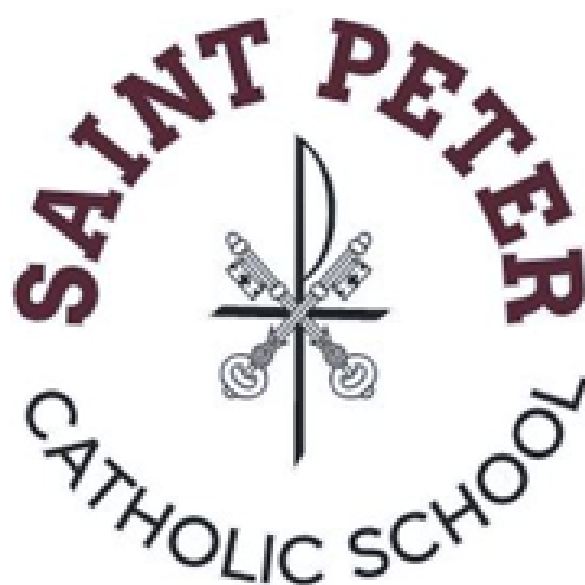




**ST. PETER CATHOLIC
SCHOOL**

PreSchool—Grade 8

**PARENT-STUDENT
HANDBOOK**

ADOPTED AUGUST 2026

**ST. PETER CATHOLIC
SCHOOL MISSION:**

We build a Catholic culture where families and children can grow spiritually, academically, and in service of neighbor to prepare for the Kingdom of Heaven.

St. Peter Catholic School Parent-Student Handbook

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MISSION STATEMENT

We build a Catholic culture where families and children can grow spiritually, academically, and in service of neighbor to prepare for the Kingdom of Heaven.

PHILOSOPHY

"In the fullness of time, in His mysterious plan of love, God the Father sent His only Son to begin the kingdom of God on earth and bring about the spiritual rebirth of mankind. To continue His work of Salvation, Jesus Christ founded the Church as a visible organism living by the power of the Spirit." (The Catholic School, Vatican Polyglot Press, Rome 1977, Ch. 1, p. 6.)

In response to the mission and message of Jesus Christ, St. Peter School, with the family, strives to form a community of faith dedicated to continuing the mission entrusted by Jesus to His Church. We, therefore, commit ourselves to the education of the child in an environment conducive to spiritual, intellectual, emotional, social and physical growth. We strive to imbue this environment with dedication and love that reflects Jesus' Gospel message. By integrating the education of the child with an environment permeated by the Gospel spirit, St. Peter School strives to continue Jesus's mission here on earth in building up the Kingdom of God.

GOALS

Spiritual Goal

Develop a personal relationship with Jesus.

1. Worship

- Celebrate the sacraments.
- Instruct the child in the truths of the Catholic Faith through formal study of Scripture and doctrine.
- Instill in the child a strong love of Jesus and His Blessed Mother.

2. Personal Growth

- Provide opportunities for religious experience through liturgical and para-liturgical services, private and communal prayer.
- Develop in the child the realization that free will brings with it the responsibility to make choices based on an informed conscience.
- Assist in the choice of and preparation for responsible vocations.
- Provide adult role models that strive to reveal Jesus, not only by word, but by example.

3. Service

- Encourage the child to sacrifice time and talent at home, in the parish, immediate neighborhood and larger world community.
- Sacrifice to missions through their time and money.
- Develop a spirit of service by assisting fellow students, teachers or staff.
- Model vocations of service to the Mystical Body of Christ.

4. Evangelization

- Be Christ to our neighbors and see Jesus in our neighbors.
- Share our faith with others.

Intellectual Goal

Develop optimum academic growth within the student's own capacity for learning.

1. Stress mastery of basic skills in a structured classroom environment.
2. Provide a curriculum, which takes into account individual differences, yet challenges individual potential.
3. Foster skills in critical thinking and decision making.

Emotional and Aesthetic Goal

Develop in the student the awareness of his/her intrinsic value and God's unfailing love for him/her.

1. Assist each student in developing a realistic self-image as a child of God, realizing individual uniqueness.
2. Foster productive use of leisure time and an appreciation of the arts.
3. Assist each student in dealing constructively with the problems that evolve from the conflicting values of our society.
4. Promote character development through personal integrity, resourcefulness and responsibility.

Social Goal

Enable the student to become an active, responsible member in the community, reflecting the principles of Christ.

1. Develop respect and understanding for people of all races, cultures and creeds.
2. Develop a consciousness of the needs of others and the obligation to be of service.
3. Develop the awareness of the need for responsible Christian citizenship in our democratic society as well as our global society.

Physical Goal

Develop in the student an awareness of the need for physical fitness and a respect for the human body because it is created by God and inhabited by Him.

1. Provide education in basic motor skills and the opportunity to develop these skills.
2. Provide a curriculum that will supply the student with an understanding of the human body and the need for developing good health and nutrition habits.

ADMISSION

Non-discrimination Policy

St. Peter Catholic School admits students of any race, color, national and ethnic origin to all the privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

General Admission

Admission is based on the following criteria:

1. That the parents/guardians desire a full Catholic education for their children and are registered members of St. Peter Parish. Special permission from the pastors is needed to accept students from parishes other than St. Peter parish.
2. That the parents/guardians and children agree to cooperate with and uphold all school regulations.
3. That the parents/guardians agree to support the organization which assists the school, namely, the School Family Association.

4. That the parents/guardians agree to complete the entrance requirements which includes completing all necessary forms (medical, emergency, etc.) and paying the stated annual tuition and fees or making special arrangements with the school in a timely manner.
5. That the parents/guardians cooperate with the faculty in supervising homework completion.
6. That those of faiths other than Catholic agree to permit their students to study the religion and participate in liturgical and para-liturgical functions, as prescribed by the school.
7. That the child's needs are within the scope of those met by St. Peter School.

