school plays, teaching religious education classes, etc. are not allowed to fulfill these responsibilities without first going through the training and undergoing a background check. This must be done every five years in order to continue working with children in any ongoing capacity. Teachers and contracted support staff are required to submit to a fingerprinting check.

The Pastoral Policy Regarding Sexual Abuse of Minors has been in effect in the Joliet Diocese since 1998. We are required to send a copy of this document home to our families and collect, and keep on file, a signed acknowledgment form.

School Board policy also requires all school parents to complete this course and submit to background screening within the first year of their child's attendance, and repeated every five years after. This allows our four leadership boards greater flexibility when seeking volunteers. Facilitating the program at Ss. Peter & Paul Parish on the evenings of Thursday, September 1, and Tuesday, January 17, are Nora Jackson, director of service and social ministry, and Theresa Pratt, director of early childhood and Jr. High

youth ministry. You may also attend workshops at other parishes in the Joliet Diocese and can obtain a listing of those offerings by checking the diocesan website www.dioceseofjoliet.org.

Each August, parents are to receive online a tri-fold entitled *Parent Guide to Understanding & Preventing Child Sexual Abuse*. Since this is a difficult topic for parents to speak to their children about, the material in the brochure is designed to give you background information about sexual abuse, to inform you about other ways to keep your children safe, and to provide you with tips for talking to your children.

SAFE ENVIRONMENT CURRICULUM

The mandatory student component of the Protecting God's Children program is entitled *Talking About Touching*, also known as the Safe Environment curriculum. As approved by the Diocese of Joliet, it is a mandated program for children enrolled in a Catholic school/REO program in grades K-8. Diocese of Joliet modifications eliminate the need for teachers to refer to private body parts by anatomically proper names. That instruction is reserved for parents.

Our teaching staff has been in-serviced on this program. Its primary goals are to teach children:

1. How to recognize unsafe touches
2. How to respond appropriately by saying "no"
3. How to tell a "safe" adult about what has happened

Age-appropriate materials used in this one-day program with children in grades K-5 will be available for parental viewing in Zuker Hall during November's Parent-Teacher conferences in November before they are presented to the children later than month.

Jr. High students will receive a presentation from a local law enforcement official on the topic of Internet safety. Also included will be warnings about the dangers of chat rooms and services such as *MySpace, YouTube, and Facebook*.

In accordance with diocesan policy, parents can sign an opt-out form if they do not want their children to participate in this program.

SCHOOL BOARD

The School Board is a policy-making and regulatory body operating within its own area of competency in regards to the parish school and subject to regulations from the pastor and the Diocesan School Office. It consists of nine voting and two ex-officio members. They are a consultative board charged with among other things, establishing the school calendar, setting tuition rates, and creating the operational budget. Among the ways in which they differ from public school boards is that they do not deal with matters pertaining to curriculum or personnel.

All current school families are eligible to serve on the School Board, and to vote in School Board elections. Term of office and vacancies will be listed in the principal's February newsletter so interested parents have ample time to decide on submitting their candidacy prior to May elections.

Regular meetings are held on the fourth Tuesday of the month except for December and July when there are no meetings, and June, when the board schedules a day prior to the end of the school year. All meetings are in Room U 217-218 of the Ministry Center, begin at 6:00 p.m., and are open to the public.

The agenda for each meeting will be included in the principal's monthly Parent Newsletter. Minutes can be found on the school web page. For an issue or topic to be discussed at a board meeting, it must be submitted in writing to the president or secretary at least five days prior to a regularly scheduled meeting. Parents are reminded that if they have an issue with something which occurred in the classroom, they are to first contact the teacher directly. If the matter is still unresolved their next recourse is to go to the principal. As a final resort, they have the opportunity to approach the School Board.

The following parents constitute the School Board for the 2011-12 school year:

President: John Scanlon
Vice President: Mike Eraci
Secretary: Barb Enright
Art Chick
Holly Dalton
Kathee Fox
Jody Will
John Wozniak

Both Fr. Milota and Mr. Glowaty are ex-officio members.

HOME AND SCHOOL ASSOCIATION

All parents and guardians of children currently attending Ss. Peter & Paul School, as well as clergy and teachers, are automatically members of our Home & School Association. This is a wonderful service organization whose activities are designed to provide "extra benefits" for our students, faculty, and school.

The purposes of the organization are:

1. The promotion of closer cooperation and communication between the school and home.
2. To help promote and financially support quality Catholic education.
3. To encourage high standards of family life.

This year's H & S board consists of:

Dave Fox – President
Noelle Gollinger – Vice-President
Sheila Edwards – Secretary
Linda Griffith - Treasurer

A regular business meeting is generally scheduled for the second Wednesday of each month at 12:45 in Rm. U 227 of the Ministry Center with the exact dates found on our website. All parents are welcome to attend. Minutes of previous meetings are posted on our school's web page.

The committees of the organization shall be as follows:

1. Services
 - a. Hot Lunch Program
 - b. Founder's Day
 - c. Fine Arts Festival
 - d. Room Parents
 - e. School Supplies
 - f. Uniform Exchange
 - g. Art Awareness
 - h. Mentoring/Welcoming
 - i. Agape
 - j. Noontime medical
 - k. Target
 - l. Family Fundraiser Nights
 - m. Emergency Calling List
 - n. School Store
 - o. Hobby Fair
 - p. Hospitality
 - q. Helping Hand
 - r. Chess Club
 - s. Secret Santa
 - t. Campbell's Soup/General Mills Labels
 - u. School Greeters
 - v. Young Rembrandt's
 - w. Fine Arts Festival
 - x. Spanish Ladder
2. Ways and Means
 - a. Auction (March 10)
 - b. Fun Fair (September 30)
 - c. Blessings
 - d. School Supplies
 - e. Red Apple

By supporting Home & School fund raising efforts, you are directly supporting your children, the faculty, as well as the short-term and long-term future of our school. Each year, the Home and School commits \$100,000 to help balance the school's operational budget. Here is a look at how their tireless efforts help everyone:

Students

Home & School funds speakers for student assemblies; DJ's for Jr. High dances, games for Founder's Day, and underwrites some of the costs of faith experiences on all grade levels. They also provide money for room parents for class parties and special projects.

Faculty & Staff

Each teacher is provided with \$100 at the beginning of each year to purchase additional classroom supplies. They also give everyone a cash gift on his/her birthday and Christmas. Christmas is even merrier as they treat the faculty and staff to a special lunch, and they also celebrate teacher appreciation week each May with another delicious luncheon. Summers also get off to a good start for our faculty and staff with a year-end dinner for which the H&S pick up the tab. A major portion of Home & School proceeds is used to fund the Professional Educators Benefit Plan (PEBP) that helps our teachers, on average, approach 80% of what they could earn in Naperville School District 203. Finally, a stipend is presented to the support staff as a year-end bonus.

Operational Budget

The Home and School helps mitigate large tuition increases by \$100,000 from their annual fundraising to the school's operational budget.

School

Once the aforementioned obligations are met, remaining funds are allocated to a capital project, and the Teachers' Endowment. In the event there is no designated capital project, or the project doesn't require Home and School funding, all monies will be added to the Teachers' Endowment.

The main Home & School fundraisers include Red Apple, Fun Fair (September 30), Auction (March 10), and BLESSINGS. It is a mandatory obligation of all school families to assist in the manpower needs of two of these events. Single parent households would have to commit to two events. In lieu of this work commitment, families have the option of a \$500 "buy-out" payment.

At all times, participation in these activities is optional and is offered to school families as either a service, social opportunity, or as a fundraiser for the school.

DEVELOPMENT BOARD

Development is a process by which we invite our parents, alumni, former parents, grandparents, and parishioners to make tax-deductible gifts to our school so that it may have the necessary revenue to fund all of our programs and help us achieve short and long-term goals. Ss. Peter & Paul School was founded in 1853. Our students today continue to benefit from the hard work, vision, dedication, and sacrifices of the school families who have gone before. A basic principle of development is that current families have a responsibility to leave the school in even better shape to provide a quality Catholic education for future generations of parish children.

Realizing that parish resources are limited, and that many young families struggle to meet escalating tuition rates, the Development Board was created in 1988 by former pastor, Fr. James Lennon. It was designed to help the School Board by building endowments which would generate long-term sources of revenue for the school. Traditionally, schools rely on tuition, parish subsidy, and fund raising to balance their budget. Development efforts are designed to invite support from other constituents such as alumni, former school families, grandparents, parishioners, vendors, and friends.

The Development Board's focus remains to grow our three endowments: Capital Improvement, Teachers, and Tuition Assistance. Earnings from these endowments are applied to our operational budget each year. In the past twenty-five years, over \$3.5 million in earnings or donations have been used to upgrade our facilities, provide financial aid, and retain faculty as follows:

Tuition assistance via Golf Outing - \$ 785,000
Capital Improvement -\$1,119,000
Teachers' Endowment - \$605,000
Annual Fund Drive - \$853,000

Contributions from these sources last year alone saved each school family \$496 in tuition.

Parents are invited to assist in many ways, including a golf outing held each fall (September 12 at Cress Creek) and a spring dinner dance in celebration of Catholic Education (April 27 at White Eagle), all of which are annual events. At the dance, teachers and staff celebrating milestone anniversaries are honored as well as outgoing parent leaders from the Athletic Association, School Board, Home & School, and Development Board for their numerous contributions to our school. Induction into our Hall of Honors also takes place at this social.

Each winter an Annual Fund Drive is conducted which solicits donations, not only from school parents, but from alumni, parishioners, grandparents, former parents, and the business community as well. Parent gifts are used to balance the operational budget and help defray the cost of the Professional Educators Benefit Plan that supplements teacher pay. The goal for this coming year remains at \$65,000. Last year's gifts helped fund the jr. high sprinkler project.

The Development Board also promotes the concept of planned giving by scheduling Estate Planning seminars every other year. Their goal is to inform people of the tax advantages available to them as a result of including Ss. Peter & Paul School in their estate planning. Such gifts, which would include bequests, the naming the school as the beneficiary of an insurance policy, or transferring retirement benefits, IRA's, or annuities, will be used to fund the Teachers' Endowment.

To provide leadership and direction to our development efforts, a dedicated group of men and women serve on the Development Board, which meets at 7:00 PM on the third Thursday of each month except in July and December.

This year's Board consists of:

Colleen Flannery – President
Ryan Kubacki – Vice-President
Heather Ryan – Secretary
Erich Grundman - Treasurer

Jim Barz	Alex Jacobs
Matt Carrier	Mike Kaufman
Jean Chick	Jennifer Keeley
Brad Drendel	John McGaw
Bill Hayes	Mike Trimberger
Jeff Hembrough	Bill Waight

ANNUAL FUND DRIVE

Each February, our Development Board conducts an Annual Fund Drive in an effort to afford parents, alumni, and parishioners the opportunity to support our school with a tax-deductible gift. Not only does their generosity allow us to purchase things that could not be included in our operating budget, but it also allows the School Board to keep the tuition increases smaller than they otherwise would be.

Contributions from alumni and parishioners are added to the Teachers' Endowment. Accumulated gifts up to \$65,000 from current school families are applied to our operational budget. Gifts in excess of this amount are applied to the Teachers' Endowment.

Donors who contribute \$1,000 or more annually are enrolled in the *MSGR. STENGER SOCIETY*, named after a former pastor who served our parish for twenty-four years and who built the Jr. High building in 1957.

ADMISSIONS

As a parish school, Ss. Peter & Paul offers an outstanding Catholic education to students from kindergarten through eighth grade. Because of the desire for the education offered and the fact that we have limited facilities, the school board has adopted the following criteria to be employed to determine which students will be admitted to the school.

Since we are a Catholic School, preference is given to Catholic students. All families who desire their children to attend Ss. Peter & Paul School must be registered parishioners, must regularly practice their faith, and must support the Church financially.* Families with children already enrolled in school may have new registrations (e.g. Kindergarten) rejected if they fail to meet any of the criteria mentioned above.

Due to the fact that the demand for enrollment in many grades often exceeds the openings we have available, the School Board adheres to the following admissions policy.

Assuming the above criteria have been satisfied, applications for enrollment will be ranked as follows:

1. From families belonging to Ss. Peter & Paul Parish whose children are attending Ss. Peter & Paul School as of the previous August, and who have other children signed up on our waiting list will be ranked in order of years as a contributing member of Ss. Peter & Paul Parish. People must use their parish envelopes in order for their weekly contributions to be registered.

2. From families belonging to other parishes whose children are attending Ss. Peter & Paul School as of the previous August, ranked in order of date of enrollment into Ss. Peter & Paul School of the oldest child that attended Ss. Peter & Paul School.
3. From families who had a child attend Ss. Peter & Paul School or who are transferring from a Catholic school.
4. From families belonging to Ss. Peter & Paul Parish, ranked in order of years as a contributing member of Ss. Peter & Paul Parish.
5. From families belonging to a parish that has no school or specific grade for which they are applying ranked in order of years as a contributing member of their parish. *

* *Families from other Catholic parishes are assessed an additional \$1,000 per child.*

PLEASE NOTE: CHILDREN OF FAMILIES WITH DELINQUENT TUITION WHO HAVE NOT CONTACTED OUR PASTOR CAN BE DENIED ADMISSION AT THE START OF EACH SEMESTER UNTIL SUCH BALANCES ARE BROUGHT CURRENT OR A MUTUALLY SUITABLE PAYMENT ALTERNATIVE IS AGREED TO BETWEEN THE FAMILY AND PASTOR AND PRINCIPAL.

Prospective kindergarten students for the 2011-12 school year should be five years of age by September 1, 2011, and prospective first grade students should be six years of age by September 1, 2011.

Early bird kindergarten registrations for the 2012-13 school term will be accepted during a fall Open House scheduled for Monday, October 24. This is being held primarily for parish families whose oldest child will be eligible to begin kindergarten in the fall of 2012, as well as for any current school families that will have a sibling eligible to enroll. We offer three separate full-day kindergarten classes. Parents who desire only a half-day program will continue to have that opportunity by having their child placed in a class with full-day students. Families seeking this option will have their child dismissed at 11:30.

We will also hold a second registration for new families during our Catholic Schools Week celebration of January 29-February 3.

The application process for all incoming students in grades 1-8 who are interested in transferring from a public school includes an interview for both the parents and child. All transfer students who are allowed to enroll are accepted on a probationary status that will be reviewed at the end of the first quarter.

RE-REGISTRATION

Re-registration for the 2012-13 school year will begin during the week of January 31. A registration fee of \$100 per student will be collected with \$70 of the fee being applied to the first month's tuition.

As a non-public school, Ss. Peter & Paul reserves the right to re-enroll only those children who have exhibited the necessary cooperation and attitude required for the school to fulfill its educational mission. It is unfair to the students, parents, or teachers to allow individuals to consistently disrupt the teaching and learning atmosphere.

Students with academic deficiencies which are severe enough to require the services of a "special needs" teacher may also be unable to remain at Ss. Peter & Paul School if their diagnosed needs cannot be met. Also, an application will be denied to any student whose behavior is not consistent with the expectations of a Catholic school. In addition, families must be current with all tuition payments.

A letter of invitation will accompany all re-registrations. No student will be admitted whose purpose for seeking admission is due to ethnic, racial, and/or social prejudices.

Please refer to the School Board policies online for clarification as to how re-registration is handled for families who have a history of tardy or chronically late tuition payments.

ENROLLMENT FORMS and TUITION PAYMENT PLAN

To facilitate planning, scheduling, new registrations, ordering of textbooks and materials, and hiring of staff, we have designated May as the month during which returning families and new families who have been accepted to Ss Peter and Paul School are required to complete all the necessary enrollment forms and a tuition payment plan for the ensuing school year.

Our goal is twofold. First and foremost, we are seeking a firm commitment from families as to their children's education next year. Secondly, the completion of these forms prior to the closing of the current academic year streamlines the work of our clerical staff, the parish bookkeepers, and the incoming Home & School officers. The summer vacation period can be a very difficult time to try and contact people and recruit new students.

May 1 then becomes the deadline for the School Board to set tuition rates as well as for future revisions of this document in terms of new policies or procedures.

FACTS enrollment and tuition management is used to facilitate these processes. FACTS is used to streamline not only the tuition collection and management process, but will also provide an on-line enrollment process for the upcoming year. This will reduce the administrative burden placed on our school and parish finance office staff as well as the parent volunteers who have tirelessly supported the registration process in years past.

For those families applying for tuition assistance, the enrollment forms and a tuition payment plan must be completed as well by the designated due date. Once a family learns that they were granted tuition assistance, they can contact the Parish Finance Office to make the necessary adjustments to their tuition payment plan. Tuition assistance cannot be applied if no tuition payment plan is set up in FACTS.

If all enrollment forms and a tuition payment plan are not completed in FACTS on or before the designated due date, a \$50 per student late enrollment fee will be charged to each family.

PARENT COOPERATION CONTRACT

A child's best hope of reaching his (her) potential is when the parents and school educators work in tandem. The following list includes our expectations for all school families. As a condition of enrollment for their children, parents must sign this contract annually.

Agreeing that we are the primary educators of our children.....

We will attend weekly Mass and be active in our faith as an example to our children.

We will ensure our children fulfill their service requirements and also be an example to them by our involvement in church and community events.

We will stay apprised of school events by regularly visiting the school web site and, in particular, the teacher pages.

We will attend school Orientation Nights, Parent-Teacher conferences, Sacramental meetings, Coffees with the Principal, and fulfill our Positive Coaching Alliance requirement.

We will furnish the school with all medical, dental, psychological and other pertinent information teachers need to help our children function successfully both academically and socially.