Application for Admission to Kindergarten

1. Diocesan schools follow Nebraska State Law, which states that children must be five years of age on or before July 31 of current school year to enter Kindergarten.
2. Kindergarten applicants will be taken from those completing the pre-enrollment process. To initiate this process, you must:
 - Live within the parish boundaries or have special permission;
 - Be registered in the parish;
 - Remit a registration fee as determined and the proper paperwork to the office. (A refund may be applicable if you move before May of the year prior to entrance into Kindergarten. If we are unable to accommodate you the fee will be refunded.)
3. After you are on the waiting list:
 - In January of the year prior to entrance, an application will be sent to you. The completed application should be returned at Kindergarten Preview.
 - Those accepted will be sent an enrollment information sheet, which when returned with book fees and other papers listed in point 3, secures your place in our school.
4. At PreS/PreK/Kindergarten Preview, parents are given a packet of information/forms, which are to be returned in by a specified date. (Admission will be determined by administration based on school and parental needs and demographics). Required forms include:
 - Enrollment Information Sheet
 - Application for Admission
 - Ethnicity Form
 - Birth Certificate (office must witness the original)
 - Baptismal Certificate (office must witness the original)
 - Emergency Information Form
 - Physical Examination Form
 - Immunization Record (copy from the doctor's office)
 - Dental Examination Record

Admission to Grades 1-8

1. Admission to Grades 1-8 is accomplished by completing the Application for Admission form available in the office.
2. Admission will be determined by administration based on school and parental needs and demographics.
3. If admitted, the following information is necessary for the student's file:
 - Application for Admission
 - Enrollment Information Sheet
 - Ethnicity Form

- Information Release Form for Records
 - Birth Certificate (office must witness the original)
 - Baptismal Certificate (office must witness the original)
- Emergency Information Form
- Physical Examination (Grade 7 and any students moving in from out of state)
- Immunization Record (copy from the doctor's office)
- Previous School Records
- Additional items required by the Diocese Education Office

FINANCIAL POLICIES

Please remember the importance of your tithe to the parish. Our school receives over 50% of our support from the parish. We need to be especially grateful to those in the parish who have no children in our school but support us with their tithe.

Registration Form, Fees, and Tuition

A registration form and fee are required annually as a pre-requisite for enrollment. Tuition payments begin June 1 for the academic year. The registration form can be obtained from St. Peter school office. Fee payment is required at the time of registration. A student is not officially registered and enrolled until registration fees are paid. In the event your student(s) does not attend St. Peter School, 50% of registration fees will be refundable ***if the school is notified prior to May 1st***.

The registration fee may include but is not limited to: book fees, technology fees, field trip and school party expense, School Family Association (SFA) dues, and Nebraska Federation of Catholic School Parents (NFCSP) or other identified organizations to promote the school and provide resources. Purchasing a school directory is an optional expense. Additional fees may be incurred for field trip admission, special projects, and/or Jr. High elective expenses.

Registration for current students planning to return to St. Peter Catholic School the following year is payable on or before April 15. Payment at this time will reserve a space for your student or students. Fees paid between April 15 and May 15 may be assessed a late fee of \$25.00 per child in addition to the stated registration fee, *providing classroom space is available*. Fees paid between May 15 and August 1 may be assessed a late fee of \$75.00 per child in addition to the stated registration fee, *providing classroom space is available*.

Registration will open for new school families on or before April 15 on a first come, first served basis; *provided room is available in the desired class*. New school families will not be expected to pay registration late fees if payment is made per a determined date.

Tuition Payment Options

The tuition schedule in effect at the time of registration prevails for the entire school year. Please expect approximately a 5-10% annual increase. Several tuition payment plans are offered for your convenience:

- OPTION 1 Pay in full / Payments 1 / Payment Date: July 15 by Cash-Check / Fees: None
- OPTION 2 FACTS Pay in full / Payments 1 / Payment Date: July 15 / Fees: \$25
- OPTION 3 FACTS Semi-annually / Payments 2 / Payment Dates: July- January / Fees: \$25
- OPTION 4 FACTS Monthly / Payments 10 / Payment Dates: Monthly (Aug.-May) / Fees: \$55

Electronic withdrawal (E-tuition) is a preferred program available for your convenience. No student will be refused because of an inability to pay the required tuition if they enroll and qualify for the “Free and Reduced-Price School Meals Program.” If such is your case, please see the St. Peter’s Pastor or Principal in advance so possible assistance can be arranged. A family must *enroll and qualify* for the “Free and Reduced-Price School Meals Program” (federal guidelines) in order to be considered for financial assistance.

Payment Policies

- Payment is due the first day of the month(s) for whichever option is chosen.
- It is important that you stay current on your payment. Payments not current will result in report cards being withheld at the end of each quarter. Records, report cards, and transcripts will not be released until the payment is current.
- All tuition is assessed upon the academic quarter of enrollment. Students who enroll mid-quarter are liable for any and all tuition for the quarter in which they are enrolled. Students who withdraw are liable for tuition for the entire quarter in which they are enrolled.
- No deductions are made for absences during the school year regardless of cause of such absences.

SCHEDULE

Time Schedule

Grades PS-8

7:45 a.m.....Earliest possible drop off time. Please do not have students here earlier than this time unless enrolled in the Before School Extended Day Program. **PK-5** students wait in courtyard and walk into classrooms at 7:50 a.m. **6-8** students will walk into classroom at 7:55 a.m.

8:05 a.m.....Tardy bell rings, school day begins with morning prayer

8:15 a.m.....Mass

3:20 p.m.Dismissal

Late Pick-up Policy

Students are to be picked up immediately at dismissal time unless parents have been notified otherwise. If students are still at St. Peter Catholic School at 3:40 or twenty minutes after any dismissal time, students will be sent to the Extended Day Program and parents will be charged the fee for that day. Teachers have many responsibilities and meetings after school and are not able to provide daycare services.

Extended Day Program

The St. Peter Catholic School Extended Day Program exists for the purpose of providing a safe, healthy, and stimulating environment for our students before and after school hours. Students will be supervised, and activities will be provided during the hours spent in the Extended Day Program. Hours: 7:00–7:45 a.m. and 3:20–5:30 p.m. (or as determined by Extended Day Coordinator based on enrollment). More detailed information is available on the school website.

School Cancellation

- When Lincoln Public Schools closes because of inclement weather, the Lincoln Catholic Schools / St. Peter Catholic School will also close.
- Generally, school will not be dismissed once it is in session. Parents or guardians, who so desire, may come to school to pick up their child(ren) in inclement weather at any time during the day after signing the student(s) out.

ATTENDANCE/ABSENCES

It is important to a student's success in school that the habit of regular and punctual attendance is formed. As a point of reference, more than five absences per quarter is considered excessive.

Absences

1. Parents/guardians are to call the office if your child is absent and specify the cause of absence. Unless the school is notified, a call will be made to their home or place of business to check on student's unaccounted absence.
2. When calling in, please specify the illness. (State Dept. of Health requirement):
 - flu-like: fever, sore throat, headache, aches, etc.
 - gastrointestinal: nausea, vomiting, and diarrhea
 - rash, fever, cough, cold symptoms, or runny eyes
 - strep, chicken pox, pinkeye, impetigo, other communicable diseases or pests such as lice
3. If your child has symptoms of illness (fever, vomiting), **please keep the child home**, so as not to infect other children. Your child needs to be symptom free (no fever or vomiting) for 24 hours before returning to school.
4. When a student enters or leaves school during the day, they must be signed in/out at the office by a parent or guardian.
5. We appreciate your efforts to schedule appointments on days off or before or after school. If this cannot be done, please send a note to the teacher requesting late arrival or early dismissal. For late arrival, bring your child to the office before he/she goes to the classroom. Children arriving after 8:05 a.m. must report to the office. Children arriving after 9:00 a.m. must be "signed in" by a parent. For early dismissal, pick up the child in the office and place your signature in the "Sign Out" book.
6. No student is allowed to leave the school building or premises during school hours without the written request of the parents/guardians.
7. Persistent absences are monitored. School authorities will make further inquiries if there are any questions.
8. Work assignments may be obtained for that calendar day upon advanced request, preferably to be picked up at the close of the day. Students are generally allowed two days for each absence to complete make-up work. If not completed in this time, failures for the assignments may be given. Assignments may be given in advance at the discretion of the teacher. Any assignments not given in advance will be given upon the student's return to school.
9. Absence Policy:
 - Tardy - arrives between 8:05 and the end of Mass.
 - 1/2-day absence - absent for class time for 45 minutes to 4 hours
 - Full day absence - absent for more than 4 hours

Tardiness

- Students are considered tardy if they are not in the school by 8:05 a.m.
- Tardy students should go to the office to receive a pass in order to enter the classroom.
- Students arriving after 9:00am need to be signed in by a guardian.
- Parent conferences will be scheduled for students who are frequently tardy.

Vacations

The school calendar is designed to provide a few long weekends enabling families to go on pleasure trips or vacations and attend to routine medical and dental needs. Parents are discouraged from removing students from school for pleasure trips and are encouraged to plan in conjunction with the school calendar. Teachers are not obliged to give work in advance for students going on trips during scheduled school days. Please see absentee homework policy for planned absences.

Truancy

St. Peter's Staff will follow the policy of the Education Office of the Diocese.

PROGRAMS

Liturgical Program

- Mass is celebrated each morning at 8:15 a.m. Beginning in first grade, all students will attend daily Mass. Family and friends are welcome and encouraged to attend.
- The Sacrament of Reconciliation is available each month to eligible students.
- Prayer services and devotionals are held for various occasions throughout the school year.
- Students attend Stations of the Cross on all Fridays during Lent.

Sacramental Program

- The documents of the Second Vatican Council speak of the importance and value of parental involvement in the sacramental life of their children. Programs for assisting the parents are arranged by the school.
- Dates of meetings are sent to the parents in sufficient time for schedules to be arranged so at least one parent can attend. Parents are expected to actively participate in the sacraments.
- Students in second grade receive the Sacrament of Reconciliation and Holy Eucharist for the first time.
- Students in fifth grade receive The Sacrament of Confirmation. Programs are offered for those older than fifth grade who have not yet been confirmed.

Speech

Students with speech difficulties may be tested and serviced by the appropriate public school district. Lincoln Public Schools provides services at St. Peter Catholic School.

Educational/Behavioral Testing

With parental permission, the testing process may be initiated through the appropriate public school district for educational performance and/or behavior that interferes with a student's academic progress.

School Lunch Program

St. Peter School participates in the USDA's National School Lunch Program. This program enables our school to receive federal reimbursement payments for qualifying meals. In order to qualify for this program, we are required to offer lunches that contain meat/meat alternates, vegetables, fruits, grains, and milk.

The St. Peter School Lunch Program is a peanut and tree nut safe program. No food containing peanuts or tree nuts or any food made with these products is served. A table specially designated as nut safe is available for children with peanut and tree nut allergies. Friends who are eating the school-provided lunch may also sit at this designated table. This distances them from students who bring lunch from home that may contain peanuts or tree nuts.

The bookkeeping system for the School Lunch Program is computerized. An individual account number is assigned to each student at the time of enrollment. An online payment system is available at www.myschoolbucks.com. This website allows parents to make payments with a debit card, credit card, or e-check. To manage your student(s) school lunch account(s) more efficiently, all families are encouraged to use the online payment system. Cash and check payments are also accepted at school.

Federal guidelines do not allow the School Lunch Program to operate on credit. If your School Lunch Account(s) is/are overdrawn, payment is due immediately. A copy of the School Meals Charge Policy is available on the school website.

Applications for Free and Reduced-Price Lunch are available on the school website and in the School Office.

The United States Dept. of Agriculture and the Nebraska Dept. of Education Competitive Foods Policy states, "No food may be sold that competes with the National School Lunch Program beginning one half hour before meal service until one half hour after meal service."

Families that choose not to participate in the National School Lunch Program are encouraged to send a sack lunch with their child/children in the morning. Fast Food is not allowed. **Parents may not bring in food for more than their own children.**

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington,
D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Library

1. The library's goal is to be positive, active, and appealing in its approach to teaching by providing fiction, non-fiction, reference materials, magazines, and other materials for student use.
2. Students have access to the library for research work. Because there are regularly scheduled library classes, students must report to the librarian.
3. Each class in grades PreS-6 has a weekly assigned library period. During this time, students are exposed to excellent literature—contemporary as well as classical. Volunteers read a selection to the students, and then they have an opportunity to choose a book to check out.
4. If a book is not returned, the students' report card will be held until the book is returned or paid for.
5. Classroom teachers expose students to library skills within the reading curriculum.
6. The library serves as a resource center for the teachers for materials they may need to teach various subjects.
7. Media material found to be objectionable will be reviewed by a designated team. The administration reserves the right to conclusively accept or reject all forms of media present in the school.

Field Trips

Field trips should contribute to the student's educational, cultural, and social growth. Written parental permission is required for each trip. Permission over the phone is not acceptable. A faculty member assisted by other adults must accompany the students. All adult volunteers must complete the Diocesan program regarding interaction with minors. Students are expected to conduct themselves according to our school standards. Students are not to bring toys or electronic devices on field trips. Teachers may prohibit students from participating in a field trip if work is not completed or if their behavior warrants the prohibition.

Band

Band is offered to students in fifth through eighth grades. Private and/or group lessons are given. Students must provide instruments, but Band class is free through the school.