We will provide a balance between academic and extracurricular activities to ensure our children have ample opportunity to complete assignments and get the sufficient rest necessary to perform to their capabilities in school.

We agree to support Ss. Peter & Paul through prayer, positive relationships, and the giving of our time, talent, and treasure, and will pay our tuition in accordance with timelines established by the School Board.

We will plan medical appointments and family vacations around the school calendar.

We will be supportive of the school, teachers, and principal in front of our children and parish community.

We will treat teacher correspondence about our child in the spirit that such communication is simply designed to inform us of areas where our child needs to do better and show improvement.

We will foster responsibility in our children by not acknowledging their requests for forgotten homework, lunches, personal belongings, etc.

We understand the intent of the Student Pledge, and accept the guidelines of the Steps to Respect program. In turn, we will stress the importance of our children developing positive relationships with all of their classmates.

We will monitor the media influences on our children's lives by scrutinizing their reading materials, as well as what they watch on television, videos, movies, and being aware of the music they listen to.

We accept the school's discipline code, as outlined in this handbook, and view it as a growth instrument for our children and being in their best long term interests by teaching them to accept responsibility for their actions with peers, professional staff, and volunteers.

We will acknowledge the School Board's efforts to minimize tuition increases by fulfilling our mandatory obligation to work either the Auction, Fun Fair, or Blessings, and by supporting the Annual Fund Drive to the best of our ability.

We will contact the teachers to schedule a conference as soon as we feel a problem exists. We will withhold judgment until speaking with the teacher whom we will always contact first before reaching out to the principal.

We have read the Student / Parent Handbook, accept the regulations and policies written therein, and agree to discuss appropriate areas with our children.

We understand that we are responsible to complete the necessary enrollment forms and a tuition payment plan using FACTS on or before the designated due date.

STUDENT CONTRACT

To be successful, a school must have its student body, parents, and faculty working in unison. To help impress upon the students the seriousness of their part of the equation we submit the following contract:

As children reach the intermediate grades, they become a larger part of the equation for school success. Neither parents nor teachers can help them reach their overall potential without a child's serious effort, cooperation, and adherence to school and teacher rules. The following list includes our expectations for all children. Students who do not sign, or live up to this agreement, risk not being re-enrolled for the following school year.

I have read and discussed the Student/Parent Handbook with my parents and understand the expectations the school leadership and faculty has for me.

I will be respectful of my classmates and avoid any behavior that belittles, degrades, or humiliates others. I will also try to be welcoming and inclusive in my relationships with my peers.

I will conduct myself at all times in accordance with the Student Pledge and guidelines of the Steps to Respect program.

I understand the school's academic and behavioral requirements as outlined in the Parent/Student Handbook are designed to help me grow, and I accept them and their consequences as fair, just, and reasonable.

I agree to cooperate to the best of my ability with the administration, faculty, supervisors, volunteers, coaches, bus drivers, and all other adults working with our school.

I will do my best to always represent my family, school, and church in a Christian manner which will make them proud, whether it be during the school day or at an extracurricular or school sponsored activity.

I realize that school is my job, and I will be conscientious in completing my assignments and coming to class prepared with all necessary books and materials fully knowing that failing to do so will adversely impact my grades.

I will keep my desk and locker clean and respect all school and parish property and grounds as well as those items which belong to teachers or other students.

I will be compliant with the school dress code and uniform policy.

I promise to inform the appropriate adults of any situation that could cause disruption to the school day. This includes threats of vandalism, or damage to school or parish property, or anything else which might cause physical, emotional, or moral harm to any member of the student body, professional staff, or volunteers.

I pledge to abide by all school rules regarding the handling of computer equipment, programs, and the school's Internet policy. I understand that even posting negative or degrading information about school personnel or members of the student body from my home computer is subject to school sanctions.

I will be respectful of adults, especially those who have jurisdiction over me such as priests, teachers, coaches, bus drivers, chaperones, and all other school support staff.

I realize that my actions, language, and dress have an influence on younger children and I will always try to maintain the highest standards in each area.

As part of my Christian development, I will continue to witness my faith by making service to others an important part of my life, and participate actively in weekly liturgies and prayer services.

PROFILE OF A SSPP GRADUATE AT GRADUATION

One of the recent marketing efforts that has gained momentum nationwide is something called the profile of a graduate at graduation. In essence, it is telling prospective parents what they can expect their child to be like after spending the nine years with us from kindergarten through eighth grade. A committee of our faculty has centered on the following characteristics:

- Is well-prepared for the academic challenges of high school
- Is forming a Christian conscience and evaluating moral choices
- Acts with dignity, kindness, consideration, and truthfulness
- Understands the central role of God in human life
- Accepts the consequences of one's words and actions without blaming others
- Is more sensitive to the beauty of the created universe and is more caring about life and the natural environment
- Sets and achieves goals through commitment and hard work
- Has begun to develop an awareness and empathy for the less fortunate
- Has developed an organized approach to learning tasks
- Is learning how to communicate with God in various methods of prayer
- Recognizes a responsibility to care for the body, mind, and spirit
- Is developing a curiosity to explore new ideas and issues
- Understands that service to others is a good use of God-given talent
- Is knowledgeable about the responsible use and application of technology

STUDENT PLEDGE

To help our students realize their potential and to develop some of the skills listed in the Profile of a SSPP School Graduate at Graduation, following our prayers, announcements, and Pledge of Allegiance each morning, our student body will be asked to recite the following student pledge:

I promise to do my best today to be Christ-like and accept responsibility for my words, actions, and deeds. With Jesus as my role model, I will not only refrain from anything that can be hurtful to my classmates, but I will try to do my best to be kind, courteous, friendly, respectful, and welcoming with everyone I encounter.

FACULTY CONTRACT

As professionally trained educators, our faculty and staff play a significant role in developing the gifts that our children have been blessed with. To make each year a success, we promise....

To be witnesses to the Catholic faith and a role model to the children through our language, actions, and dress.

To regard each student with respect and fairness.

To foster a loving and nurturing classroom through a positive attitude designed to create a comfort zone for each child to participate without fear of failure or ridicule.

To organize classes and instructional groups to stimulate thinking and make use of effective learning purposes.

To will respect the privacy of students and their families and avoid gossiping.

To respect the confidence of my students and utilize such confidences to build trust and understanding so as to aid the children.

To learn about each student as an individual so as to be able to relate to each child as a total person and not strictly in an academic setting.

To encourage the diverse interests of our students by being present at activities such as band concerts, athletic events, the school play, or the Fine Arts Festival.

To support our school community by attending and volunteering at events such as the Fun Fair, Auction, and Fish Fry.

To update our web page weekly, in accordance with administrative policy, so that parents are informed of teacher expectations for their children.

To establish rapport with the parents, and to respond to their concerns, by keeping them informed of their children's successes and challenges in a reasonable period of time.

To check e-mails and phone messages daily and try to respond to all parent inquiries in a timely manner.

To help students learn from their mistakes by returning all tests, homework assignments, and projects in a reasonable time frame.

To come to class each day in a positive frame of mind, fully prepared to instruct students in a meaningful and informative manner.

To be available before or after school to offer assistance to students with academic or personal difficulties.

To increase my competence and update myself professionally by taking classes, workshops, attending institutes, and reading professional journals.

To understand that my personality and presence are major influences in setting a positive, happy, and productive tone in the classroom. To that end, I would never implicitly state or infer negative things about an entire class. I will strive to be positive in offering constructive criticism.

FINANCIAL ARRANGEMENTS

Our school is supported by tuition, fundraisers, donations, book fees and parish subsidy. Tuition rates are set by the Ss. Peter & Paul Board of Education each spring for the upcoming school year.

Ss. Peter and Paul Tuition Policy

For the annual (one-time) tuition payment plan, the payment is due in full, utilizing the FACTS system, on either July 5th or July 15th. For the monthly tuition payment plan, the payment is due through FACTS on either the 5th or 15th for the months July, August, September, October, November, December, January, March, April and May.

Tuition Rate and Schedule for 2011-12 School Year

<i>Payment Plan:</i>	Annual (ACH –auto debit)	Annual (Credit Card)	Monthly (ACH –auto debit)	Monthly (Credit Card)
<i>Payments Due:</i>	7/1 or 7/15/11	7/1 or 7/15/11	7/1/11 -5/15/12	7/1/11 -5/15/12
One Child (Including Kindergarten)	\$3,741	\$3,834.53	\$374.10	\$383.45
Two Children	\$7,180	\$7,359.50	\$718.00	\$735.95
Three Children	\$10,475	\$10,736.88	\$1,047.50	\$1,073.68
Four Children	\$11,971	\$12,270.28	\$1,197.10	\$1,227.02

- The cost of educating each child for 2011-12 will be approximately \$5,720.
- Families who belong to parishes other than SS. Peter & Paul will be required to pay an additional \$1,000 per child.
- FACTS does not accept checks or VISA. FACTS only accepts ACH withdrawal from either checking or savings or payment by MasterCard, Discover or American Express. For those paying with MasterCard, Discover or American Express, FACTS will assess an additional 2.5% convenience fee.
- The February tuition payment will be skipped as that will be the month that the re-registration fee for the following school year will be due.

Tuition - Payments

- All tuition payments are due on either the 5th or 15th of each month via FACTS Online Tuition Management System, depending on which date is selected by the family. There will be a reminder included in the Principal's Thursday e-Envelope about upcoming tuition payment due dates. It will be each family's responsibility to remember when payments are due.
- Payments may be made by automatic ACH withdrawal from either checking or savings accounts or by MasterCard, Discover or American Express. FACTS does not accept VISA or check payments. If one of the accepted credit cards is the chosen method of payment, FACTS will assess a 2.5% convenience fee for each payment.
- There is an invoice option that is available ONLY to those families who elect to make a one-time annual tuition payment.

Tuition – Making Changes to Your Payment Plan

- Families can change their preferred method of payment via FACTS Online Tuition Management System; however, the change needs to be made four (4) business days prior to the next payment date.

Any other types of changes to the FACTS tuition payment plan must be handled through the Parish Finance Office. These changes must be communicated to the Parish Finance Office no less than four (4) business days prior to the next scheduled payment date. You can contact either Shannon Findley at (630)718-2102 or Tom Boler at (630)718-2100.

Tuition – Non Sufficient Funds/Returned Payment, Convenience & Late Fees

- FACTS will assess a \$30 "Non Sufficient Funds / Returned Payment" fee if a payment attempt fails. *A \$30 fee will be assessed for each failed attempt.* There will be three (3) attempts per payment.
- FACTS will assess a 2.5% convenience fee for each tuition payment made either by MasterCard, Discover or American Express.
- *FACTS will assess a \$30 late payment fee* when the one-time annual tuition payment is not received on either July 5th or July 15th.

Tuition - Delinquent Tuition

- Families having a problem making their tuition payment on time may make a cordial and confidential arrangement by calling the Parish Finance Office at (630)718-2100 and speaking with Tom Boler, St. Peter & Paul's Parish Finance Manager, before the first of the month. If this situation lasts longer than 3 months, the family must apply for financial aid at that time.
- Any family, who falls behind the equivalent of *3 monthly tuition payments without contacting the Parish Finance Manager to make agreed upon arrangements, will not be permitted to have their child/children continue their education at Ss. Peter and Paul School.* At the time in which a family is 3 monthly tuition payments late, the family will be formally notified that their child/children will no longer be permitted to attend Ss. Peter and Paul School effective the following Monday. The emphasis of this policy is to encourage communication from the family to the school, so that mutually agreed upon payment arrangements can be made.
- In order to pre-register for the next school year: *All tuition payments and late fees must be paid in full through and including the January tuition payment.*
- In order to finish the school year in good standing and receive the final report card(s) of the year: *All tuition payments and late fees must be paid in full through and including either the May 5th or 15th payment or the registration for the next school year will be canceled.*
- Records for students graduating or transferring will not be released until all outstanding tuition and fees are collected.
- No eighth grader is eligible to attend their class trip or receive their diploma unless tuition and fees are paid in full.

ACTIVITY FEE

The Home & School Association initiated this \$20 fee a number of years ago to eliminate some of the many minor requests for money that often occur. Among other things, the activity fee is designed to provide room mothers with resources for parties at Halloween, Christmas, and Valentine's Day.

ATHLETIC FEE

Our athletic program is funded entirely through participation fees and fundraisers. \$85 allows one child to participate in all sports/activities if paid by the deadline of the Back to School Packet. On or after June 1st, the charge is \$135. Two or more children from the same family may participate in all sports/activities for \$125 if paid before June 1 or \$175 on or after June 1st. Included with "either" fee is a Family Pass for all home athletic contests.

BAND FEE

Students interested in this program are assessed an annual tuition fee of \$260 per child in grades 4-8 is due by June 1.

FOREIGN LANGUAGE FEES

All students in grades 2-8 are afforded the opportunity of studying Spanish. Junior high enrollment for these classes is in lieu of Art. Since Spanish is an elective in grades 6, 7, & 8, students must be earning satisfactory grades in other academic areas in order to remain with the program. All Jr. High students are assessed a fee of \$200 which is due on June 1. No student is admitted after sixth grade unless they have had prior course work in this area.

FIRST RECONCILIATION AND FIRST COMMUNION

Second graders receive the sacraments of Reconciliation in the fall and First Holy Communion in the spring. There is a \$25 fee for each.

CONFIRMATION RETREAT & FAITH EXPERIENCE – Gr. 8

In preparation for receiving the sacrament of Confirmation our eighth grade students participate in an all day retreat. The fee for the retreat and Confirmation robe is \$100.

PROJECT EXPLORE FEE

All students in grades 3-5 have the opportunity to participate in special classes weekly which emphasize higher level thinking skills. Due to the academic demands of our Jr. High curriculum, however, eligible students in grades 6-8 participate in this program before the regular school day begins.

Jr. High students will qualify for participation in PROJECT EXPLORE as a result of their standardized test scores, daily class work, and teacher input. To help offset the cost of the materials they will be using, a fee of \$180 per year or \$45.00 per quarter is assessed each pupil in the program.

Students must maintain an overall B average in their regular coursework each quarter to remain in the program.

RE-REGISTRATION FEE

Students must be re-registered each year. This is done during Catholic Schools Week. Applications are then sent to the home parish to ensure that all families remain registered, practicing, and contributing parishioners.

Approval from each pastor is needed before new or re-registrations can be accepted. Families must also have successfully met all of their financial obligations before being allowed to have their children re-enroll for the fall term.

A registration fee of \$100 per student will be collected with \$70 of the fee being applied to the first month's tuition.

YEARBOOK FEE

Every year, our eighth graders put out a yearbook comprised of activities participated in by the Jr. High. The cost of the Gr. 6-8 yearbook is \$55.

INSURANCE

Accident Insurance (optional) for either school hours or full-day coverage is offered in August for your consideration. Underwritten by the Markel Insurance Company, it also offers a 24-hour Dental Accident Coverage. For those parents who have children in the athletic program, some kind of coverage is strongly recommended.

FINANCIAL AID/ FACTS

Families seeking a Catholic education for their children often incur unforeseen financial setbacks as a result of job loss, health issues, divorce, or even death of a spouse. Due to the generosity and foresight of alumni, former faculty, as well as past school parents, we have sixteen partial scholarships that have been endowed to assist families who would otherwise not be able to send their children to Ss. Peter & Paul School for a Catholic education. Nearly \$17,000 in financial aid is available annually via the:

*FR. JIM BURNETT SCHOLARSHIP
PHIL AND LORAYNE FLYNN MEMORIAL SCHOLARSHIP
JUDGE LEROY L. RECHENMACHER SCHOLARSHIP
DENNIS AND MARGARET FLYNN SCHOLARSHIP
HOWARD AND VIRGINIA ESSER MEMORIAL SCHOLARSHIP
MARGARET AND DON P. BERKES MEMORIAL SCHOLARSHIP
RAY HAYES MEMORIAL SCHOLARSHIP
GARRY LEICHT MEMORIAL SCHOLARSHIP
FR. JIM LENNON SCHOLARSHIP
HAROLD AND MARGARET MOSER SCHOLARSHIP
JIM AND SANDY MOSER SCHOLARSHIP
RITA POWERS MEMORIAL SCHOLARSHIP
LOUISE SPINNER MEMORIAL SCHOLARSHIP
PAUL PAVLISHIN MEMORIAL SCHOLARSHIP
TOM AND ALMIRA POWERS SCHOLARSHIP
JOHN AND KATHLEEN SCHROEDER SCHOLARSHIP*

In addition, the Golf Outing also provides approximately \$90,000 in financial aid. Families who would like to apply for tuition assistance must contact our pastor, Fr. Milota. He, in turn, will direct them to complete an application that can be used by both the Joliet Diocese's Catholic Education Foundation and our school. To receive aid from both sources, families must first file an application with FACTS, an objective source used to determine the level of aid for which a family qualifies. You can access them at www.factsmgt.com or pick up an application at either our school or parish office. The deadline for submitting an application is February 29. Questions on any portion of the application should be directed to the FACTS office at 1-866-315-9262. For additional information regarding diocesan aid, you may reach Ms. Jane Lagger at either j.lagger@dioceseofjoliet.org or call her at (815) 834-4033.

Finally, eighth graders planning on continuing their Catholic education in high school may apply each spring for the Mabel Grimes Scholarship that provides \$1,000 annually for four years.

ACADEMIC INFORMATION

A. Academic Clubs

Recognizing that not all students are limited in their interests to athletics, our school offers a growing number of extracurricular academic opportunities to our student body. Among them are the Science Olympiad (Gr. 7-8), Tech Club, (Gr. 6), Math Club (Gr. 7 & 8), and Spanish Club (Gr. 6-8). We also offer a Chess Club, Spanish Ladders, and Young Rembrandt's program for primary students after school.