Sports

Refer to the Jr. High Appendix

HEALTH

Health Records

The school complies with the requirements of the Nebraska Department of Health and Human Services in securing and recording health information. The school maintains cumulative health records, screening results and immunizations for each student. In assessing the health of each student, the school:

1. Secures physical forms from kindergarten, seventh grade, and out of state transfer students. The exam must be completed no more than 6 months before the first day of school. The results of a physical examination must be sent to the school.
2. Recommends yearly dental examination.
3. Provides audio screening, vision screening, height and weight screenings for students. Referrals are sent to the parent or guardian with recommendation to follow up with the health care provider.
4. Immunization requirements can be found on the school's website or by contacting the School Office.

Illness

A student will be sent home for the following: temperature of 100 degrees or higher, vomiting, diarrhea, or any other signs of a contagious illness. Students should not return to school until fever-free (without the aid of fever reducing medication), vomit and diarrhea free, and symptoms have been improving for at least 24 hours. Please contact the school if you have questions about when your student may return.

Medication

Any student who is required to take medication during the regular school day must comply with school regulations. These regulations include the following:

1. All medication must be kept in the school health office, exceptions may be made for inhalers, Epi-Pens and cough drops.
2. All medications must be brought to school in the original container appropriately labeled by the pharmacy or health care provider.
3. Written permission from the parent or guardian on the school form (available on the website) must accompany the medication, including the student's name, name of the medication with dosage, frequency, time of administration, date of the order, and discontinuation date.
4. No faculty member may administer medication to a student on a regular basis. Exceptions may be made with parental and administrative permission.
5. Any controlled substance that a student may need for his/her health, will be locked in a secure lockbox and then again locked inside the medicine cabinet.
6. Parents are encouraged to bring over-the-counter medication to be kept in nurse's office in case your child needs a minor pain reliever. Over-the-counter medications will not be administered during school hours unless necessary for promoting a child's learning experience, and parental consent will be required before any over-the-counter medication is given.
7. Illegal drugs, alcohol, and tobacco are not permitted at St. Peter School or any Catholic School related function in the Diocese. Use of illegal drugs, alcohol, and/or tobacco at school or school functions will result in probable expulsion.

Lice

Parents are expected to notify the school office if their child has lice or if it is suspected that a child may have lice. If a student is suspected of having head lice, he or she will be sent to the nurse's office for an examination. If lice are found in a child's hair, the child will be sent home. The child must be treated-before returning to the classroom. Parents in the classroom of the child having lice will be notified of the situation. Please see the Lice Policy located on the school webpage for further information.

Emergency Protocol

In the case of a life-threatening asthma attack or anaphylactic reaction, the school will follow the Rule 59 protocol, in compliance with the State of Nebraska, unless notified otherwise by a student's parent or guardian.

1. Call 911.
2. Summon school nurse OR trained staff to implement emergency protocol.
3. Check airway/patency, breathing, respiratory rate, and pulse.
4. Administer medications in this order:

- First use epinephrine auto injector.
 - Use epinephrine auto injector junior for children **under 60 pounds**.
 - Then nebulized albuterol.
5. Determine cause as quickly as possible.
 6. Monitor vital signs (pulse, respiration, etc.).
 7. Contact parent/guardian immediately and prescribing health care practitioner as soon as possible.
 8. Any individual treated for symptoms with epinephrine at a school will be transferred to a medical facility.

Serious Illness, Injury, or Tragedy

St. Peter School will not sponsor fundraising activities for students, faculty/staff members, or relatives thereof who have been burdened by serious illness, injury, or other types of tragedy. The members of the school will offer prayers and encourage private financial support.

Memorials

Memorials for the deceased may be given in the form of donations to the school or the school endowment fund. Physical memorials such as plaques, pictures, statues, etc. and event memorials such as tournaments or celebrations named after the deceased are not acceptable.

Asbestos

A federally mandated asbestos inspection of St. Peter School, Lincoln was conducted in 1997. Asbestos management plans have been written for the school and may be reviewed by interested parties at the school office during regular business hours. **No asbestos containing material has been found in the school.** By following the school's asbestos management plan, we will continue to protect the health of our children and comply with federal and state asbestos regulations. The asbestos program manager for the diocese of Lincoln is Monsignor John Perkinton, P.O. Box 80328, Lincoln, NE 68501, (402) 488-2040.

STUDENT INFORMATION

Conduct Plan

The discipline policy of St. Peter School aims at forming the character of young people, so they are equipped to conduct themselves—both in school and throughout life—in a manner “worthy of the gospel of Christ” (Philippians 1:27). To accomplish this goal, we focus on the development of positive relationships and teaching and modeling virtuous behaviors that are rooted in the Gospel along with the many social skills necessary for developing and sustaining a well-ordered and prosperous society. St. Peter School uses the Boys Town model for classroom management. Boys Town Parenting Skills classes are encouraged. Contact the School Office for info.

The essence of Christian discipline is love and self-control. The moral development of each child is an integral part of our school. Our philosophy aims at motivating children to develop positive attitudes toward discipline and responsibility. Students need to realize that the observance of rules is directed towards safeguarding their liberties rather than curtailing them. Christian behavior is expected in and out of school. There needs to be cooperative effort between home and school for the best possible character development of the student in both his/her social and moral behavior. This includes the following guidelines:

- The following assists the students to grow in self-discipline:
 - Courtesy and respect to all teachers, adults, and fellow students at all times.
 - Truth is expected from all persons in every situation.
 - Respect for what belongs to others is a way of respecting others as well as oneself. Therefore, destroying property that belongs to the parish or anyone else is unjust.
 - Cooperation, self-control, and a positive attitude are qualities that help one grow.
- Each student must accept responsibility for his/her own actions. Both teachers and parents need to be kind, firm and consistent.
- Individual teachers generally handle classroom discipline. Teacher expectations and procedures will be clarified in each class during the opening days of school.
- Students are expected to conduct themselves according to school standards on field trips, playground, hallways, and lunchroom.
- Ongoing disruptive behavior, even in minor areas, cannot be tolerated for long periods of time. Generally, a student who has received three detentions will meet with his/her teacher along with his/her parents. Typically, a second meeting will occur after the sixth SRS with an administrator present in addition to teachers and parents. After the eighth SRS, the pastor will be consulted. Expulsion will be considered at the ninth SRS.

Levels of Responsibility System – This approach identifies four levels of social development and encourages students to exercise self-discipline through reflection and self-evaluation.

Positive Growth Model (as an example)

Levels of Responsibility and Happiness

		Level A	Level B	Level C	Level D
1	Key Phrase	<i>ALL ABOUT ME</i>	<i>BEING BETTER THAN OTHERS</i>	<i>COMMUNITY & COMMUNION</i>	<i>DIVINE DOMINION</i>
2	Focus	Self	Self	Others	Jesus
3	Characteristics	Obligation is to self alone, no desire for common good	Promotion of self, Personal power, control	Decisions are focused on the greater good	Desires to give and receive unconditional love
4	Motivation	Basic needs & Instincts (fear, greed, pain, pleasure)	Power, control, must be bossed to behave	External – needs consequences	Internal – Takes initiative
5	Virtues to Develop	Responsibility, Conscientiousness		Respect, Compassion	Reverence, Courage

Other Behavioral School-wide Practices:

- Boys Town Skills** – Taught in homerooms K-5, reviewed in homerooms 6-8. Skill posters posted in every classroom (including specialty classes) and reinforced by all teachers.
- Intervention Lessons** – Teachers determine what further lessons to teach throughout the year based on the needs of individual students and/or classroom dynamics. Resources include Bully Free Classroom Lessons.
- Peaceful Playground** – homeroom teachers teach/review the components of Peaceful Playgrounds and all teachers who supervise the playground reinforce these components.
- Virtue of the Week** – virtues are habits of doing good and, like any habit, they must be reinforced. For consistency, all students will be taught a weekly virtue. These virtues are based on the [Education in Virtue Program](#),

5. **Terminology shifts** – (For key information visit <https://www.stopbullying.gov/whatisbullying/roles-kids-play/index.html> and read the short article: “The Role Kids Play.”)

Bullying = Bully behavior, Aggressive/harmful behavior

Bully = Aggressor (One who harms). All people are capable of bully behavior. No one is a bully all the time. The term bully doesn’t respect the dignity of that person and the opportunity they have to change. The term also has so many broad connotations/emotional ties for people that it is less helpful for addressing specific issues.

Victim = Target. If someone is the target of another’s aggression, they have a choice in how to respond. Victim implies absolute helplessness. The target needs to learn strategies to respond to aggressive behavior in addition to adult assistance.

Bystander = Witness (or Defender). Even the terms “active” or “passive” are not as empowering as calling those who see the situation “witnesses.” A witness is called to testify to the truth. Again, this is language of empowerment.

To maintain order, protect the rights of individuals, and attain the common good, we also prohibit certain behaviors. These include any actions that endanger (or threaten to endanger) the spiritual, moral, or physical welfare of anyone in the school community, compromise (or have the potential to compromise) the learning process or offend the dignity and value of the human person. To deter improper behaviors or redress the disorders introduced by them, St. Peter School has established the following regulations:

Definition of Aggressive Behavior – Aggressive behavior is a deliberate, hurtful act of aggression, often repeated over time by an individual or group where an imbalance of power exists between the individual/group and the target. It may take on various forms including, but not limited to, physical, verbal, or indirect aggression or cyber bullying (online social aggression).

Response to Aggressive Behavior – Depending upon the severity of the incident, the teachers may handle it themselves or refer it on to the homeroom teacher and/or administrator to investigate. In determining the appropriate response to the students who commit one or more acts of aggression, school personnel consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past/continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. It is only after meaningful consideration of these factors that an appropriate consequence will be determined. The goal of all disciplinary action is to aid the formation of the children involved, recognizing each of them as a beloved child of God. Disciplinary measures that simply punish, but do not seek to remediate, are far less effective in this formation process.

Suspension (short or long), Emergency Exclusion and Expulsion – Grounds for suspension or expulsion is at the discretion of school administration. At times, in-school or out-of-school suspensions (short or long) or emergency exclusions may be required. The child is responsible for all classroom work during the suspension. Expulsion is used when a student's or parent's conduct is a hindrance to the welfare and progress of the school community as determined by the principal and/or pastor. The principal and pastor have the final recourse in all disciplinary situations. The following is a non-exhaustive list of student conduct which constitutes grounds for long-term suspension or expulsion:

- use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with the mission and purpose of the school;
- stealing or attempting to steal property of substantial value or causing substantial damage to personal property of the school or others;
- causing or attempting to cause serious injury to a school employee, volunteer, or student;
- assaulting, harassing, or hazing any student, school employee, or school volunteer;
- possessing a weapon on school property or at a school activity or event;
- engaging in the use, possession, or sale of alcohol or a controlled substance on school property or at a school activity; and
- any other conduct which, in the sole discretion of school administration, disrupts the learning environment or threatens the safety of students, staff, or volunteers.

Weapon Possession – No student may have in his/her possession on any school property at any time any kind of weapon such as guns, knives, or explosives.

Possession of Drugs/Alcohol – No student may have in his/her possession on any school property at any time illegal controlled substances such as illegal drugs, alcoholic beverages, or tobacco.

Items Not Allowed – Certain items are deemed inappropriate for a learning atmosphere and are, therefore, not allowed in school. These include: toys, toy weapons, bats, skateboards, electronic devices (Smart watches, Cell Phones, electronic games, etc.). Because of the high level of caffeine contained in them, energy drinks such as “Red Bull,” “Vault,” and “Bang” are not allowed. If any of these items are brought, the items will be confiscated, and the student will be subject to disciplinary action.

Searches – St. Peter School reserves the right to conduct a search of any desk, book bag, gym bag, or other personal belongings at any time for sufficient reason. School desks remain the exclusive property of St. Peter School. Any items found which are inconsistent with our Catholic mission may be removed.

Vandalism and Damage – The cost of property damaged, marred, or lost may be assessed to the student responsible whether through their carelessness or deliberate actions.

Object Safety – For safety purposes, pupils will not be allowed to bring any type of object into the school or on to the school ground that could cause harm or bodily injury. Such objects will consist of inappropriate toys (i.e., bats, play knives, etc.), unlawful weapons (guns, knives, etc.), or any other objects that teachers and/or administrators deem inappropriate.

St. Peter administration cannot anticipate all situations and will take action in the absence of a specific guideline or consequence to correct the situation on a case-by-case basis in the spirit of these guidelines.

Sexual, Verbal or Physical Harassment Policy – It is the policy of St. Peter School that the learning environment of its students shall be free from sexual, verbal, or physical harassment. It is a violation of this policy for any faculty/staff member or student to harass any other faculty/staff member or student by making unwelcome verbally or physically sexual advances, requests for sexual favors, or other inappropriate verbal or physical conduct. Violation of this policy will result in serious disciplinary action.