B. Catholic High School Test Review Class

All of the area Catholic high schools require a placement examination in early January as part of their registration process. In an effort to help our eighth grade students realize their true potential on these tests, we offer a skills review class focusing on Verbal and Quantitative Skills, Reading Comprehension, Vocabulary, and Language, as well as Math Concepts and Problem Solving. Depending on the calendar, these classes are generally offered on Saturdays or after school.

C. Home - School Communications

1. DIBELS

DIBELS is an acronym meaning Dynamic Indicators of Basic Early Literacy Skills. It is administered to all of our elementary students in September, January, and May with results sent home to parents. Depending on the grade level, it measures such things as Initial Sound Fluency, Letter Naming Fluency, Phoneme Segmentation Fluency, Nonsense Word Fluency, and Oral Reading Fluency. It is not unusual to find children in the early primary grades who appear to know how to read and yet score lower than parents might expect, especially in the section with the 'nonsense words.' This may be a result of many factors, one of which is that these children have memorized numerous words in their favorite books but have not yet learned how to decode words they have never seen. If you are alarmed by any of your child's scores, please contact his/her teacher.

2. Orientation Nights

Early each school year, three separate Orientation Nights are scheduled where parents are invited to learn about current school goals, visit the classrooms, meet each of their children's teachers, view the textbooks, learn what new material will be introduced, and listen to the particular requirements of each staff member. These dates are on the calendar and E-Invitations will be online the Thursday prior to each session.

3. Study Habit and Homework Form

Commonly referred to as ACADEMICS, this is a tool that is designed to notify parents when their child's daily academic work is unsatisfactory. It is used to identify trends in student performance such as incomplete or missing work, sloppy written work, inattentiveness, missing supplies, poor study habits, etc. This form indicates the teacher feels the child is not working up to potential and that a continuation will lead to lower grades and poor achievement unless corrected. To underscore the importance of being adequately prepared for school, students who receive four of these forms throughout the school year will receive an Academic Detention. Consequences for this infraction will be to spend one hour after school on the following Wednesday or attendance at Saturday School should a second detention be received. To help the fourth graders adjust to having multiple teachers, their infractions will not begin to accumulate until the second semester.

4. Coffees with Principal

This is a forum to further enhance the dialogue and rapport between home and school. During the first semester, parents will be invited to discuss the school's Iowa Test of Basic Skills test scores, school goals, Satisfaction Survey results, development, or areas of our curriculum. In the second semester, we will meet by grade level to discuss common concerns. Because of the many special activities that surround the eighth grade class, we will meet with the parents in September, March, and early May.

5. Curriculum Guides

We follow the curriculum guidelines of the Diocese of Joliet which are equal, or superior, to the guidelines developed by the state of Illinois. Parents can learn about the basic expectations of each grade level by reviewing the Curriculum Guides which are available on our web page.

6. Discipline Forms

Depending on the nature of the offense a student misbehaving will be issued either a Demerit or Detention (Grades 3-8) or a Sad News Note* (Grades K-2). Parents are required to sign this form indicating their awareness of the situation and return it to the issuing teacher. Signed by the parent, or not however, the discipline forms issued by the school are still enforced. * *Severe violations may warrant a detention or even a suspension.*

7. Open House – Kindergarten

On October 24, we will hold an Open House designed primarily for parish families whose oldest child will be eligible for kindergarten in the next several years. They will be able to tour the school, hear from the principal, and meet with our kindergarten teachers Mrs. Scarpino, Mrs. Domagola, and Mrs. LaScala, as well as our teacher aides Mrs. Larson, Mrs. Corrigan, and Mrs. Lenert. To help answer questions, other members of our primary staff will also be present. Registration materials will also be distributed and due back in our school office by November 1, along with a \$100 processing fee.

During Catholic Schools Week, we will hold another Open House for all current parents, parishioners, and community members are invited to tour the buildings and visit classrooms. Registrations for next year's kindergarten will also be accepted from those unable to attend the fall Open House.

8. Progress Reports

Students in grades 5-8 have their major subject grades posted online weekly each Thursday afternoon at 3:00 p.m. beginning with the second week of each marking period. To avoid unnecessary academic pressure, parents of students in grade 4 only receive this weekly information as of January. Mid-term progress reports are issued to third grade each quarter and to the fourth grade for the first semester. Eligibility checks are made at the mid-point of the marking period for grades 5-8 with students with a grade of D- or lower being rendered ineligible for one week. If the deficiency is not corrected in that time-frame, however, that child will become ineligible for the next week, at which time an eligibility form will be issued again. The principal will contact the athletic director so he can make the coaches aware of the situation.

Because work submitted, papers turned in, and tests taken during the last week of a marking period cannot be reflected on that week's online progress report, the teachers will make every effort to call parents if poor performance in these areas would dramatically impact the previous week's grade.

The exceptions to our eligibility policy are students who qualify for Project Discover. Those students are assessed on effort and must not have a NEEDS TO IMPROVE in order to keep their eligibility intact.

9. Feedback Forum

Parental input is periodically solicited through a Feedback Forum column in the Principal's E-Newsletter or via an electronic survey. Parents can voice their questions, comments and reactions to specific issues raised by the school administration. Suggestions are also sought annually as to potential school goals.

10. Satisfaction Survey

Each February, we provide an online opportunity for parents to affirm the good things the school is doing and also to point out areas that need to be addressed and improved upon. The results also help us to set School Goals.

11. SCHOLARS

SCHOLARS is a program created to provide homework assistance for students who have trouble getting organized and understanding assignments. It is offered after school three days a week for students in grades 4-8. There is no charge for this service.

12. School to Home Communication via Thursday E-Envelope

Thursday is the primary day of the week when parents will receive current information by going to our website and linking to the Thursday E-Envelope. While we try to hold fast to this expectation, on rare occasions there is the need to send things intermittently. Therefore, we hope that you have the site web address - <http://www.sspeterandpaulschool.com/Thursenv.html> on your list of "favorites" and check it regularly.

13. Newsletters

a. Principal's Monthly Electronic Newsletters

These are written monthly, generally the third Thursday of the month, are emailed directly to our parents and are also available on our school website at <http://www.sspeterandpaulschool.com/Thursenv.html>. In addition to a revised calendar, you will find important data about upcoming events, information about matters being discussed by the School Board, and recognition of student accomplishments. NOTE: You will need to be logged into Edline to view this newsletter.

b. THE 'e' BLUE AND GOLD

As a major part of our development efforts we try to maintain an active association with our alumni. To keep our 4,925 graduates informed of our various activities we hope to e-mail an electronic newsletter, THE 'e' BLUE AND GOLD, once each quarter.

Our goal is not only to keep everyone abreast of the successes of the men and women who received their religious and academic foundation at Ss. Peter and Paul, but to inform the alumni about the quality Catholic education still being offered at their alma mater.

Alumni are invited back each spring in late May to serve as speakers for our Jr. High Career Day program.

14. This Week At SSPP

Each Sunday evening a more current and detailed listing of the week's upcoming events will be blasted to the school parents.

D. Field Trips

Field trips are an extension of the classroom and are designed to broaden the students' learning through exposure to various educational, historical, social, or cultural events. For safety concerns, all children will remain in uniform as it makes them more identifiable to chaperones. The only exception would be certain trips such as to the zoo or Blackberry Farm. Also, parent chaperones are required to have cell phones so all adults can remain in communication with the teachers should an emergency arise.

All students who are in good standing with the discipline code are expected to participate.

E. Foreign Language Program

All students are introduced to Spanish as a second language in second grade for 20 minutes once a week. This introduction continues through the third grade. In fourth and fifth grade, students receive 45 minutes of weekly instruction. Beginning in fifth grade, the students will receive an effort and achievement grade at the end of the second and fourth quarters. A special after-school program called Spanish Ladders is available to students after school in kindergarten through second grade.

Beginning in sixth grade, Spanish becomes an elective. From sixth through eighth grade, students are offered the opportunity to continue their Spanish studies. Students will take Spanish class 2-3 days per week, and on the remaining days they will receive instruction in Technology, P.E., Music, or Art.

Because of the academic requirements of this class, not all students are eligible to continue after fifth grade and must be in good academic standing in the core curriculum.

A fee of \$200 is charged for those continuing in the program beyond fifth grade. Due to scheduling difficulties, students enrolled in the foreign language program in the Jr. High may not drop the class after five school days.

1. Course Description

Spanish is an elective academic program with Honor Roll status for 6th, 7th, and 8th grades. Grades are weighted at 60%. All conversational, written and reading skills will be included in the student's academic grade. Student's attitude, effort, and cooperation are an important factor in a student's academic achievement.

2. Goals

- a. To acquire comprehension, speaking, reading, writing skills that can be used in everyday situations in Spanish.
- b. To help the students discover and develop a positive attitude toward Spanish speaking people and their cultures.
- c. To stress Christian values toward the Spanish speaking people.
- d. To ensure that students are prepared for Spanish at the high school level.

3. Registration

Registration in the foreign language program beyond fifth grade is an elective and limited to 42 students per grade due to the conversational approach of instruction. Applicants must have averaged a B or better in fifth grade Reading, Language Arts, and Spanish to be eligible without receiving assistance from Project Discover teachers.

Students can expect homework two to three days a week and tests at the end of chapters and units. All Jr. High students will work with a freshman text they will complete by the end of eighth grade.

Students cannot re-enter Spanish at a later grade once they have dropped the class. Also, because of the continuity required in the program, new students may not enter the program after sixth grade.

F. Graduation Requirements

The following criteria must be met for a student to receive a diploma from Ss. Peter & Paul School as opposed to a certificate of attendance. A candidate for graduation must indicate he/she is working up to his/her ability as specified:

A child must pass each subject (Religion, Reading, Math, Science, Social Studies, Language Arts) with a cumulative average of D in each subject area. This also includes Spanish, Spelling, Vocabulary, Physical Education, Music, Art, and Computers.

In addition, eighth graders are required to perform 25 hours of community service as outlined by our religion coordinator and be in compliance with school attendance requirements.

Students failing to meet our standards are still allowed by the local high schools to matriculate into 9th grade; however, they will be issued a certificate of attendance and not a diploma. Students receiving a certificate of attendance may later receive a diploma upon the successful completion of a summer school class.

G. Homework

With the vast amount of knowledge, concepts, and skills that young people are expected to master, homework is a contributing factor to the learning process. It is designed to supplement, complement, and reinforce classroom teaching and learning. It would be rare not to at least have a reading assignment.

Because students have different learning styles, as a guideline, your child can expect the following homework on a daily basis:

Gr. K-2	15 minutes
3	30 minutes
4	45 minutes
5	60 minutes
6	105 minutes
7	120 minutes
8	140 minutes

Although there is little formal homework in first grade, and generally only Math in second grade, it is expected that spelling words, math home links, and extra practice recommended by the teacher be studied as needed. Our teachers also strongly recommend 15 minutes of silent reading daily when possible.

Often times, the back-to-school adjustments in August may find a child exceeding the suggested limits. If this pattern continues with regularity after the first two weeks of school, please notify the homeroom teacher. While we feel homework has value, we want the children to have opportunities for family and other non-academic activities.

Although the teachers of students in grades 4-8 do not share a common planning period, they will meet weekly to ensure that the homework guidelines are being adhered to and to also coordinate test dates in order to avoid an excessive amount of assessments on the same day.

While assigning homework over weekends, holidays, and vacations is not encouraged, it is sometime impossible to avoid. As a boon to families, no homework weekends are designated for the following times:

Thanksgiving	Christmas holidays	Easter weekend
School Play	Spring vacation	8 th grade class trip

Orientation Night will also be a no homework night for students in K-5. There is also no homework assigned the night of the Golf Outing, Monday, September 12.

H. Honor Roll

Next to religious training, academic achievement is the single most important function of our school. Although each child is singularly blessed by God with individual learning capabilities, it is the job of every teacher to recognize where a student is academically and to see that each child reaches the full measure of his or her potential.

Our Honor Roll acknowledges the academic achievements of our Jr. High students and is based on the following criteria:

1. Six major subjects will be included: Religion, Reading, Mathematics, Science, Language Arts*, and Social Studies. (Spanish counts, for those pursuing this elective, but is weighted 60% since the classes only meet three days week). Computer grades will also be included and will also be weighted since this class is not taught daily.

2. Gym, Music, Art, and Project Explore will not be included in the calculation. A student will be ineligible for First Honors, however, regardless of GPA, unless he receives achievement grades of at least a C in these areas.

3. No student will be eligible for either First or Second Honors if any of his/her grades are less than a C in any of the six major curriculum areas or Spanish, if applicable. A student with a C- in Spelling or Vocabulary, Gym, Music, Art, Project Explore, and Computer class disqualifies a student from First Honors regardless of GPA. A grade of D or less in these special subjects disqualifies a student from all honors regardless of GPA.

4. There are four effort grades for students in 3rd through 8th grade, one of which is leaving the report card effort box blank. Most children are in this category which means the effort is appropriate with his/her child's abilities. O indicates outstanding effort; T means the child is trending down and is not working to the best of his/her abilities; and an X means that a poor effort has impacted the final grade. Students with an X on the report card in any graded subject will be ineligible for the Honor Roll.

5. Students who take Art and Music will only receive a report card grade at the end of the semester due to the infrequent number of times these classes meet during each quarter.

6. First Honors: Based on an average of 3.5 to 4.0.

7. Second Honors: Based on an average of 3.05 to 3.49.

A+ =	4.3	A+ =	100%
A =	4.0	A =	99-96 Outstanding
A- =	3.7	A- =	95-93
B+ =	3.3	B+ =	92-91
B =	3.0	B =	90-88 Very Good
B- =	2.7	B- =	87-85
C+ =	2.3	C+ =	84-83
C =	2.0	C =	82-79 Good
C- =	1.7	C- =	78-77
D+ =	1.3	D+ =	76-75
D =	1.0	D =	74-72 Improvement Needed
D- =	0.7	D- =	71-70
F =	0	F =	69-0 Little or No Progress

*English grade will constitute 80% and Spelling/Vocabulary grade 20% of this work.

I. Incomplete, Late and Missing Assignments:

In order to insure a student's steady academic progress ,and as part of fostering responsibility, all assigned homework must be completed. If a student receives a HOMEWORK/STUDY HABIT notification as a result of missing or incomplete homework, the form is to be signed and returned to the issuing teacher with the completed homework assignment. Failure to do so may result in the issuance of a demerit.

Students are responsible for making up and completing all assigned work and tests given while they are absent. Students returning after being absent for an EXCUSED reason will be given an additional number of days to make up homework or take missing tests, equal to the number of days they were absent. In case of extended absence (generally longer than three days), the teacher has the discretion to assign an alternate test or form of homework to assure the student's progress.

In order to receive full credit, work must be handed in on the day it is due. Homework is considered late if not given to the assigning teacher before the beginning of the next class period that day. Thus, a student who left an assignment in an outside locker during a third period Math class, for example, may retrieve it at the end of that class and turn it in before the beginning of next class(Reading for example) without any penalty. Afterwards, it is considered late. After Labor Day, such omissions will also result in the issuance of a Homework/Study Habit form so the parents can be apprised of the situation.

After the date assignments are due (and allowing for any absence), missing or incomplete work will be treated as late and up to ten points will be taken off for every day the assignment is overdue, until a maximum of forty points is lost. Teachers will also issue a Homework/Study Habit Form to keep parents informed, and attempt to email parents, to increase the likelihood of the assignment being turned in the next day prior to the assessment of additional penalties. Should such intervention fail to produce the desired result, we will have our counselor intervene on her next work day. If the problem continues to persist, the student will also be required to attend our SCHOLARS program to receive needed assistance.

Students absent for UNEXCUSED reasons for ONE DAY ONLY must turn in missing homework and take any missing tests ON THE DAY THE STUDENT RETURNS TO SCHOOL.

For a longer period of any unexcused absence, any homework assigned PRIOR to the absence which is due during the period of absence will be due on the day of the student's return to school. Work

assigned during the period of absence is due, and any tests given while absent will be given, by the end of the second day after the student returns to school.

Students absent for excused reasons at the end of a marking period who have missing homework or tests will receive an "incomplete" grade until the missing work is completed.

J. Library / Learning Resource Center

A wide variety of age-appropriate books are available for student use in our elementary library. While our Jr. High learning center is also stocked with books, it is generally not the main source of reading materials for most of our upper classmen. Rather, our sixth, seventh, and eighth graders use this room more for research and group projects.

Any student responsible for damaged books or a lost book will be expected to pay the replacement cost. Students with overdue books, overdue fines, or overdue pink slips will temporarily be unable to check out additional library materials. Privileges will be reinstated after the student has resolved his/her library issues. Students with overdue books, overdue fines and/or overdue pink slips who repeatedly ignore weekly past due reminders (3 notes for the same book or fine) will be issued a PINK SLIP. Pink slips must be promptly returned with a parent's signature. Additional pink slips are issued for unsigned/unreturned pink slips. (*See p. 61*)

K. Math & Language Arts Small Groups

To assist with Math and Language Arts instruction in grades 4-8 we have additional staff members who work with the regular classroom teacher. Each will work on a daily basis with small groups of children in these grades to afford them a greater opportunity for success in these important subjects.

Students are placed in Math and Language Arts groups as a result of their daily classroom performance as evidenced by grades on their four report cards, Iowa Basic test results, and a year-end comprehension test.

L. Project Discover

The Project Discover program offers assistance to students who may be experiencing academic difficulty. The Project Discover staff works closely with classroom teachers to help students function to their full potential in the classroom.

To qualify for service, the student must require additional support in order to achieve success in the classroom. The need is determined by evaluating achievement test scores, report card grades, and teacher recommendations. It is not unusual for children to receive some of this assistance at some point throughout the year, especially students in grades K-5. Parents will be contacted by either the homeroom teacher or our Student Services Coordinator, Mrs. Pat Guess, when a serious problem is uncovered.

Should Mrs. Guess, the classroom teachers, or parents feel the Project Discover intervention is not allowing the child to make appropriate academic gains, it may be necessary to take the next step and determine whether the child's progress is being impacted by a learning disability. This request can surface from either school personnel or the child's parents. However, Mrs. Guess is the only one authorized to initiate and coordinate the necessary paperwork with D. 203 for any child whom either the teacher or parent feels is being impacted by a learning disability or speech / language difficulties.

* Testing of students suspected of a learning disability is administered by District 203 regardless if the family resides in District 204. District 203 is responsible for providing assistance and recommendations for our students regardless if the school family lives outside of District 203 boundaries. Parents in need of speech assistance are able to contract with Mrs. Heraty to have those services offered on site. In addition, District 203 will now be providing us with an on-site speech therapist for those students who have qualified for speech services and have an active individualized service plan.

M. Project Explore

Project Explore, in the sixth, seventh, and eighth grades, is a course of study intended for those students whose academic abilities and study habits are such that they are able to master their required core subjects, and still have the energy, time, and willingness to go beyond. This program is designed to further students in becoming individuals who are broad-minded, mentally agile, inquisitive, creative, analytical, and open to taking academic risks.

The focus of activities, over the span of the Jr. High years, will be on development of academic independence, creative talents, higher order thinking skills, problem solving techniques, advanced vocabulary, and oral presentation. These skills will be developed in ways that will have broad application to the challenges to be faced by students expecting to excel in high school. Students in this program are evaluated annually. To remain eligible for the program, they must attend regularly, perform to their ability, and fit in socially with their Project Explore classmates.

Eligibility for the Jr. High program is based on each child's cognitive abilities, tests, achievement scores, and teacher recommendation. Each spring, Mr. Duker will review standardized tests and student annually to determine eligibility for this program. He uses a matrix that employs the results of the Iowa Basic testing, academic performance during each quarter, and teacher input to determine if they are eligible to participate the following September. Jr. High students take part in Project Explore prior to the beginning of the school day at 7:00 A.M. twice a week. This has proven to be a successful alternative to having the children being pulled out of class.

An exploratory program of a similar nature is offered to all students in grades 3-5. It is designed to provide opportunities for independent learning, self-initiated projects, experimentation, creativity, higher level thinking skills and original work.

To cover supplies and materials, an additional fee is assessed in the upper grades. For the 2011-2012 school year it will be \$180.00.

N. Promotional Requirements

As we do not allow social promotion, the following criteria must be met in order for a student to be promoted to the next grade indicating he/she is working up to his/her ability as specified:

A child must pass each subject (Religion, Reading, Math, Science, Social Studies, Language Arts) with a cumulative average of D in each subject area. This also includes Spanish, Spelling, Vocabulary, Physical Education, Music, Art, and Computers.

In addition, students in each grade level must fulfill an annual service requirement as listed on p. 5 of this book, and comply with school attendance requirements.

Any child failing to meet these criteria will not be allowed to re-enter the school in the fall unless they receive some form of summer remediation and pass a proficiency exam in August. In the case of service requirements, they may also be completed in the summer.

O. R.E.A.L. Time

Many educational advocacy groups have recognized the many benefits that professional learning communities can provide to both students and staff. R.E.A. L. Time is our adaptation of that concept. It is an acronym standing for **R**eaching, **E**nriching, **A**ccelerating, and **L**earning. One of the basic premises of a professional learning community is that teachers collaborate at grade as well as subject levels about ways to effectively help students achieve academically. This includes clarifying what students are expected to learn and making certain that students are provided extra time and support in their quest for

this academic achievement at all levels, those who have not mastered a concept as well as those who have. While teachers and staff at Ss. Peter and Paul already collaborate, R.E.A. L. Time is an attempt to intensify and improve upon those efforts.

After numerous discussions by a team of our teachers, critical reading skills had been chosen as the first area of focus for the third and fourth grade students when we piloted this concept last spring. This year we will expand the program to include fifth graders and we will also alternate between Reading and Math. Students are divided into four different groups according to their performance on the Iowa Test of Basic Skills and CogAT and will meet twice per week for thirty minutes. Each group will focus on critical reading skills – getting the main idea, organizing ideas, drawing conclusions, making inferences, and summarizing/note taking. In order to evaluate the effectiveness of the program, a pre- and post-test will be administered to measure growth in the area of critical thinking skills.

It is the goal of this program to provide a means to reach all learners in the most efficient manner. Utilizing this model, every student's needs will be addressed without needing to remove students from their valuable core class time. R.E.A.L. Time provides an opportunity for teachers to re-teach and extend academic concepts so that all students have a greater opportunity for success.

P. Recognition

CHRISTIAN WITNESS AWARDS - When a teacher observes a child in grades 1-5 performing an act of charity, being kind to fellow students and teachers, or exemplifying high standards of Christian behavior, the teacher requests the office to issue a GOOD SAMARITAN award to the child. In the Jr. High, students are presented with CHRISTIANITY IN ACTION certificates whenever they display unsolicited acts of kindness and service toward their teachers or peers.

These are announced every Friday afternoon with the recipients receiving a certificate reflecting the positive manner in which they interact with their peers and teachers. The nominations are done anonymously to avoid copycat behavior which is not genuine and done only to receive this award.

STUDENT OF THE WEEK is limited to one 6th, 7th, and 8th grader each week. Criteria for this award is broadened to also include a student's accomplishments academically (achievement and/or effort) and in the field of extracurriculars.

HONORS ASSEMBLY - On the date report cards are issued during the first three marking periods, junior high students are recognized for their achievements and accomplishments in academics, social growth, and extracurriculars at an afternoon Honors Assembly

CITIZENSHIP AWARDS - These are presented in the junior high at each quarter's Honors Assembly to students who have completed the entire marking period without a demerit.

Other examples of positive reinforcement include:

8TH GRADE RECOGNITION ASSEMBLY - Held during the week of graduation, it spotlights all of the accomplishments of our eighth graders in the field of service, extracurricular activities, and academics. It includes the following honors and concludes with the announcement of school, parish, and community awards recipients.

Meghan McDonagh '77 Award - Presented in honor of a deceased alumna who participated in every theatrical production during her years at Ss. Peter & Paul. The recipient(s) is selected by Mrs. Yokom on the basis of participation in school plays.

John Philip Sousa Award - Presented by our band director to an eighth grade student who is diligent in practice, faithful in attendance, and who consistently strives to reach their full potential.

Band Director's Award - Presented by our band director to an eighth grader who exhibits a dedication to music and who exhibits leadership with other students.

Louis Armstrong Jazz Award – Presented by our band director to an eighth grader who shows great promise in our Jazz Band.

Blue & Gold & Trojan Awards - These awards are presented to individuals from each athletic team whose effort, determination, dedication, and improvement were vital to their squad. The Blue and Gold is presented to the Most Valuable Player and the Trojan to the Most Improved.

Presidential Award for Outstanding Academic Excellence - Recognizes graduation candidates who have averaged a 3.5 average throughout all six semesters of Jr. High.

Presidential Award for Outstanding Academic Achievement - Acknowledges students with excellent school records who have amassed a 3.0 academic average along with an effort average of G/VG throughout all six semesters of Jr. High.

Academic Awards – are presented at the eighth grade Recognition Assembly to members of the graduating class who have a cumulative 95 or better average throughout eighth grade in any of the academic disciplines. For Music, Art, Physical Education, and Technology, four awards each are given out.

Mike Karos '90 Memorial Sportsmanship Award – is presented in honor of a deceased alumnus annually to one eighth grade boy and girl who best exemplify effort, attitude, respect for teammates, coaches, and officials, and sportsmanlike conduct during their participation in school athletics.

Christianity in Action Award - presented to eighth graders who accumulate one hundred or more hours of volunteer time on behalf of school, parish, or community service projects. These are students who go well beyond the normal expectations or graduation requirement.

Romeo Blanchette Honor Society – Named after a former bishop of our diocese who was a strong advocate of Catholic education during the thirteen years he served our diocese. Those who consistently exhibit high standards of leadership, integrity, service, responsibility, and scholarship are inducted into this Honor Society.

To be nominated, a member of the graduating class must meet the following criteria as well as submit two letters of recommendation from non-school personnel by May 1.

ACADEMICS - must have at least a 2.75 cumulative average and average a grade of C or better in all subjects for all four quarters and not receive an Academic Detention.

CITIZENSHIP - must go through the year without receiving a behavior detention or a uniform code violation demerit (3 UCV's), and must earn citizenship at least two quarters.

SERVICE - must volunteer at least 45 hours of service in activities determined by the religion teacher.

ACTIVITIES - must be involved in a combination of three in-school or after-school activities.

It is from the members of the Romeo Blanchette Honor Society, that the school selects the recipients for the school, parish, and community awards a member of the graduating class may receive, such as the Pastor's, Principal's, VFW, American Legion, Rotary Club, and Chris Schmitt Memorial Awards.

VFW - is presented to one boy and one girl from each graduating class who best displays the traits of citizenship, scholarship, and attendance.

American Legion - is presented to the one eighth grade boy and girl who represent the qualities of courage, honor, leadership, patriotism, scholarship, and service.

Rotary Club – is presented to one eighth grade boy and girl who best demonstrate the ideals of truth, fairness, goodwill, friendship, and service.

Principal's Award – presented to two graduates who demonstrate a love of the school, a compassion for children of all ages, and a desire to help the school continue to improve.

Pastor's Award - is presented to two graduates who exhibit a deep respect for Christian ideals, and who demonstrate great service to the school, parish, and community.

Chris Schmitt Memorial Award - is named in honor of a former student who died from cancer in 1976 at the age of 12. This is the most prestigious award a graduate from Ss. Peter & Paul can receive. This award combines the qualities listed for the American Legion and adds a Christian dimension of service and respect for self and others.

In Nomine Meo Award – presented at a near end of the year school liturgy to a father and mother who worked tirelessly on the school's behalf during the years their children were students at Ss. Peter & Paul School

Q. Report Cards and Parent-Teacher Conferences

In conjunction with diocesan regulations, each student's academic report is issued by the principal, pastor, and parish priests four times a year.

Conferences are scheduled within one week following the distribution of the first report card. This year we are using a new software program which will allow parents to register online for all of their conferences. Conferences are ten minutes in length and parents may meet with as many teachers as they like. As a matter of convenience, as well as helping teachers and parents maintain their conference schedule, all sessions will be held in Zuker Hall (lower level of the Jr. High building.)

While formal conferences are not scheduled after November, our teachers are available to meet with any family where major concerns and questions arise, be they academic or social.

The Joliet Diocese has been using the combined conference and report card method of reporting to parents. The teacher generally uses the following standards as guidelines in evaluating a student in the areas of achievement and effort:

- a. *ability of the student*
- b. *participation*
- c. *daily class and home assignments*
- d. *effort to improve*

The parents are encouraged to confer with the teacher more often when the child displays a lack of interest in his work or a change of attitude toward school. It is important to remember that your child is an individual and the information should not be compared with any other child's report card; this is especially true for children in the same family.

The marks on character traits are highly important for they show how your child is learning to get along with others and his/her development as a responsible individual.

R. School Supplies/School Store

Children should be supplied with the necessary items on the first day of school. To help parents avoid the hassle of driving all over town to buy the necessary supplies at sale prices, our Home & School Association provides this service for you. Order forms are placed online each spring.

Students who lose or damage equipment or supplies that are the property of the school will be required to pay for the cost of replacement.

Each Thursday during the first semester, beginning September 15, and twice a month beginning in January, our School Store is set up in Zuker Hall during the lunch hour for students who need to purchase additional school supplies like pencils, rulers, pens, and assignment notebooks.

S. Standardized Testing Program

The Iowa Test of Basic Skills is the standardized testing program for all diocesan schools. All students in grades 3, 4, 5, 6, 7, & 8 are tested annually in the last week of September and the first week of October to help us assess student growth, as well as the effectiveness of our curriculum. Batteries of tests are also administered in second grade. Results are mailed home in a self-addressed stamped envelope.

Results can be discussed at our November parent-teacher conferences or at a later date if more convenient. An analysis of school results on these standardized tests is presented to the School Board in January and to the school families at a special coffee in February.

T. Study Habits

One of the most important objectives of education is to teach a child how to study. The following are a few questions to help a child determine how effective his/her study habits are:

1. Do you have a definite place to study in your home away from distractions?
2. Do you outline the chapter before reading it? Have you identified new vocabulary?
3. Do you take good notes in class?
4. Do you have a definite time for study every day?
5. Do you design a study program that places a priority on your schoolwork as opposed to extra-curricular activities?
6. Do you create a Study Guide with a list of questions for things you feel will be assessed?
7. Do you have good lighting and ventilation in the room in which you study?
8. Do you turn off the radio, TV, phone, I-pod, and computer while studying?
9. Do you review class work on a regular basis?
10. Do you use an assignment notebook daily?
11. Do you have your parents quiz you before tests?
12. Do you break down long-range assignments into manageable sections and complete them in a timely fashion?
13. Do you have access to reference materials in the room in which you study?
14. Do you skim assignments before reading them thoroughly?

U. Technology

Computer education is an integral part of our curriculum, as is our desire to integrate it seamlessly into all academic disciplines. Through the efforts of our School Board, Home & School Association, and Development Board, we have a PC lab in each building, which together house 70 PC's. In addition, all classrooms and LRCs are equipped with Internet accessible computers. Projection devices, interactive whiteboards (SMARTBoards), digital visual presenters (ELMO) and streaming video capabilities are also accessible to classrooms, LRCs and labs. Additionally, in an effort to infuse technology more directly into the curriculum, students and teachers use our portable laptop lab on a rotating basis. This allows instant access to word processing for note-taking, composition and research; spreadsheets to

record and chart data; presentation and desktop publishing software to create dynamic projects; and wireless Internet access for research, virtual field trips, inquiry-based projects, and curriculum reinforcement.

Beginning in kindergarten, our students are introduced to a sequential program that is designed to make our student body computer literate and comfortable with the various uses of computers as technological tools. Starting with fourth grade, the children are graded; and in the Jr. High, this grade is calculated with all others to determine Honor Roll status.

Our technology curriculum exposes the students to keyboarding, word processing, graphics, multimedia development, digital imagery, spreadsheets, databases, desktop publishing, graphing, map and timeline work, electronic sourcing for research and web page development. Students are also exposed to online test-taking and electronic skill-building. Our 8th grade students complete a two-week online course that is both synchronous and asynchronous, and affords them the opportunity to experience web-based learning. This program is coordinated with classroom teachers to enhance the curriculum and create an authentic learning environment. All Internet usage is both filtered and teacher supervised.

Each parent must sign the Joliet Diocese's Student Agreement for Internet Access and Related Technology Use annually. If a parent elects not to sign this form, their child(ren) cannot participate in any Internet related lessons or projects. Instead they will be sent to the library for a study hall.

Parents are also provided with a PERMISSION TO USE PERSONALLY IDENTIFIABLE STUDENT IMAGES AND WORK form that allows the school to publish a child's personally identifiable image and work in places and via electronic, video, auditory, print, and other media accessible by the public (including SSPP's Internet and print publications.) This form does not have to be returned unless you choose to have your child "opt out" of this opportunity.

A copy of this year's Technology Goals can be found online.

U. Textbooks

Textbooks are expensive, rented, and expected to last six years. To protect the substantial investment you make each year in textbooks, please make sure that the books are properly covered and labeled with your child's name. Any books which are damaged in any way must be replaced at the expense of the one causing the damage, or an appropriate fine will be imposed. Students will not be issued a final report card until all books (library and text) are returned or paid for.

All of our elementary students will be using new Reading textbooks this fall, as our faculty adopted the Houghton Mifflin Harcourt Journey's program.

SCHOOL DAY PROCEDURES

School Day

7:30 a.m.	Kindergarten students enter school as they arrive
7:40	First bell, students in grades 1-8 enter school *
7:47	Homeroom and tardy bell - attendance is taken
7:48	Prayers and Announcements
11:30-12:15	Recess and Lunch for Kindergarten
11:40 -12:20	Gr. 1 & 2 Recess and Lunch
11:56-12:28	Lunch hour and recess for Gr. 3-8
2:15	All students dismissed
2:20	Extended Day begins
6:00 p.m.	Extended Day concludes

During the months of December through March, students will report directly to their homerooms at 7:30 every day. They are expected to put their coats in the lockers, get their first period materials ready, and go to their seats to begin some educational pursuit. All children should be seated by the 7:40 bell.

Patrols, playground aides, and assigned teachers will be at their posts at 7:30. Children are not allowed to arrive before this time as there will be NO supervision. Children must also go home immediately after school unless they have signed up for the Extended Day program. This does not apply to students involved in supervised after-school activities occurring at 2:30 p.m. Student-athletes who want to stay for an activity beginning at 3:00 (or later) because it doesn't make sense to go home and have to come right back must sign up for the Extended Day program, as we no longer offer a supervised Study Hall.

A. Attendance - Absence - Sickness - Tardies

It goes without saying that regular attendance is important if a child is to benefit fully from school. Illness is understandable, and an argument can even be made for the value of a family vacation on school time. However, absences for medical appointments which can be made on off days or after hours or even time away from school because of schedule conflicts with non-school sports teams can play havoc with the learning process. Reading a textbook and completing homework cannot replicate the learning that takes place in the classroom where teacher directed discussions or debates, or the viewing of videos or the presence of speakers adds much to the learning process.