Playground Rules

1. Students will go outside as often as possible for recess, weather permitting. Parents are asked to see that their children are prepared for outdoor play.
2. All students must remain in the designated playground area in view of the teacher or person supervising during recess.
3. No one may leave the playground or parish premises without permission.
4. If the ball goes out of the designated playground area, students must have permission to retrieve it. Any area out of sight of a supervising adult or the street are off limits to students.
5. Students must include all who wish to play in any activities.
6. Students must not pick up snow, ice, rocks, dirt, etc.
7. Tackling, wrestling, fighting or other rough play is not permitted at any time.
8. Only conversations and language proper to a Christian boy or girl are expected.
9. Gum and candy are not permitted in the school building, outside the cafeteria, or on the playground with the exception of classroom party treats or when permission is given by an administrator. Gum and candy are never permitted in the church.
10. When the whistle ends recess, all playing stops. Students line up and enter the building in silence.
11. Playground equipment will be provided for the students. Students should not bring toys or games from home unless requested.
12. Students are responsible for returning playground equipment to the proper place after each recess.
13. Students are to remain outside unless they have permission from the teacher on duty. A second student should accompany them into the building.

Pets – Due to allergies and transportation inconveniences, pets are not allowed in the building. (Policy review continues for 26-27.) Curriculum-related classroom animals are allowed only with the approval of the classroom teacher and an administrator.

Cell Phone, Smart Watches, and Other Devices Policy – Technology devices are not to be used in school during regular school hours (7:45am-3:20pm). All such items are to be checked in to the homeroom teacher. If students need to use cell phones on school grounds immediately before or after school, they are to be on the outside benches, otherwise devices are to be in their school bags. Students are not to remove cell phones or devices from their bags in the school or outside as they wait for their ride. Devices used inappropriately may be taken from the student. Parents may retrieve the device from the main office. Multiple infractions will cause additional consequences appropriate for the individual situation. Teachers in charge of dismissal groups have authority to exempt an individual on a one-time basis for phone use if a ride has not arrived.

School Phones

- The school telephone is a business telephone. Permission will be granted for students to use the phone for emergencies and legitimate needs or by teacher's request.
- Students are requested to make plans for the day with their parents or guardians before coming to school. Forgotten P.E. clothing, books, assignments, lunches, or instruments do not fall under the category of an emergency.
- Students, teachers, and teacher assistants are not called from their classrooms for telephone calls during school, except in the case of an emergency.

Textbooks/Supplies

- It is the responsibility of each student to give proper care to all instructional equipment and supplies. Textbooks are furnished by the school. Students are asked to keep their books covered and clean at all times. A fine will be assessed for loss or damage beyond normal use.
- In the event a student loses or destroys a book belonging to St. Peter Catholic School and/or Library, the student is expected to pay the school for the loss.
- A school supply list for each grade is provided prior to the beginning of the school year. Each student is required to bring the needed supplies on the list.

Dress Code

See Appendix A

Grading

1. Grading will be on a letter basis for grades 1-8. A, B, C, D, and F will be used for all major subjects.
2. For conversion purposes, from numerical grades, the following scale is used:

A+...99-100	B+...91-92	C+...83-84	D+...75-76	
A.....95-98	B.....87-90	C.....79-82	D.....72-74	
A-.....93-94	B-....85-86	C-....77-78	D-....70-71	F.....Below 70%
3. For Specials; the following codes are used:
H-High Satisfactory **DW**-Doing Well **S**-Satisfactory **N**-Needs Improvement **E**-Experiencing Difficulty
4. For Social Studies and Science in first and second grades and Religion in first grade, the following codes are used:
H-High Satisfactory **DW**-Doing Well **S**-Satisfactory **N**-Needs Improvement **E**-Experiencing Difficulty

Academic Dishonesty

Students involved in a situation concerning academic dishonesty will have a grade and behavioral consequence based on the grade level and situation.

Homework

1. Homework assignments should reinforce concepts presented in class and include both written and study work.
2. Homework may be a reinforcement of skills taught, a creative project, a study period for the memorization of facts, or reading for enjoyment and further enrichment.
3. Homework should help students develop good habits of study and a sense of responsibility.
4. Work must be completed neatly and turned in on time to earn complete credit.
5. All students should be assigned some kind of homework from Monday through Thursday evenings. Weekend work is optional for grades 6-8.
6. Homework will not be newly assigned on School Family Meeting nights.
7. The average student should be able to complete the work in the following time allotments:

Grades 1-2....15-30 min.	Grades 5-6....45-60 min.
Grades 3-4....30-45 min.	Grades 7-8....60-90 min.

If a significantly greater amount of time is being spent on homework assignments, parents should notify the school, so a plan may be made for the student's needs.

8. Teachers in the lower grades should have a weekly homework sheet for each student. Upper-level students record assignments in a special homework copybook or notebook.
9. Parents/guardians should sign below the daily assignment each night. (Teacher discretion may be used in upper grades.)

If your child is spending too long on homework, check for the following:

1. *Are they wandering from the task at hand?* Some students will use avoidance strategies such as meandering around the house, being on a device, or daydreaming instead of focusing on their assignments. Having a monitored “Homework Hour” (see description below) is a way to help this problem. You may also consider using a timer in the beginning. Set the timer for ten minutes and give your child a manageable portion of the assignment to be accomplished in this time frame. Check back. Congratulate and/or encourage as you reset the timer for the next section.
2. *Are they perfectionists?* Some children struggle with perfectionism. While we want our children to do careful work, perfectionism is no virtue. Children must learn to accomplish a task as best they can within a given timeframe while remaining at peace. Setting and enforcing a time limit for children is very helpful. Tell the children that they need to do the best they can within a certain amount of time. When the time is up, they need to move on to something else. Perfectionists will need many reminders of your unconditional love. God loves them for who they are, not for what they can do.
3. *Do they have special learning needs?* Children with special learning needs may need assignments to be modified in length or content. Your child’s teacher or the school counselor may assist you in determining if a modification needs to be made.
4. *Are they too tired to do their homework?* Are your children running from school to dance to piano lessons to Scouts to football to whatever else? If they don’t have a chance to begin homework until late evening, this may be a major cause of the difficulty. It is hard for a tired child to stay focused on an assignment. Consider limiting the number of activities.