If a student is ill and must be absent from school, the parent or guardian must call the Attendance Line before 8 a.m. Please listen to the message and follow the prompts. If a child is not present in his homeroom for the 7:47 attendance bell, he must report to the office with a written excuse explaining his tardiness. Due to safety concerns, a school representative will call all non-reported absences daily.

Parents of students who cumulatively miss thirty or more days in any given school year will have to meet with the school's administrative team to determine if the student qualifies for promotion to the next grade. Excused absences are reserved for illness, family emergency (death or visiting a dying relative), or approved school activities such as field trips, Science Fair competition, or musical contests. Students missing work and who need to complete a test, must do so no later than their third day back in school.

Unexcused absences refer to such things as family vacations and out of town tournaments for club sports. Students missing school for one of these reasons will be expected to complete any missed tests on the second day of their return to school. While parents may feel there is value to participating in club sports, our experience is that even the best of students will see a drop off in grades no matter how conscientious they or their parents are about attending to school work while traveling. Teaching lessons, presentations, experiments, discussions, and group work cannot be duplicated by simply making up late work.

Children also need to learn the value and importance of punctuality. Students in the intermediate grades or Jr. High, who are not present before 8:39 will be considered tardy, not absent.

When a child returns to school, a dated excuse written and signed by a parent or guardian, explaining the cause for the child's absence, is required for class re-admittance and is presented to the child's homeroom teacher. Students are responsible for work missed due to any absence. (See policy on Incompletes, Late and Missing Assignments on p. 37).

Every child who is well enough to be in school is expected to play outdoors at recess time. The recess is part of the whole school program. It is essential to the physical, social, and mental well-being of each child to be out in the fresh air with classmates. During inclement weather, or on very cold winter days, all pupils remain indoors. Whenever a child is absent, however, they are not allowed to participate in any extracurricular activities that day. (A child absent on a Friday, however, is eligible to play on Saturday or Sunday). This would include athletic practices and games, school dances, band concerts, and even scouting activities or trips.

Any place where children gather on a regular basis can become a breeding ground for the spread of germs. Although many communicable childhood diseases cannot be avoided, our teachers stress the importance of hand washing after using the washrooms and the avoidance of sharing combs and hats. Parents will be notified immediately whenever a case of lice or chicken pox breaks out in the class. We also ask parents to have the courtesy to inform the school when they discover a case of lice in their home. That information will be sent anonymously to the homes of all classmates.

In each child's best interest, and to prevent the spread of contagious diseases, he/she must be kept at home if they show any symptoms suggestive of acute communicable diseases such as:

- | | | | |
|----------------------|-----------------|--------------------------------|----------------------|
| a) sore throat | b) running nose | c) cough | d) rash or eruptions |
| e) nausea & vomiting | f) fever | g) inflamed or discharging eye | h) diarrhea |

Prior to returning to school, children must be symptom free for twenty-four hours.

B. All-Day Kindergarten

We have maintained a full-day kindergarten since 2006-07. The added hours feature enrichment activities as opposed to an acceleration of the traditional half-day fare. The added time is devoted to activities such as Math or Reading centers, journal writing, fine motor activities, problem solving, Science exploration, story time, play time, and added time in gym, art class, and technology.

Families who do not want their children in the full-day program may have them dismissed at 11:30. These children will, however, be placed in a full-day classroom.

C. Appointments (medical)

Please avoid making doctor appointments during school hours. If it is absolutely necessary, notify the school office by note at least one day ahead of the appointment. Children who are late for school due to an early morning doctor's appointment will be marked tardy. Parents are asked not to schedule routine medical and dental appointments during school hours.

D. Dropping Off and Picking Up Children From School

Parking for our church, Ministry Center, and school is very limited. We continually review our procedures for children being dropped off in the morning (via car and bus) as well as being picked up at dismissal.

Morning Drop Off:

Parents of elementary students are asked to use the drop off lane in front of the elementary building on Ellsworth St. There members of our student body, along with Mr. Partapilo, the head of our maintenance department, will open the doors and greet them.

Afternoon Pick-Up:

Parents who are driving their children are to park in the lot south of the elementary building. Those whose children are old enough to walk to the car are to line-up in the circle that surrounds the exterior of the lot. We ask that you please do not ask your child(ren) to walk out with the busers to meet you when you are picking them up as it creates a hazardous situation.

Patrols are on duty to facilitate student safety and a smooth traffic flow in the morning and afternoon. We expect all parents to respect the orange vested student patrol leaders and the teachers we have assigned to the elementary lot for PM dismissal.

To allow the D.203 buses to emerge safely into traffic, and to make sure that students are not placed in harms way, we ask that parents refrain from parking along either side of Ellsworth Street along the Jr. High building or parking lot after 12:15 p.m. Drivers are also not allowed to drop off or pick up students in the parking lot on the east side of the Jr. High near the rectory.

E. Emergency Cards

In case of emergency, parents are contacted first. Therefore, providing information about work numbers, cell phones, pager numbers, etc. is extremely vital. If a parent cannot be contacted, however, then a person designated by the parent on the child's emergency card will be contacted. Parents have the responsibility to keep the emergency cards up to date with phone numbers for both the mother and father. Since we use electronic communication so regularly, we now require all parents to include their email address on these cards.

The school will notify parents anytime a child sustains a head injury at school.

F. Emergency Closing - Late Arrival Schedule

Our calendar is driven in large part by D. 203 due to our reliance on busing. Consequently, when their superintendent implemented a 'late arrival' policy in an effort to avoid cancelling school with a snow day, we followed suit. Late arrival in essence means is that the school day will begin two hours later than usual. All of our students who ride D. 203 buses will be picked up at their regular stop two hours later than normal.

Those students who walk or are driven to school should not arrive prior to the drop off times where we would have school personnel ready to greet them and admit them into the buildings. We would thus expect students to arrive at school by 9:30 with classes formally beginning at 9:53. Dismissal times remain the same. Those children who are dismissed from kindergarten at 11:30 would NOT report to school on such days.

Whether a 'late arrival' is declared or whether other conditions such as a broken water main necessitate school being shut down completely, we will try to communicate our response to these circumstances as early as possible, usually no later than 6:00 a.m. Families will be notified in the following manner:

1. Posting 'late start' information on our web page
2. Sending an 'e' blast to all school families
3. Utilizing One Call Now to place a phone call to all school families
4. Providing this information to the Chicago area radio and television stations

In an effort to ensure that all families receive notification of a school closing in a timely manner, we employ the services of One Call Now. The biggest advantage of this system is their ability to call all school families simultaneously. Each year we need to verify parent home numbers and day time work numbers to maximize the benefits of this system.

We will include this information on our school's website which can be found at:
<http://www.sspeterandpaulschool.com>.

In addition, parents can also check the status for our school in one of the following ways:

- 1) Go to our public website at <http://www.emergencyclosingcenter.com/complete.html> and search for the facility by typing the name and city or by the main phone number of the facility (630-355-0113)
- 2) Call 847-238-1234 from a touch-tone phone and enter the main phone number of the facility.
- 3) Receive an e-mail notification of a change made to your facility by signing up on our website at www.emergencyclosings.com.
- 4) Listen to WGN Radio 720-AM, WBBM Radio 780-AM or watch CBS Ch. 2, NBC Ch. 5, ABC Ch. 7, FOX 32, WGN-TV or CLTV cable

G. Extended Day

Our Extended Day (ED) program begins immediately after school and runs until 6:00 p.m., except for November 23 (day before Thanksgiving), and December 22 (early dismissal for Christmas vacation). Should there be interest, we will also offer Extended Day on May 4 (early dismissal for goal setting) and May 25 (Records Day) both of which have an 11:15 dismissal. This after-school program is housed in our Jr. High library. Families who wish to use this service must register each year and pay a \$25 registration fee. The cost of the program is \$14 per day and includes a snack.

Although this is not a social gathering, the children will have time daily for either indoor or outdoor play immediately after dismissal. Following this leisure break, they will snack, and then devote time to doing their homework, reading, or playing quiet games until picked up by their parent at the northeast door of our Jr. High. (alley by gym). It is our expectation that all required homework will be completed by any student who remains at Extended Day for the full period.

H. Leaving Schools Grounds

Since the school is responsible for the child during the entire school day, no child is permitted to leave before or during the school session. If for reason of illness or appointments, parents are to meet their child in the office and sign them out. A written note for early dismissal must accompany the child on the day prior to the day of the appointment and be approved by the office. The note then must be presented to the homeroom teacher.

I. Medication

In compliance with the Illinois School Code, and based on the RECOMMENDED GUIDELINES FOR MEDICATION ADMINISTRATION published by the Illinois Department of Public Health and the State Board of Education, we are not allowed to dispense non-prescription medication such as headache tablets to our students.

A legal opinion by a legal advisor to the office of Superintendent of Public Instruction, advises that the improper administration of medication by school employees (overdose, underdose, failure to follow directions, etc.) could be construed by the courts as negligence, subjecting the school and its employees to a tort suit.

When a child requires daily or regular medication, the responsibility for administering such medication rests solely upon the parents. The Health Department recognizes the need to cooperate with the

parents in the medical treatment necessary for each child's physical, emotional and intellectual growth and well-being and suggests the following guidelines:

"Only medicines which are essential for the child to remain in school should be given under the conditions outlined below and with the approval of the school administration. Supervision must be provided when the child takes medication. We recommend that parents consult with their doctor to see if mid-day medication can be adjusted and given at another time. When a question arises regarding exceptions to these guidelines, the school nurse should be involved in the decision."

A. The following should not be given by school personnel:

1. Medication for recovery from acute illness
2. Aspirin or pain relievers
3. PRN medication (medicines to be given "as necessary")
4. Injections

B. Prior to giving medication at school, the School Medication Permission form should be completed by the parents and physician authorizing the school to administer the medication. Permission forms shall be renewed annually and filed in student's health record. Furthermore, such medication will only be given if contents are contained in the original pharmaceutical container.

C. A permanent daily log should be kept on all medications given:

<u>Name</u>	<u>Age</u>	<u>Medication</u>	<u>Dosage</u>	<u>Date</u>	<u>Given by Whom</u>
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The log will be reviewed regularly by the head of our health committee.

For the sake of safety, all medications will be kept in the office and administered there by the aide, secretary, or nurse mom. Children are never permitted to independently carry or take medication (including aspirin). The only current exception to this allowed by law is for INHALERS. Students who need this potential life saving device are now allowed by law to carry them on their person. However, parents must submit a form from the doctor annually informing us of the need for the child to have the inhaler in school.

J. School Parties

On special days throughout the year our students take a break from their studies to celebrate an appropriate holiday or event. Traditionally these include Halloween, Christmas, and Valentine's Day. Depending on the grade level, most parties include games, a craft activity, and treats.

Due to the fact that each room may have 35 students plus a teacher, and teacher's aide, we must limit parent participation at these parties to room mothers only. We also ask that all non-school age children be left at home in order to ensure their safety.

K. Street Closing

On school days, we block Ellsworth St. to through traffic. This allows for our students to cross safely between buildings and also provides for a safer playground experience. On days with funerals, however, the barricades are taken down during the Mass of Resurrection until the time the cortege leaves the church. Therefore, we caution the children to stay in the habit of crossing only at the corners after first looking both directions for cars. We do not want our students to ever become careless and just run out onto the street.

L. Security

In an effort to keep our buildings safe and secure, we are very safety conscious and have implemented many measures that were recommended following a security audit by both a private firm and members of the Naperville Police Department. Cameras have been installed around campus to monitor activities around the clock. In addition, cameras have been placed on all floors in the Jr. High as this building is heavily trafficked with visitors due to a modicum of extracurricular events.

Teachers have access to telephones in each classroom. There is also a teacher on each floor of each building with a two-way communication phone, and all classroom doors can be locked from the inside by pushing a button. Lockdown drills are also scheduled periodically throughout the year.

In a further effort to maintain security, as well as the integrity of the academic environment, all parent meetings continue to be held in the Ministry Center. This includes such things as parent coffees, Brownies, Room Mothers, Home & School meetings, and sacramental meetings.

M. Telephone Usage including Cell Phones

We do not call children or teachers from their classrooms to the phone. In our efforts to teach responsibility, students will NOT be permitted to call home for homework assignments, gym clothes, art supplies, permission to visit a friend after school, etc

As a means of accepting responsibility, student use of the office phone should be rare. Neither should students use cell phones from the time they arrive at school until after dismissal.

Our phone system includes voice mail which allows you to bypass our secretaries and leave your confidential message directly with the teacher. There are also phones in each classroom with each teacher's extension listed at the end of this handbook in the section that identifies our staff and the subjects and grade level they teach. While teachers are requested to check their voice mail regularly and return all calls within twenty-four hours, they are to turn off the phones when teaching and cannot be reached directly between 7:30 – 2:15. We ask that when you call to please include the time of your call along with your message. Also, please do not call our teachers at home.

Cell Phones

If parents feel it is absolutely necessary for their children to have cell phones in school, they should only be used to call parents at dismissal or at the conclusion of any after-school activities. They are not to be used at any point during the school day, including the lunch period. They are also not allowed to be brought on field trips as texting, taking pictures, and phoning are distractions to the goals of the educational experience.

Also, having cell phones turned on during a real emergency can impact communication between school authorities. Police officials have also shared with us how cell phones can be used as a detonation device.

Should any student be seen making or receiving a call or text message during the school day, the phone will be confiscated, a demerit issued, and kept in the office until dismissal. Should there be a repeat occurrence, the cell phone will be taken away and kept in the office until the last day of school.

N. Transfers

Incoming

Transferring to a new school is never easy. It becomes especially difficult for older children, and even more so if the applicant has never attended a Catholic school. The enrollment process for incoming students in grades 4-8 includes a detailed application form, a reference from the previous school, a review of report cards and standardized tests, verification of student attendance in the parish religious education program, and a formal interview with the principal. All of these steps are designed to determine the probability of a successful fit with our student body and the requirements and expectations of our school.

Incoming students are placed on probation for the first marking period to ensure a good fit with our school philosophy.

Outgoing

Records of students leaving Ss. Peter & Paul School, including graduates, will not be forwarded to another school unless all accounts are paid in full. Parents who are moving and wish to bring copies of their child's permanent records to the school they are applying to may request this information in writing. There is a \$20 charge to duplicate these materials.

O. Vacations

In the interest of pupil success, regular attendance is imperative, even for a straight "A" student. While we realize the benefits that derive from a family being together for the occasional "trip of a lifetime" and understand that all parents often cannot schedule their vacations around school holidays, we discourage such absences. It is usually not in the best scholastic interests of children to have their academic schedule and routine unduly interrupted. This is especially true in the Jr. High. In recent years, students leaving school because of commitments to traveling sports' teams has also resulted in numerous unexcused absences.

At times, a family feels they have no alternative but to schedule a vacation during the school year. While we understand this, we do not share the same opinion of absences due to sporting events. In either case, please know that the teachers cannot be expected to provide work to accompany each child. While we realize that parents have the best intentions in mind, and don't want their children to lose their academic edge, this is a time consuming, and almost impossible, request for the teacher to honor. As stated earlier, children out of school for unexcused absences will be required to make up all tests and submit all homework upon the second day following their return to school. Furthermore, although parents may feel there is value to participating in club sports, our experience is that even the best of students will see a drop in grades no matter how conscientious they or their parents are about attending to school work while traveling. In addition to a fatigue factor, teaching lessons, presentations, experiments, discussions, and group work cannot be duplicated by simply making up late work.

In the primary grades there are so many skills introduced that lesson plans may change several times during a week. We have found that children stay on track more easily if they make up work after a vacation and not during. As disappointing as this may be, WE ARE NOT ABLE TO PROVIDE HOMEWORK FOR VACATIONEERS. While this request may save the parent conscience, it places a difficult, if not unreasonable, burden on the teacher.

While the teachers will cooperate as best as possible in working with the children upon their return, it is unfair, and nigh impossible, to expect them to remain after school to catch up each child on missed schoolwork.

P. Visitors - (Parents)

As stated in our philosophy, we realize the importance of working in tandem with our parents. We are also cognizant of the need for a steady dialogue between home and school, especially if a student begins

to under perform. Thus, we are very willing to meet with parents, as long as these meetings are pre-arranged and not impromptu.

Even more paramount, however, is the need to provide a safe school environment for our students and staff, as well as to protect the integrity of the teaching day. To that extent, we ask your cooperation when visiting the school since all doors are locked. Primary parents, in particular, often hinder these efforts by being an enabler to their children. No child will ever fail, get expelled, or be in serious trouble because they forgot their homework or a form. In addition, no child will ever starve to death because a lunch was left on the kitchen table or back seat of the car. Please remember that while you may be helping your child, you are taking the teacher's attention away from the other children he/she is responsible for.

To eliminate unnecessary office traffic, we have a mailbox outside the main Jr. High entrance. Parents needing to return forms (Tuition payments, Field trip permission slips, Annual Fund donations, etc.) are asked to use this drop box. In an effort to streamline some of the responsibilities of our secretaries and eliminate a number of interruptions, we have volunteers serve as greeters at the Jr. High main entrance each morning and afternoon. The greeter's desk also serves as a drop-off point for anything a child may have forgotten at home. Knowing this, it is each child's responsibility to check the greeter's desk when they know a parent will be dropping something off. Examples include lunches, gym clothes, and anything a parent realizes a child forgot to bring to school. Lunches dropped off for primary students will be delivered to them by the seventh grade Student of the Week who distributes the daily attendance form.

You are more than welcome to schedule an appointment or ask a teacher to return a phone call whenever you feel the situation warrants. Parents wishing to confer with teachers are asked to call the teacher directly by using the telephone extensions found in the back of this document. It is unfair to the teacher and his/her students for a parent to approach the teacher before, during, or immediately after school for an unscheduled, impromptu conference. Not only is this unprofessional, it is also unproductive if the teacher is unprepared, and more importantly, it is dangerous for the teacher to leave his/her other students unattended.

IN THE INTEREST OF SECURITY, WE MUST INSIST THAT ANY PERSON, INCLUDING PARENTS, ENTERING EITHER THE ELEMENTARY OR JUNIOR HIGH SCHOOL BUILDING FIRST RECEIVE CLEARANCE AND THEN CHECK INTO THE OFFICE UNLESS YOU ARE HERE FOR A SPECIFIC SCHEDULED ACTIVITY SUCH AS A PARENT CONFERENCE, CHRISTMAS PARTY, HONORS ASSEMBLY, OPEN HOUSE, ETC. ONCE ENTERING THE OFFICE, YOU WILL BE REQUIRED TO SIGN IN AND THEN WEAR A SCHOOL VISITOR PASS THAT IDENTIFIES YOU AS SOMEONE WITH AUTHORIZATION TO BE IN THE BUILDING. YOU WILL ALSO BE REQUIRED TO SIGN OUT WHEN YOU LEAVE THE BUILDING.

SCHOOL CODE SEC. 24-25

All visitors are required to report directly to the principal's office to identify themselves and state their business. Any violators found in the building without permission are subject to prosecution as specified in the school code or by city ordinance.

Q. Visitors - (Alumni & Former Students)

Through our development efforts we strive to maintain harmonious relationships with our graduates and are pleased when they drop by to visit their alma mater. In the interest of academic continuity, however, we must insist that such visits take place after the student body has been dismissed. Normally this is not a problem except on those days the high schools follow an early dismissal schedule.

In addition, we often get requests from families who are visiting Naperville with children who once attended our school before they moved to another community. While they are anxious for their children to visit their former friends, it would be impossible to have them sit in on classes. They would be allowed permission, however, to come on campus during the lunch hour. Such requests must be made in writing and submitted no later than 8:30 A.M. of the day of planned visitation.

STUDENT INFORMATION

A. Bicycles

Bicycle racks are found on the junior high playground. Bikes are to be walked when on school property and must be kept locked in the rack. The school is not responsible for stolen bicycles. Bike riders may not leave school grounds until the buses are dismissed.

B. Big Buddy Program

In an effort to increase and improve the spirit and camaraderie between the student body, we sponsor a Big Buddy Program that is coordinated by our teachers. By design, it pairs 1st and 7th graders as well as 2nd and 8th graders.

Four times throughout the school year these students gather for either a social, educational or spiritual activity. The response to this program continues to exceed our expectations as to the number of new friendships that have developed and flourished.

C. Birthdays

Each morning we announce birthdays on the P.A. and also present a little gift to students when they come to the office. Students in K-3 receive a school pencil, those in grades 4 and 5 are given a school folder, and the junior high get a highlighting pen.

Birthdays are especially important to our primary students (K-3). However, since most birthday treats are filled with sugar, we do not want to disrupt the class' ability to concentrate. Also, there are a growing number of students who suffer from peanut allergies. Thus, we request that all such treats be individually wrapped so they can be given out at dismissal and eaten at home. If parents want to do something special for their children, we ask that you consider donating a book to a homeroom or school library on which we will affix a special birthday insignia.

D. Bus Service

Because transportation is provided by the public school district, they reserve the right to discipline students whose behavior interferes with the driver's concentration and passenger safety. After a student has been warned, continued misbehavior will lead to a demerit. Should the poor behavior continue, a student may have bus privileges suspended by District 203 for two weeks as well as receive a detention from school. Please note that cameras are installed on each bus and may be used to verify an unruly or continued disturbance.

Students are assigned an AM and PM bus in the fall and are not allowed to deviate from that bus at their discretion for any reason. Insurance regulations and limited seating prohibit children from taking a different bus after school to visit a friend to play or do homework together. Only on RARE occasions would this ever be allowed. Such an occurrence would require a written parental note signed by the principal, and submitted to the bus driver. Neither D. 203, nor our school, will allow such requests if they are made over the phone. Students who are ineligible for busing never have this opportunity.

D. 203 will no longer provide busing on days when their students are not in class. While we try to mirror their calendar as much as possible, for the 2011-12 year, no busing at all will be provided on October 6, January 16, and March 15 & 16. In addition, there is no busing home on May 4. Problems with routes, times, and driver professionalism should be directed to D. 203 transportation director Curly McQuillen at 420-6464.

DISTRICT 203 BUS REGULATIONS

DON'T LOSE YOUR RIDING PRIVILEGE - FOLLOW THESE RULES:

1. Observe same conduct as in the classroom.
2. Be courteous, especially to younger children; use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Do not be destructive. No writing on the seats.
6. Stay in your seat. No standing.
7. Keep hands, head, and feet inside bus.
8. Bus driver is authorized to assign seats.
9. Be respectful of the driver and other riders.
10. District 203 reserves the right to deny bus service to anyone who continually violates any of the above rules and regulations.

The bus driver is responsible for the safety and welfare of his passengers. He is acting in loco parentis as an agent of the school and has the authority and responsibility to maintain discipline and order.

Should the driver find it necessary to report a student's misbehavior to the principal, it will be deemed serious and will be dealt with accordingly:

1st offense: a demerit

2nd offense: suspension of bus privileges for 2 weeks plus a detention

3rd offense: suspension of bus privileges for remainder of semester plus a detention

This policy is in effect because we do not want to risk jeopardizing bus service for our student body due to the childish antics of a handful of children.

E. Founder's Day

Sponsored by the Home & School Association, this special day for students in grades K-7, will be held on school grounds as near the end of the school year as possible. It honors our school's founder, Fr. Charles Zuker, whose birthday was in early June. It is a day of fun, games, food, competition, contests, music, and merriment for our entire student body. This event is scheduled in lieu of individual year-end class picnics.

F. Health Program

The State of Illinois requires a physical before entering Kindergarten or first grade and sixth grade. These forms are given out in the spring and should be returned as soon as possible, but no later than the first day of school. Transfers from out of state must have a physical within one year of starting school.

The school office monitors records of the children's health forms. If the required physical forms are not submitted to Ss. Peter & Paul by October 1 of each school year, then the child will not be permitted to attend school until the forms are submitted.

The State of Illinois also requires all students in grades K, 2nd & 6th to have proof of a dental examination on file at the school. An eye examination is required for students entering Kindergarten. The dental and vision forms can be found on our website.

A Family Life program, based on religious values and morals, is also a regular part of the academic program of our school and is taught in all Religion classes in late February.

During the lunch hour we are fortunate to have many additional volunteer parents with nursing credentials who regularly staff the nurse's center should any child come in from the playground with an injury. They assist our secretaries in administering medication and addressing any ailments or injuries which may occur when the children are at recess. Parents will be notified should a child come to the office reporting a head injury.

G. Hot Lunches

Every Monday, beginning on September 12 through May 9, the Hot Lunch committee will provide a special treat for our students. A varied menu is designed to delight the children. Due to the reported link with obesity, the Student Council no longer sells pop on these days, but does sell water.

H. Lockers

Only Jr. High students may decorate the inside of their locker such as a mirror, calendar, school schedule, or pictures of classmates. They may not, however, decorate in such a manner that would be considered offensive to school authorities or classmates. We periodically conduct random locker checks to ensure these standards. We prefer students not have backpacks with wheels as they do not fit into our lockers. Locks are provided to all Jr. High students who have a hallway locker on the main floor outside the gym.

I. Lost and Found

Lost articles will be placed in a box in both buildings. Marking articles of clothing, uniform, gym clothes, art smocks, books, and supplies will forestall wasting time identifying and searching for lost articles. All unclaimed items will be dispersed to charity on the last school day of October, December, March and May.

J. Lunch Period

Eating

Because of our limited outdoor facilities, our lunch period is staggered between students of each building. Our all-day kindergarten students' break for recess at 11:15, afterwards they will enjoy lunch. At 11:40 our first and second graders go outside for play. At 11:55 they return to their classrooms to eat their lunch under the supervision of the classroom aide with assistance from eighth grade monitors.

Students in grades 3-5 begin their outdoor recess at 11:56 at the same time the Jr. High is eating lunch in the Zuker Hall. This set-up is reversed at 12:12.

All children bring their lunches from home and those from grades 3-8 eat in Zuker Hall under faculty supervision. To help our students to become more responsible for their environment, make for a cleaner and more pleasant setting, and to assist our noon supervisors in knowing where our children are at all times, everyone will have assigned seating to facilitate the taking of attendance.

Since students in grades 3-5 play outside before going to eat, parents are encouraged to write their children's names on all bags so they can be easily recognized. We also encourage families to buy the insulated, recyclable SSPP lunch bags which the Home & School Association sells.

Because we have some students with peanut allergies, we have a designated "peanut free" area in the lunchroom for these students and their friends to enjoy their lunch and lessen parent fears about their children coming into contact with food sources that could cause a reaction. Keep in mind that children with severe allergies should always wear a Medic-Alert bracelet explaining that they are allergic to and how they should be treated.

Students are not permitted, however, to bring in special lunches for their select friends as a birthday treat. Time is limited and the singling out of a limited number of classmates for pizza or McDonald's causes an elitist attitude (see Bullying) we don't want to encourage.

Food is only to be eaten in the "lunchroom" and never on the playground or in the corridors. Unacceptable behavior during the lunch period, including eating food outside, will result in a demerit being issued.

We have paid teacher's aides in Grades K-3. Part of their responsibilities includes lunch supervision for the primary students both indoors and out. We have two staff members monitoring lunch in Zuker Hall for grades 4-8 and three staff members outside supervising the playground.

Outdoors

After spending four hours in the classroom each morning, our students need a break to play, run, jump rope, and socialize with their classmates. The lunch period recreation provides our students with a needed break from their studies, rejuvenates them for their afternoon classes, and gives them an opportunity to get to know each other in a relaxed atmosphere.

Each grade has an assigned area of the playground in which to play during the outside portion of their lunch break. Children are not to leave this area without the specific permission of the adult supervisor. Although the streets are blocked off from traffic, the children still have to watch out for the occasional parent volunteer or funeral attendee who parks on Ellsworth Street and needs to leave during the lunch hour.

Rough play or misbehavior of any kind will not be tolerated. Tackle football, the use of hardballs, or any objects that could prove harmful to students or would cause damage to school property will not be allowed. This includes snowballs in the winter.

A large student population, coupled with limited space, presents numerous challenges to our noon recess. This is compounded whenever the parish has an 11:00 funeral followed by a lunch in the Ministry Center. Nonetheless, we feel that the children need unstructured time to play and interact. Thus, in the fall and spring they are left on their own under the supervision of some of our teachers and aides. Children are allowed to play on the "commons" in front of the Ministry Center as long as the ground is not wet. During the winter when wind chills prevent us from going outdoors, the students in grades 3-8 compete in various athletic contests in the gym to keep them occupied in a constructive manner.

Our numbers also necessitate adherence to the following regulations in order to guarantee everyone's safety.

1. School boundaries - No one is allowed beyond:
 - North - on east side of Ellsworth - to Miller home next to jr. high parking lot
 - South - to Benton (corner by church)
 - East - up to (but not including) the alley
 - West - Ellsworth corner north of Franklin
2. Kindergarten, first and second graders will play on the elementary playground before the others begin recess.
3. No one is allowed in either of the school buildings, the Ministry Center, or church.
4. Students are not to bring bats, balls, skateboards or Frisbees. All necessary playground equipment will be furnished by either the physical education or classroom teacher.
5. Dodge ball and keep-away are forbidden.
6. Throwing of rocks and snow is forbidden.
7. No food is to be eaten outside.
8. Students are not allowed to congregate on the landings of any of the entrances.
9. Balls are not to be thrown at the school building for fear of breaking a window.
10. Students are expected to be respectful of trees, bushes, and flowers.

Disregard for any of these regulations may lead to a demerit or detention.

K. Morning Snacks

While childhood obesity is becoming a national problem, research is also available on eating disorders. Making sure children eat well-balanced nutritious meals is a challenge all families face. An additional problem we are confronted with at school is the fact that many of our older students finish their breakfast as much as five to six hours before they enter Zuker Hall to eat their lunch. As a result, all students are allowed a nutritious health snack at mid-morning.

We expect this respite to re-energize our students so commodities such as candy, potato chips, and donuts will not be allowed. Healthy foods such as granola bars or pre-sliced fruit would be ideal, as would water. Our hope is to achieve a balance that will help the child but not disrupt the lesson or dirty the desk or classroom. It is also understood, that due to a large number of students who have peanut allergies, peanut butter and other peanut derivative snacks cannot be allowed. While we have a peanut free zone in the lunchroom, our classrooms are too small to make such accommodations.

L. Orientation of New Students and Families

Each year, due to the transient nature of the Naperville community, we welcome numerous new families and children to our school community.

In an effort to make them feel welcome and as comfortable with their new academic environment as possible, we offer the following:

1. Welcome of New Students

On Tuesday, August 9, our Student Council moderator along with returning members of last year's Student Council will conduct an orientation for all transferees in grade 5-8. It will begin outside the office at 11:00 a.m. and conclude with refreshments one hour later.

2. First Day of School - August 17, 11:15 dismissal

All new students in grades 1-8 will be greeted by their teachers on the playground at 7:30 AM on Wednesday, August 17, our first day of school. New students will also be assigned a classmate to accompany them around the school for a few days until they feel comfortable in their new surroundings.

3. New Parent Coffee

On Wednesday, August 17, from 8:00 a.m. - 9:00 a.m. in the Ministry Center, all new families are invited to a Coffee with the Principal and Pastor. Here you will meet other families who are new to our school, receive an overview of our school philosophy, and meet representation of our School Board, Home & School, Athletic and Development Boards.

4. Socialization

Because puberty is so daunting, because having a friend is so important to adolescents, and because our student body is spread out over seven parishes, it is important that we schedule various social activities to bring the student body closer together and to foster new friendships.

Beginning in sixth grade, our Jr. High students generally utilize home athletic contests to develop new or deeper friendships. A sock hop is scheduled on the day prior to Christmas vacation for the sixth, seventh and eighth graders, and the Student Council sponsors a dance for the Jr. High in the spring. In addition, the eighth graders have a costume dance to celebrate Halloween. Attendance at these dances is optional, and efforts are made through the selection of songs to ensure that the music promotes group dancing and complies with the moral guidelines of the Catholic Church. We strive to have the children enjoy themselves without the pressure of feeling they are going on a date.

M. Parent Communication – www.sspeterandpaulschool.com

The principal writes a monthly newsletter that contains a calendar, pertinent information about our school, as well as a preview of activities scheduled for the upcoming month. It can be found on the school web page on the third Thursday of the month. Each Thursday, however, our technology coordinator, Mrs. Nancy Fitzgerald, places other flyers and school related information on the web via our E-Envelope. These requests must first be sent to the principal for approval by Tuesday of the week they are to be entered.

Another important feature for parents to reference weekly is entitled THIS WEEK AT SSPP. It is the source of the most up to date information and is more current than the general calendar that was completed last spring. Another important feature to help keep parents well informed is a summary of the previous month's minutes of the School Board, Development Board, Home & School Association, and Athletic Association.

Parents are also encouraged to check the teachers' web sites regularly. Our expectation is that teachers will update their web page by 6:00 p.m. each Sunday.

Our entire calendar of events is available on the bottom of our web page below the weekly calendar.

N. Physical Education

The aim of our P.E. program is to provide an outlet for student energies and to educate the children on the advantages of being physically fit. We follow the P.E. 4 Life program to help counter the sedentary lifestyle that so many Americans have fallen into. Research has shown that taking care of one's body also improves the mind. Although our schedule precludes us from offering daily physical education, we are moving away from team sports to a philosophy of developing an attitude that promotes fitness for life. Heart monitors are used by Jr. High students to help each student determine their optimum heart rate when working out.

Our Physical Education program is available to all of the children from grades kindergarten through eighth. If any child, however, has had serious illness or injury that may be aggravated by vigorous physical activity, the school authorities should be notified and adjustment will be made. Otherwise, all students are expected to participate in the physical education program, and only those students presenting a written note from their physician will be excused from participating in the program.

Gym Uniforms: Students in grades 4-8 are required to dress for physical education in Ss. Peter & Paul gym uniforms that can be purchased at Educational Outfitters in Plainfield. They are located at 26310 S. Lincoln Highway (North of I-55 on Rte. 30) and can be reached at (815) 436-7777. Failure to dress properly for PE will potentially lower grade.

O. Pupil Appearance

Pupils are expected to be groomed and dressed acceptably for their age level and in a manner which is conducive to a good school atmosphere. All pupils in grades K-8 are expected to be in complete uniform every day.

Uniforms will be worn from the first day of school until the last day. Because all classrooms are air-conditioned, we make no provisions for a special dress code due to hot, humid weather.

Students are required to be in complete uniform coming to school, in school, and going home. The only exceptions are on the days we have early dismissal. Once the student body is sent home, those

remaining may change into more casual clothes in a school bathroom. Students may not go to the Ministry Center to change clothes at any time as there are generally events taking place and because there is also no adult supervision.

Students who remain after school for any school-sponsored activity (Extended Day, Yearbook, play rehearsal, Science Olympiad, band, etc.) are required to be dressed in complete uniform including having their shirts buttoned and blouses tucked in.