The Homework Hour – The “Homework Hour” (which is not necessary 60 minutes) has helped many families solve multiple issues. It is very helpful for the children in establishing good habits and skills. Some children are not in need of this structure, but if yours are struggling with accomplishing their assignments within a reasonable amount of time, take a look below:

1. Establish a definite time and place for homework to be done each day after school.
2. Limit the number of potential distractions (TV, radio, phone, computer).
3. Check the assignment book.
4. Divide the homework tasks into time allotments and begin.
5. Use a timer if necessary.
6. Let the children do their own assignments but be available for questions.

If a student claims to have no homework, this usually means that all the written portions have been completed. These “No Homeworkers” should still participate in the Homework Hour. Studying can always occur. Have the children reread their lessons. Have them rewrite their spelling words, study for their upcoming vocabulary test, practice math facts, read their prayers, etc. If all else fails, pull out a good book and have them read for the allotted time. Be sure that the completed assignments are placed back in the book bags in a predetermined location.

Unplanned Absences (sickness, funerals, emergencies, etc.)

- Notice: Please notify the office by 8:30 a.m. Parents may also email their student's teacher and the front office.
- Pick-up work: When notifying the office of an absentee, parents are required to specify arrangements for homework to be picked up after school from 3:20 p.m. – 5:30 p.m., or to be sent home with a sibling or neighbor. Promptness in picking up homework is appreciated.
- Work Completion: Students are allowed a maximum of two school days to make up work for each day absent, not including the day of the absence itself. Special arrangements will be made for serious, doctor verified illnesses. A date for make-up tests should be arranged between the student and teacher immediately upon returning. Junior High students are responsible for initiating the arrangements.

Planned Absences (trips, appointments, personal and extracurricular events, etc.)

The school calendar is designed to provide a few long weekends enabling families to go on pleasure trips or vacations and attend to routine medical and dental needs. Parents are encouraged to plan in conjunction with the school calendar. Teachers are not obliged to give work in advance for students going on trips or attending extracurricular activities during scheduled school days.

- Notice: Work may be given in advance for students missing scheduled school days with written parent request given at least one week in advance of the anticipated absence. Teachers are not required to give the work in advance and will notify the parents if it is not possible/practical.
- Pick-up work: The parent or student is responsible for getting the work from the teacher, should the teacher be able to give it in advance.
- Work Completion: See Above for Unplanned Absences

Tests

- Tests are issued at the discretion of the teacher.
- Standardized tests are taken by all students in Grades 3-8 each year to maintain an adequate profile of a student's achievement and potential ability.

Report Cards

- Report cards are issued four times a year for students in Grades K-8.
- Parents or guardians are asked to sign an acknowledgment of receipt for report cards.
- Report cards will be held if all fees have not been paid.

COMPUTER/INTERNET USE POLICY

Students in grades K through 8 are asked to sign a computer/internet user agreement to abide by the following rules for use of educational technology available in our school.

Internet Use

St. Peter School strives to provide an exciting, interesting and motivating learning environment which allows students to develop their God-given capabilities. In that spirit, we offer internet access to our students for educational purposes. The internet enables us to connect to school, libraries, museums, government agencies, and many other information providers, greatly expanding our available resources and providing opportunities for interactive projects. With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school setting. The Diocese of Lincoln's Technology Department has taken precautions to restrict access to controversial materials. However, on a

global network, it is impossible to control all materials, and an industrious user may discover inappropriate information. We place responsibility upon each student to use this service in a manner consistent with the school's rules and philosophy and for the purposes intended—academic research and classroom projects. St. Peter School does not assume responsibility for inappropriate materials acquired through internet access at the school. Internet access requires proper conduct of all users, who must adhere to these guidelines. If a user violates any of the guidelines, his/her school computer privileges may be restricted.

Acceptable Use

Computers and the internet are available in the classrooms and in the computer lab at St. Peter School to be used for school assignments. We expect students to conduct online activities with courtesy, honesty, respect for others, and to observe all school rules and policies as stated in the Parent/Student Handbook. School computers also provide an opportunity for creativity. School assignments may include computer-generated artwork, presentations, or web pages. However, students may not publish web pages in the school's name without permission from the principal.

Unacceptable Use

This includes, but is not limited to, the following:

- Activities that are not educational in nature, and/or not in keeping with the philosophy and rules of St. Peter School.
- Activities that are illegal, dangerous, or destructive.
- Violation of privacy or the integrity of others' files; revealing personal addresses, phone numbers, or bank or credit card information.
- Sending or displaying offensive messages or pictures.
- Using obscene language; harassing, insulting, or attacking others. Copyright violation or plagiarism.
- Use of another person's account.
- Use of social networking sites, groups chats, interactive games, instant messaging, non-school-related bulletin boards, or personal email.
- Transmission of material, which is sexually explicit, vulgar, obscene, offensive, or threatening.
- Hacking or attempting to violate or change secure files.
- Introducing viruses or other harm to the system.
- Downloading programs or installing software (without permission of the network administrator).
- Altering computer settings, especially control panel settings.
- Damaging computers, computer systems, or computer networks.
- Wasting, damaging, or taking supplies such as paper, toner cartridges, headphones, paper holders, and any other items provided by the school.
- The use of the Internet for financial gain or any commercial purpose: buying, selling, or any financial transaction.

St. Peter Catholic School reserves the right to refer any and all cases of unacceptable use to law enforcement authorities.

Network Administration Policy

We offer internet access throughout St. Peter School as a privilege, not a right. Students should be aware that no activities on the network are completely private and can, if necessary, be monitored by the network administrator. Anything transmitted on the network is the property of the Catholic Diocese of Lincoln and may be monitored by the administration and faculty. The school administration may revoke computer privileges at any time or pursue disciplinary or legal action against students who violate this acceptable use policy. Students may be supervised and guided in their use of the internet, but it is the student's responsibility to use the system in accordance with the rules. The school administration and faculty will decide whether an act constitutes inappropriate use of the school computers, its network or the internet. The administration, faculty, and staff at St. Peter School may deny, revoke, or suspend the computer use of any individual. The school complies with the Children's Internet Protection Act.

Email access

As part of the Education Office and Tech Fee, all students in a Diocese of Lincoln Catholic School are provided with an Office365 account. That account allows the students to access programs like Word, PowerPoint, and other Microsoft Office products. Additionally, the account gives the student access to the computers in school and other software products used in our schools (e.g., Canvas, PowerSchool, TypingClub, etc.).