Our current uniform code is a result of recommendations from a committee of teachers which also welcomes student and parent input. They have addressed issues such as oversized blouses, denim shirts, wrong color socks, the wrong type of shoes, biker shorts, hair length, and sloppy appearance as exhibited by shirts and blouses hanging out. Their findings are designed to give our students a look which is neat, clean, age appropriate and befitting the image of a Catholic elementary school.

As you read over the uniform code, you will also find an addendum listing expectations regarding hairstyle, jewelry, and appearance among others. Because we cannot anticipate societal trends and fads, we reserve the right to restrict certain fashion statements that might not be specifically addressed in this handbook.

From August 17 - April 30, gym shoes are permitted only on the playground and in the gym. No sandals, flip-flops, or clogs are to be worn because they pose a safety hazard.

Our policy allows students to be allowed to wear gym shoes as of May 1st. Students may also wear white or black golf or tennis socks with their gym shoes during these last weeks of school. This deviance from our code is allowed to help parents avoid the unnecessary expense of purchasing a new pair of school shoes for the last weeks of school. To eliminate the cost, competition, and hurt feelings, however, that come with buying name brand shoes, the faculty recommends that all students whose dress shoes are not in good enough condition to wear the last four weeks of school, wear their old basketball gym shoes. They must, however, be clean, neat, and tied at all times.

Based on a recommendation of our faculty uniform committee, students will be in school uniform all year, including for school pictures, the Christmas party, and May Crowning (with the exception of 2nd (Communion clothes) & 8th graders. On occasion, our Student Council seeks to promote school spirit and raise funds with out-of-uniform days, especially if one of our major sports teams is on the cusp of a championship. While we understand the pride in affiliating oneself to such causes, we will endeavor to keep these exceptions to a minimum. School teams who receive t-shirts commemorating winning a league or tournament championship may wear those shirts (with their school pants and skirts and school shoes) on the date of the next Honors Assembly. Cast members of our school play may wear their t-shirts on the day of dress rehearsal and the members of our Science Olympiad team can wear their shirts on the day before their competition.

Cosmetics and nail polish are not allowed.

As primary students are allowed to bring a costume to school to wear for afternoon Halloween parties, we urge parents not to purchase clothing which glorifies violence. Accessories that include guns or knives are also discouraged.

P. School Uniform (PLEASE SEE THAT ALL CLOTHING IS LABELLED)

One of the advantages parents seek in a Catholic school is that the presence of uniforms eliminates the hassle and costs of buying clothes. Teachers will also tell you that uniforms minimize distractions caused by outlandish clothing and that children are more compliant in uniform.

All students are expected to be dressed in accordance with our uniform code on all school days. If a teacher notices a child is non-compliant, including long hair, a Uniform Code Violation (UCV) form will be issued from the school office that will not identify the teacher, thus making it easier for the dress code to be

enforced. Upon receiving a third UCV, a demerit will be issued. Five UCV's will require the offender to lose out of uniform privileges the next time such an event is scheduled.

The official Ss. Peter & Paul uniform which must be worn by everyone and must be purchased through Educational Outfitters at their Plainfield location on Rte. 30 just north of I-55 at 26310 S. Lincoln Highway (815-436-7777).

GIRLS

- K-5: Blue plaid jumper
White blouse with round collar
Blue slacks
White smooth knit turtleneck (in lieu of blouse from Nov. 1 - March 31)
Navy blue knee-highs or navy blue tights
Navy blue unisex V-necked cardigan sweater w/school logo
Navy blue SSPP sweatshirt sold by H & S
- 6-8: Blue skort (must be no more than 2" above middle of knee)
Blue Slacks
Yellow oxford, button-down blouse w/school logo
Navy blue knee-highs or navy blue tights
Navy blue sweater vest or Navy blue SSPP sweatshirt (required)
NOTE: Girls on patrol may wear warmer non-uniform slacks while outdoors as long as they do not resemble pajamas.
Shoes: Brown, Black, Navy (no wheelies) * *See below*

BOYS

- K-5: Light blue button-down collar oxford shirt (purchased from Ed. Outfitters)
Navy blue twill slacks
Navy blue unisex V-neck cardigan sweater w/ school logo
Navy blue SSPP sweatshirt
Navy blue crew socks which cover the ankle with no logo
- 3-5 Black, navy or brown belt
- 6-8: Light blue button-down collar oxford shirt
Navy blue twill slacks
Optional: Navy blue V-neck pullover sweater w/ school logo
Navy blue SSPP sweatshirt
Navy blue socks only where ankle is covered
Black, navy or brown belt
Shoes: Brown, Black, Navy (no wheelies) * *See below*

Gym uniforms for students in grades 4-8 can also be purchased at Educational Outfitters.

** All students are expected to wear dress shoes. Dress/school shoes must be sturdy suede, leather or leather-like with a non-marking soft sole. The sole may be crepe or leather. Acceptable shoes would be loafers or tie shoes. Gym or soccer style shoes are not acceptable. Heavy suede boot-type shoes are to be worn only during seasonal cold or increment weather. Fabric, patterned, or metallic shoes are not allowed.*

Out of Uniform Days

Throughout the year, out of uniform days are scheduled either as a Student Council sponsored fundraiser, an Auction prize, or in recognition of a Chicago sports championship. Here are the school guidelines to follow on such days:

- Jeans and sweat pants are allowed
- No Yoga pants
- Gym shoes and Uggs are okay
- No open toe shoes, flip flops, or slip-on-shoes without backs.
- No article of clothing can be worn that is ripped, has holes, is too tight, or shows the midriff, shoulders, or cleavage.
- No clothing with inappropriate wording.

IN ADDITION:

- * All clothes must fit properly, waistbands at waist; no baggy blouses and shirts.
- * Blouses and shirts must be tucked inside skorts and slacks.
- * Parents of Jr. High girls will have to buy a new skort if the length of the current one is more than 2 inches above the knee.
- * Boys' hair is to be clean, neat, tapered, and not hang below middle ear nor below the middle of the forehead. No fad haircuts allowed. It is expected that everyone's hair would be his/her natural color.
- * Shoes with more than 1½ heels are unacceptable, as are sandals, clogs, or backless shoes.
- * Wheelies are not allowed.
- * Elementary girls may wear shorts under their skirt or jumper as long as they are not visible.
- * Boys may not wear earrings and girls may not wear dangling earrings.
- * Multiple wristbands are not allowed.
- * Neckbands are not allowed.
- * Only uniform slacks may be used in cold weather; no sweatpants nor flannel-type pants may be worn.

As each teacher's priority is to educate your child, please make sure that he/she is dressed appropriately before leaving home so the teachers can focus on his/her lessons.

Q. Vision and Hearing

These exams are administered in the school by the DuPage County Health Department. According to state law, the following students are evaluated each year:

Kindergarten – vision* & hearing
1st Grade – hearing only
2nd Grade – vision and hearing
3rd Grade – hearing only
4th Grade – vision only
8th Grade – vision only

* Only those that do not have a form on file. This will not replace the requirement from the state for Vision testing entering Kindergarten.

Parents are notified if results indicate the need of a more complete examination.

STEPS TO RESPECT

Although our students are generally polite and well behaved, they are still children with much to learn and often in need of correction due to their age and lack of maturity. Thus, they are not always sensitive to the feelings of others and may, at times, say or do something that is hurtful. Today, our society considers this a form of bullying. While such behavior may not be unusual among children, it is still inappropriate and unacceptable. Thus, our teachers have made it a priority to focus on identifying and correcting bullying type behavior.

The Steps-to-Respect program is used to address the needs of students, parents, and teachers. This program is designed to raise everyone's awareness of bullying. Our hope is to provide a more safe and nurturing environment.

This anti-bullying prevention offering is an offshoot of the work from the Committee for Children. It offers a variety of steps and classroom strategies for all grade levels. Included among them are scripts, videos, handouts, and charts. A specific curriculum is taught to our students in grades 4-8 twice a month, usually during Religion classes on Mass days. Themed concepts will also be presented in literature units throughout the year.

The following expectations are the cornerstone of our program:

1. Children will be courteous to teachers, classmates, and visitors. There will be no rudeness, insults, swearing, teasing, or spreading of gossip, or conscious ostracizing of classmates.
2. Children will show respect toward others. There will be no kicking, hitting, biting, pushing, tripping, or throwing things at others.
3. Children will ask before borrowing or taking something that belongs to another.
4. Children will not intentionally exclude others from activities.
5. Children are expected to help others who are being bullied by either speaking out or by seeking help from adults.

Many children, and even adults, may feel that bullying is, by nature, an overly aggressive action. In recent years, however, some of our biggest problems have arisen due to exclusion. This occurs, for example, when children give a verbal or written invitation to a party or sleepover right in front of another classmate. Another common occurrence is when children talk about a weekend experience, like a party, in front of someone who was not even invited. We need to encourage our students, and parents, to be more sensitive to such matters.

A component of the program allows students and parents to inform school authorities of apparent violations of by filing their concerns anonymously online at our website on what is known as our Bully Board.

Students who do not adhere to these expectations will be subject to being disciplined with demerits, or detentions.

DISCIPLINE

The environment of a Catholic school should be one where respect for all individuals prevails. Children need to feel relaxed and comfortable in order to do their best work. If student behavior consists of acts of violence, threats, harassment OR bullying, it should be reported to the school principal. All reports will be taken seriously.

Registration for admission to our school acknowledges the parents' role in fostering in their children a willingness to "obey the rules" and conduct themselves in a gentlemanly and ladylike manner. Corporal punishment, group punishment, bullying, or ridiculing the students is not allowed by our faculty. However, we do feel that one of the functions of school is to teach children the difference between right and wrong.

Furthermore, children need to learn at an early age that everyone in society has to face consequences whenever bad decisions are made.

Most of our student body has little or no trouble adhering to school or classroom rules and regulations. The vast majority of students generally do not even receive a demerit over the course of the school year, let alone a detention. Jr. High students who do not receive a demerit over an entire quarter are honored at our Honors Assembly with Citizenship ribbons.

In guiding your child's growth in habits of virtue and in Christian attitudes, we endeavor, wherever possible, to emphasize the positive rather than the negative. The essence of Christian discipline is self-discipline. To accomplish this, all students must recognize their individual responsibilities and obligations and carry them out in accordance with school regulations.

Also, anytime students are participating in a school-sponsored or teacher-directed activity, on or off of our school grounds, and even if the activity may be outside of normal school hours (athletic events, field trips, Nichols Library, musical performances, on the bus, downtown, etc.), everyone is subject to the same rules, regulations, and discipline as if unacceptable behavior occurred here on campus.

One of the biggest challenges for administrators at all levels these days, whether in a public or Catholic setting, is determining whether the school should be involved in discipline for behavior that took place off school grounds on non-school days. Legal advice which Joliet Diocesan principals have received from speakers at diocesan institutes is that conduct, whether inside or outside of the school, that is detrimental to the reputation of Ss. Peter & Paul School or the Catholic church, will be dealt with by either the school and/or police. This includes, but is not limited to blogging, the misuse of the school logo, as well as derogatory pictures or videos of, or comments about, students, faculty(current or past) , priests, staff, and parents (either current or past) placed online. Students need to be aware that such conduct may also lead to criminal prosecution. Students accused of violating state, civil, or federal law will be placed on home study pending the outcome of the matter.

As stated earlier in our Philosophy on page 3, "We believe this school has the responsibility of creating and maintaining an environment that assists each student in translating the knowledge he has acquired into purposeful Catholic witness and responsible citizenship." Students who demonstrate a consistent disregard for school rules will not be invited to return for the following school year.

In keeping with these beliefs, we have the following expectations for our students:

EXPECTATION OF MANNERS & DECORUM

In order to help our student body grow in terms of learning acceptable behavior in group social situations, we have developed guidelines that reflect the kind of behavior we expect at:

Church

1. Use the restroom before Mass.
2. Be silent when entering or exiting church except to greet the celebrant. If the congregation is reciting the rosary, join in with them.
3. At the direction of the teacher, genuflect as a class before entering the pew.
4. Take off coats so that only SSPP uniforms, sweaters, or sweatshirts are visible.
5. Be gentle with kneelers. Use hands to raise or lower them.
6. Sing with enthusiasm.
7. Actively participate.
8. Be respectful during the sign of peace.
9. When receiving Communion, make sure hands are clean, make eye contact with the Eucharistic minister, and upon receiving the Eucharist, bow, make the sign of the cross, and say Amen.
10. Before leaving, check pews to make sure songbooks are returned to rack.
11. Take song sheets and programs back to classroom.

Hallways

1. Always be aware of traffic flow. Stay on right side of the hall.
2. Never walk between two adults who are speaking.
3. If you're going through swinging doors, hold them open for the person behind you.
4. Pick up any litter you may see on the floor.
5. If you find a textbook, notebook, or article of clothing next to a locker, try to identify it and return it to its owner, the office, or the greeter table. Don't leave anything on the floor in front of your locker.
6. Keep your hands to yourself.
7. Feel free to carry on a conversation with someone walking with you, but not with someone ten feet in front of you.
8. Be polite and say hello to the Jr. High greeter and any adults you may encounter.
9. Keep your locker clean, especially if it's located in the hall.

Athletic Events

1. When entering the gym, wait for a pause in the playing before taking a seat in the bleachers.
2. Do not talk to the players when they are on the court.
3. Cheer for our team, but do not boo the opponents.
4. Be respectful of all referees' decisions.
5. Give the opponents the same courtesies as our team during serves and free throws.
6. Watch the game---do not fool around in the bleachers---it is distracting to the players and fans.
7. Only leave the gym to go the bathroom or concession stand.
8. You are not permitted to congregate in the halls, stairways, Zuker Hall, or outside.
9. Remove your garbage when leaving the bleachers.
10. Do not walk on the court at any time, including half-time or between games.
11. Remain in gym until your parents pick you up.

Assemblies

1. Everyone is to sit in his/her room's assigned area with their homeroom teacher.
2. Give full attention to the speaker.
3. Show your appreciation by polite applause, not stomping your feet on the bleachers.
4. Wait until all those being honored receive their recognition before applauding.
5. Assist students walking through the aisles to get to the stage.
6. Pick up all papers or programs.

DISCIPLINE POLICY

1. Student behavior at school liturgies and in the classroom should create and maintain an environment for purposeful learning.
2. Behavior to and from school should be representative of the good training given at home and at Ss. Peter & Paul School.
3. Students are to enter the building at 7:40 a.m. and report to their assigned homeroom. All students must be in their seats ready for prayers and announcements at 7:45 a.m.
4. Students should come to and leave school in complete uniform unless indicated otherwise by the school.
5. School bells should be responded to promptly and orderly.
6. Order is expected when entering and leaving church, the Ministry Center, either school building, in all halls, stairways, washrooms, and in the lunchroom.
7. Food is eaten only in the lunchroom, after prayer, during the lunch period. Students are given assigned seats and may only leave the Zuker Hall to use the washroom. Gum chewing is not allowed on the school premises at any time.....even after school.

8. Proper respect should be shown for priests, administrators, teachers, aides, librarians, secretaries, parents, coaches, visitors, bus drivers, classmates, students, and anyone who is encountered in school, church, or in an extra-curricular pursuit.
9. Respect must be shown for school property and the property of others at all times. No one is to handle the property of another person without that person's permission. Students should also be respectful of their work when it is returned by the teacher. Art work, architectural projects, research papers, and other such materials should be taken home and shared with parents before deciding whether they are to be kept or discarded.
10. Students must have the teacher's permission to be out of the classroom at any time. Students absent from class without parent/teacher approval will be considered truant.
11. Students may not leave the school without the parents' or school's written permission.
12. Students must play in their assigned areas on the playground.
13. Students are not to bring any electronic devices to school as there is no time during the school day when they are allowed to be used. Furthermore, there is the risk of their being damaged, lost, or stolen. All such materials will be confiscated by the Principal, a demerit issued, and may not be returned until the end of the school year. Cell phones may be brought to school but cannot be turned on or used until after school.
14. Students should leave the school grounds promptly, and in complete uniform, at dismissal time and go directly home. Students who want to stay for an activity commencing at 2:45 or later must first go home or enroll in the Extended Day program.
15. All academic and discipline forms are to be signed and returned to the teacher or staff person who issued it by 8:00 a.m. the following school day. Failure to do so may result in the issuance of a demerit.
16. Homework and tests submitted by a student must reflect his/her own achievement.
17. Students who vandalize or destroy school property will be required to pay restitution, including labor, for restoration, in addition to receiving an appropriate punishment. They will not be allowed to be promoted or graduate until their accounts are settled.
18. More serious infractions of the above offenses will be directed to the administration and a faculty advisory board (consisting of a teacher from the primary, intermediate and junior high). Punishment will be determined by this group and a penalty could result in placement anywhere on steps 1-6, including expulsion. Any disciplinary action taken beyond a demerit would automatically disqualify a student from Citizenship for that quarter.

Most infractions of our discipline policy can be dealt with by the issuance of a demerit. Some misbehavior might be determined to be of such a serious nature, however, that the offender will receive a more severe punishment, such as a detention or even a suspension. This can occur even if there is no prior record of discipline code violations. For purposes of administering our discipline code, students who find themselves in the aforementioned situation and commit an act that results in a direct suspension will suffer the appropriate consequences and then have their punishment equated to a particular step on our policy as well as forfeit Citizenship for that quarter.

As it is impossible to anticipate all forms of unacceptable behavior, the school administration reserves the right to impose disciplinary action on conduct not specifically covered in our discipline policy or listed explicitly in this handbook.

If the school rules listed are not adhered to, one of the following steps will be taken:

1. Demerit Form issued
2. Uniform Code Violation (3 UCV's = 1 demerit)
3. Detention Form issued as a result of accumulation of 3 Demerits
4. Detention issued
5. Double Detention issued due to gravity of offense
6. Internal or External Suspension
7. Expulsion

Discipline forms will be sent home by the principal or teacher to be signed and returned to school by 8:00 a.m. the following school day. Failure to comply can result in an additional demerit or detention.

As our discipline policy is enforced, demerits and detentions are cumulative from August-June.

Discipline Policy:

1st detention - REFLECTION (write two-page essay on Thursday from 2:20 - 3:20)
No extra-curricular activities, including practice or school dances, for one week.

2nd detention - SATURDAY SCHOOL / SCHOOL BEAUTIFICATION PROGRAM
No extra-curricular activities, including practice or school dances, for one week.
(Served on second Saturday of month from 6:30 AM - 8:00 AM)

3rd detention - 1 DAY IN-SCHOOL SUSPENSION +
No extra-curricular activities including practice or school dances for two weeks.
Probation letter on field trips
Parent/Teacher/Pupil/Principal Conference

4th detention - 1 DAY EXTERNAL SUSPENSION*
Ineligible for extra-curricular activities for remainder of year
Not allowed to participate on any field trips, faith experience, or Founder's Day
Probation Letter for Re-Registration
Parent/Teacher/Pupil/Principal/Pastor Conference

5th detention - 2-DAY EXTERNAL SUSPENSION*
Re-registration Denied

6th detention - EXPULSION

The principal reserves the right to determine the appropriateness of the action if any doubt arises.
For an internal suspension, the parent will be billed for a substitute teacher (\$85) to sit with the child.

INCIDENTS OR THREATS OF VIOLENCE

One of the recent dilemmas facing schools today is determining the seriousness and intent of offhand remarks, derogatory comments, drawings, and writings made by students. This is often further complicated if the threat is in the form of an electronic communication sent to the home. Any student, faculty member, or administrator who at any time (in or out of school) becomes aware of an actual or perceived threat of harm by a student to themselves, another child or adult, or to the school buildings shall report the incident to the principal as soon as possible.

We reserve the right to inspect the student's desk, locker, and other belongings when suspicion arises that something stolen or harmful may be in a student's possession.

In response, the principal shall investigate the matter and the student alleged to have made the threat will be removed from school for an undefined period of time during the investigation. This investigation will, at a minimum, include an interview of each person involved.....the student making the

alleged threat and the person(s) reporting it. If it is determined the reported actions can be verified, then the offending party will be removed from school for a minimum of two weeks and be required to be evaluated by a certified therapist. The offending party would not be allowed to re-enter school until it is determined, after consultation with the certified therapist, Catholic Schools Office, principal and pastor, that the offending party is not a danger to him(her)self or others.

PINK SLIPS

Rather than issue a demerit, we give students a pink slip when library books are overdue or homework/study habit forms are not returned. While each represents a breakdown in expectations that must be dealt with, neither offense classifies as a traditional discipline or behavior problem.

A "pink slip" will carry the weight of a demerit and lead to a detention, but the similarities will end when it comes to loss of eligibility for field trips or extracurriculars. Only "real" discipline problems will be punished with the loss of such privileges. A detention as a result of three pink slips will not automatically disqualify a student for citizenship recognition. If not signed, a pink slip counts toward a demerit.

DETENTION (Behavior & Academic)

Detentions will be served on Wednesday from 2:20 PM. to 3:20 PM in the room of the assigned teacher monitor. (Primary grade students serve only from 2:20 to 2:50, although third graders will serve a full hour beginning with the second semester). During this time students will not be allowed to do school work of any kind. Rather, they will be required to write a two-page essay detailing the events that resulted in their punishment and devise a strategy as to a better way of dealing with those situations should circumstances cause them to occur again. Students are to be picked up promptly at the conclusion of the detention period.

Failure of a student to serve a detention will result in the issuance of another demerit. Lack of compliance with our discipline policy will automatically result in the re-registration for all children of this family being rejected for the next school year. Parent signatures on disciplinary forms indicate their awareness, and not necessarily their agreement, with actions taken by school personnel.

Academic and Behavior punishments are treated separately and not co-mingled in terms of accelerated consequences.

SATURDAY SCHOOL / SCHOOL BEAUTIFICATION PROGRAM

Students receiving their second detention, whether it be academic or behavior, will serve it on the second Saturday of the ensuing month from 6:30 AM - 8:00 AM with supervision from the principal. During this time they will help beautify the school by performing tasks such as pulling weeds, picking up litter, cleaning lockers, washing blackboards, scrubbing desks, etc.

INTERNAL SUSPENSION

1. The student will be isolated from classmates for the entire day including the lunch hour. Because we do not have extra personnel available to monitor this punishment, we will hire a substitute teacher (\$85) and bill the parents for this cost.
2. Student will go to each teacher before school, obtain assignments, and be engaged in schoolwork all day.
3. Student will drop one grade when turning in any homework assigned during his/her punishment. Upon returning to class, he/she will be expected to make up any tests he/she missed and will receive one grade lower than results warrant.

4. Attendance at, or participation in, school-sponsored activities or organizations is forfeited for the period of the suspension.

* Internal suspensions are only administered for behavioral problems, not academic.

EXTERNAL SUSPENSION

1. Student will not be allowed on school property for the duration of the suspension.
2. Student will be required to complete all homework assignments and complete any missing tests. They will, however, receive one grade lower than results warrant.
3. Attendance at, or participation in, school-sponsored activities or organizations is forfeited for the time of the suspension.
4. Students punished with their 4th or 5th detention on a Friday will be suspended from school on the following Monday and will not be allowed to participate in any school activities during the intermittent weekend.

* On rare occasions a child may commit an act that would result in the issuance of an internal or external suspension even though the child may not have received one demerit prior to this aforementioned offense. Such decisions would not necessarily automatically include all of the consequences the handbook lists for a child who reaches this point via incremental steps on our discipline policy. Academically, however, the student will receive one grade lower than the results warrant on all make-up work.

EXPULSION

The reasons justifying expulsion from a Catholic school should be as serious as they are rare. As soon as it becomes evident that expulsion of a particular child might be necessary, the administrator will notify the pastor, diocesan superintendent, School Board president, and the parents of the child. Possible reasons for expulsion include:

1. When the moral, academic or physical well-being of the student body is endangered.
2. When there is a prolonged, consistent, and open disregard for school authority.
3. A violation of local, state, civil, or federal law.

ELIGIBILITY - Student Council, Sports, School Play, Band,

It is our philosophy that students attend our school primarily for religious development and **formation, and, secondly, for the academic education we offer.**

We recognize that one of the by products of a Catholic education would be to instill a positive self-concept in each child. Whereas some students may experience difficulties in the classroom; they very often shine in extracurricular endeavors. Consequently, we try to offer a wide range of activities for student involvement.

Nonetheless, we feel that student participation is an honor and not a right. Students should remember that involvement in extracurricular activities assumes that they can conform to teacher-made and school-directed policy. As participants in such activities, they represent the student body, the school and the community. Consistent violation of rules indicates that the student cannot exhibit the self-discipline and responsibility necessary to be in such a position of leadership or representation and will lead to removal from extracurricular activities.

Any Student Council who receives two behavior detentions will be removed from office.

SUSPENSION FROM EXTRACURRICULAR ACTIVITIES

Academics

Students receive four report cards annually which become part of their permanent record. At the mid-point of each marking period, a child who is experiencing academic difficulties will have those struggles clearly communicated to the parents via the Thursday progress report.

To ensure that our children understand that their main responsibility is to their studies first, and extracurricular activity second, we adhere to the following guidelines:

Progress Reports

A child engaging in an extracurricular activity, who has either a D- or F at the time the mid-term grades are posted on-line, shall be placed on probation the Friday following their posting. The student will then be given one week to improve the deficiency. During this week, he/she will be allowed to practice and participate in all activities.

The affected students will also be issued an eligibility form. If the deficiency is not corrected at the conclusion of one week, the student will not be allowed to participate (play or practice) for the following week. A student on probation will have a weekly update of eligibility until the deficiency is removed and will not be allowed to play or practice until earning a passing grade.

Report Cards

Since the grades on the report card are part of a child's permanent record, anyone with an achievement grade of less than D (which is the minimum grade needed for promotion or graduation) in any class including Vocabulary will be suspended from all extracurriculars (practices as well) for two weeks for each grade in question. Ineligibility due to academic grades will begin on Monday immediately following the issuance of the report card.

The affected students will also be issued an eligibility form. If the deficiency is not corrected at the conclusion of two weeks, the student will still not be allowed to participate (play or practice) for the following week. A student with a D- or F on the report card will have a weekly update of eligibility until the deficiency is removed and will not be allowed to play or practice until earning a passing grade.

Although the second marking period ends before our Christmas break, grades are not formally sent home until after our return to school in January. Thus, all student-athletes with academic deficiencies at this point will be ineligible over the Christmas vacation and may resume playing upon return to school in January.

Students who qualify for our Project Discover program will be judged on the basis of EFFORT only, for which they must earn at least an APPROPRIATE.

Behavior

Our discipline policy is cumulative from August through May. Suspension from all extracurricular activities for issuance of detentions will be handled as follows in accordance with our Discipline Policy:

- 1st Detention - cannot play or practice for one week *
- 2nd Detention - cannot play or practice for one week *
- 3rd Detention - cannot play or practice for two weeks*
- 4th Detention - cannot play or practice for the remainder of the school year

** Starting on date of issuance.*

Health

Any child who, for reasons of health, is not present in school for the entire day may not participate in any activity that night. This includes athletic practices and games, school dances, play rehearsal, and even scouting activities.

EXTRACURRICULAR ACTIVITIES

In addition to athletics, the following activities are offered at Ss. Peter & Paul:

Student Activities

1. Altar Servers – Gr. 5-8
2. Ecology Club – Gr. 6-8
3. Safety Patrol - 8th grade
4. Student Council - Junior High
5. Band – Gr. 4-8
6. Yearbook – 8th grade
7. Science Olympiad - 8th grade
8. School Musical - Entire Student Body
9. Project Explore – Gr. 6-8
10. Trojan Tech Team – Gr. 6-8
11. Math Club – Gr. 7 & 8
12. Fine Arts Festival
13. Spanish Club – Gr. 6-8
14. Spanish Ladders – Gr. K-3
15. Young Rembrandt's – K-5
16. Chess Club

STUDENT COUNCIL

The purpose of this organization shall be to provide practice in good citizenship, encourage scholarship, promote school spirit, provide positive leadership to student body, demonstrate practical application of democracy, advance the welfare of the school and its members in every possible way, and serve as the official liaison group between the administrative staff and the Junior High student body.

Because of the prestige and impact of this organization, students who are elected to represent their peers must conform to the highest of standards.

Their constitution contains the following criteria to determine eligibility to run and/or serve.

Academic: Scholarship must average a C with no grade lower than a D.

Conduct: In conjunction with the Student Council constitution, the issuance of a 2nd detention (or the automatic placement of a student on Step 2 or higher on our discipline system) during the school year will necessitate that any officer or representative shall be immediately removed from office and become ineligible to run the following year.

Experience: To be an officer, it is preferable, but not mandatory, for a candidate to have prior Student Council experience.

BAND

Beginning in fourth grade, students who are musically inclined may have those talents developed through our band program. Individual lessons will be offered during the school day beginning the first week of school through the Memorial Day parade. These lessons are offered on Thursday and Friday.

Jr. High students take the lessons in lieu of attending music class and they may also have to forego gym class as well. Fourth and fifth graders rotate to different periods weekly so they will only miss the same class once every seven weeks. A schedule will be provided for each band member at the beginning of each semester.

The cadet band will practice after school on Tuesdays from 2:20 – 3:05 while our concert band practice on Thursdays, also from 2:15 to 3:05. The jazz band will begin in mid-October and go from 3:15 – 3:50.

In addition to performing concerts for the student body and parents in the winter and spring, our band also represents our school in the Naperville Memorial Day Parade and competes in the local Solo Ensemble and Band Festival. Fifth graders have the opportunity to join the Catholic School Area Honors Band.

Membership in the Band Parents Association, an organization of parents working to enhance our band program, is open to all parents whose children are involved in our band program.

EDUCATIONAL FIELD TRIPS

Field trips can be a valuable educational tool. They are scheduled to correlate to the curriculum and are not just someplace to go or something to do.

Class trips are activities designed to broaden or reinforce the children's exposure to various educational, historical, social, or cultural events.

Each grade will be allowed one field trip (at any time of the year except the final week of May) and one faith experience. Students who disregard school rules to the point of receiving 3 detentions during the year will not be allowed to participate in any educational field trips, the faith experience, or Founder's Day.

ATHLETICS

Philosophy

The philosophy of our interscholastic athletic program is based on the strong belief that athletics are educationally sound and that they play an important part in the development of the participant's physical, mental, emotional and moral growth. Though the element of competition and winning exists, it should not be the sole determining factor in developing the scope and nature of the Athletic Association's programs. We believe that this is educationally sound for it offers training for living in a competitive society. We are pleased that all of our student-athletes who desire to participate in sports are afforded that opportunity as our athletic department sponsors "A" and "B" teams in volleyball and basketball. The basic principles of good sportsmanship and high ethical standards should prevail at all times in order to enhance the moral growth of the student participants.

As another example of how the Athletic Association promotes the philosophy of "Fitness 4 Life" is the Fitness Center which they built and equipped for the Jr. High Physical Education program. Our Fitness Center is equipped with machines such as Airdyne bikes, treadmills, cross trainers, stair steppers, and multipurpose adjustable machines.

Most recently they have partnered with the Positive Coaching Alliance (PCA) in working to ensure our coaches understand that winning is not the primary objective of our athletic program. With the approval

of the School Board, parents must attend a PCA workshop once during their child's participation in our intramural programs and once, again, when their child is involved in our interscholastic program in Grades 5-8.

Athletic Association

Our athletic program is administered by the Athletic Association. This group of hard working and dedicated parents works directly with our athletic director, Mr. Mike Chiarito. To ensure that athletics is kept in the proper focus, Mrs. Jane Moylan represents the administration at all meetings.

The primary function of the Athletic Association is to help coordinate and fund all interscholastic and intramural athletic programs. They regularly meet at 7 PM on the first Monday of each month in the Ministry Center's Council Room.

This year's Association membership includes:

President – Joe Fuller
Vice-President – Bill Takahashi
Secretary – Brad Keyes
Treasurer – Matt Johnson

Tom Antonelli
Trista Bordignon
Don Brumfield
Justin Busche
Bruce Guay
John Hill

Jeff Hotz
Jim Katsafanas
Joan Kaufman
Kurt Kauper
Jana Kubacki
Shawn Lapean

Tom Melgoza
Mike Pullen
Christine Schrom
Pete Seegebrecht
Liz Zurek

Diocesan policy requires all student-athletes to have a physical prior to trying out or practicing with their teams. As the state of Illinois requires a physical for all incoming sixth graders in 2011-12, this basically applies to students in fifth, seventh, and eighth grade. These physicals are to be returned to the school office by July 15.

The athletic fee for the 2011-12 school year will be \$85 per child, \$125 per family to cover all sports. The registration form and fee must be paid in order for a child to participate in the sports program.

1. Fall Activities
Cross Country - 5th, 6th, 7th, 8th
Tackle Football - 5th, 6th, 7th, 8th
Girls' Volleyball - 5th, 6th, 7th, 8th
Boys' Volleyball - 5th, 6th, 7th, 8th
2. Fall/Winter
Cheerleading - 5th, 6th, 7th, 8th
3. Winter Activities
Boys' Basketball - 5th, 6th, 7th, 8th
Girls' Basketball - 5th, 6th, 7th, 8th
4. Spring Activities
Boys' & Girls' Track & Field – 5th, 6th, 7th, 8th
Intramural Basketball – 1st, 2nd, 3rd, 4th
Intramural Volleyball – 3rd, 4th

In partnership with the Positive Coaching Alliance, our philosophy is to sponsor a quality program which recognizes the concept of the student/athlete, values student participation, teaches fundamentals, emphasizes good sportsmanship, and stresses teamwork. We strive to be competitive without making winning the ultimate goal. To help maintain such high standards, the Athletic Association seeks parents, parishioners, and alumni to coach who understand these concepts. The school requires all participants be "student-athletes" and maintain both their grades and conduct in order to participate. At the conclusion of each season, the Athletic Committee offers parents the opportunity to anonymously evaluate both the program and coaches.

INTRAMURALS

At the conclusion of the interscholastic basketball season in mid or late March, our Athletic Committee sponsors an intramural basketball program for all boys and girls in grades 1-4. It is designed to be instructional and not competitive. The program runs four to six weeks and includes practices and simulated games.

In May, the Athletic Association also sponsors an intramural volleyball league for boys and girls enrolled in third and fourth grade.

FACULTY & STAFF MEMBERS

A complete listing of our faculty and staff, as well as the grade level and subject matter for which they will be responsible can be found by going to our web page.

TENTATIVE 2011-12 CALENDAR

A detailed monthly listing of important school events can be found on our website.

* Please check the monthly principal's newsletter as well as THIS WEEK AT SSPP on our web page for the most accurate and updated calendar information.

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Diocese of Joliet

Father Thomas Milota, Pastor
Father Mark Jurzyk, Parochial Vicar
Father Josh Miller, Parochial Vicar
Father Joseph Valentine, In Residence
Deacon Ron Brown
Deacon Roger Novak
Deacon Richard Yarshen
Mr. Frank Glowaty, Principal

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