A necessary part of an Office365 account is an email account. All students with an Office365 account have an email account associated with it. Based on the grade level of the students, the email accounts will have varying degrees of restrictions on them as follows:

- K - 4th grade - No emails will be able to be sent from or received in the student email account.
- 5th - 8th grade - Email accounts can only send email to or receive email from other Diocese of Lincoln Catholic School email accounts (both students and faculty).
- 9th - 12th grade - Email accounts will be unrestricted and can send to or receive from any other email address, even those outside of the Diocese of Lincoln Catholic Schools.

Note - Unrestricted accounts still receive the standard spam/malware filtering that all Diocesan accounts receive.

Social Networking

St. Peter School does not provide access to individual accounts for social networking. Students should not use school computers for access to personal social networking sites except for specific teacher-supervised assignments.

Unauthorized Use of School Name

No student, or student's parent or guardian, without the prior expressed written authorization of the school's principal, may utilize the school's name or identifying logo for any purpose, including but not limited to the use of the school's name:

- To solicit funds on behalf of the school.
- To collect money on behalf of the school.
- To sell products on behalf of the school.
- To open up any bank account.
- To schedule any field trip, vacation, or other accommodations.
- To post on any website for any purpose including, but not limited to, support of a particular social or political agenda, or social networking sites.

Any such unauthorized use of the school's name or identifying logo, if committed by a student, may subject the student to disciplinary action up to and including expulsion. Unauthorized use of the school's name or identifying logo may result in legal action.

PARENT INFORMATION

Parents/guardians should be recognized as the primary educators of their children.

Communication

Many avenues are used to keep the lines of communication open between the home and school.

1. Meetings with an administrator or teachers may be arranged. Please schedule a meeting in advance as to not hinder the progress of work which needs to be done for the benefit of the children.
2. A school newsletter containing pertinent information is sent to parents' email addresses each Wednesday. A hard copy will be sent with the youngest child of parents not having an email account. Also, the Sunday church bulletin often has school announcements.
3. There are five School Family Meetings per year, which play a key role in communication.
4. Please call (402) 421-6299 to report absences or tardies. Our office hours are 7:45 a.m. to 3:45 p.m.
5. Any personal problems should be handled in a confidential manner following this order of priority: communicate with the teacher, then the principal, and lastly the superintendent.
6. St. Peter Website: <https://www.saintpeterlincoln.com/school.html>
7. Please ask if you have questions. We are eager for you to have the information you want or need. Since information needs are not the same for all parents, please do ask.

Summer Information

Each school family will be notified of the availability of information for the upcoming school year. The following information will be included: School Lunch Program, Emergency Form, Volunteer Opportunities, School Calendar, School Supply Lists, and Scrip Forms.

Parent-Teacher Conferences

- Teachers are to take great care to keep parents/guardians informed of the progress of their children. Notes home, email, and/or telephone calls are frequent means of communication.
- Conferences with parents/guardians and teachers are formally scheduled after the 1st quarter. Parents or teachers may request conference before or after school any time during the year.

Emergency Forms

Emergency forms must be completed and returned to the school at the beginning of each school year for each family. It is important that parents/guardians provide information needed in case of emergency.

Change of Address

If your address or phone number changes, please notify the school office.

Transfers

- Parents transferring student(s) from St. Peter School are asked to sign an "Information Release" form at the school they will be attending. Upon receiving this form, records will be sent to the new school.
- Parents transferring into St. Peter School are asked to sign an "Information Release" form, and records will then be requested and obtained from the previously attended school.

Forgotten Items

Any lunches, books, assignments, etc. forgotten by students may be dropped off at the school office. Parents are not to bring these items to the classroom. Names and grades should be written on sacks or lunch bags. The items will be given to the students by office staff only. Students will not be allowed to call home for lunches, books, or assignments. The school will provide a school lunch for any student who has forgotten a sack lunch.

Back to School Night

- Near the beginning of the school year, parents/guardians are invited to come to school to meet their child(ren)'s teacher(s).
- Parents/guardians will learn the classroom rules and what is expected of their children. This meeting enables essential communication between teachers and parents. Parents are highly encouraged to attend.

School and Family Association

The primary mission of this organization is to foster the spiritual and temporal education of children. Membership of all parents/guardians of children in St. Peter School and Family Association is automatic and confirmed by paying dues. In order to carry out the objectives of the Association, parents are asked to be active members by attending the meetings held approximately bimonthly as listed on the annual calendar. The Association will endeavor to:

- Promote understanding, cooperation, and mutual support among children, teachers, parents/guardians, and the religious leadership of the school and diocese.
- Encourage parents or guardians to participate in development and operation of supportive educational programs and functions.
- Provide support mechanisms for the fiscal demands of the school.
- Offer well-planned programs, of particular interest to parents/guardians, which are related to Catholic education.
- Monitor and respond to community, state, and federal influences on Catholic education in the context of St. Peter School.
- Create greater appreciation of Catholic education and, through this process, strengthen the family as a basic unit of Catholic education.

Accident Insurance

Parents are responsible for insurance. The school does not cover accidental injuries.

Volunteer Program

Parents enrich our educational program by assisting as volunteers in various areas of service. Forms are sent home in the summer requesting parental help in a variety of ways.

Grievance Process

1. It is expected that parents and staff will strive to work together in the formation of children as the Church would have us.
2. While email/phone calls may work for some issues, serious issues should be dealt with in person.
3. Grievances with any teacher should first be addressed to that teacher.
4. If the teacher is not the homeroom teacher, the homeroom teacher should be brought into the discussion.
5. Grievances that cannot be resolved with teachers should be referred to an administrator.
6. If still not resolved, the issue should be taken to the pastor and principal.
7. The decision of the pastor and principal will be final.

GENERAL POLICIES

Birthday

Students may celebrate their birthday/baptismal date by bringing a small prize such as a holy card, a sticker, a pencil, an eraser or something religious or educational for each student. Snacks and food items are not allowed due to health regulations and/or allergies. A book may also be donated to the library or classroom in honor of the child's birthday. The librarian will label the book with the student's name and birth date inscribed on the first page. The librarian has a list of suggestions available upon request. Relatives/friends are not to send flowers or gifts to the school office for a student birthday.

Lost and Found

All unclaimed articles are placed in the lost and found receptacle. If lost articles are not claimed within two weeks, they will be donated to a worthy cause.

Money

Students are not to bring valuable items or large sums of money to school. If items are brought to school and lost, the school is not responsible. All money sent to school with the children should be in an envelope marked with your child's full name, grade, purpose, and amount enclosed.

Parties/Invitations

- Parties during school hours will be permitted for All Saints Day, Epiphany, Valentine's Day, and Easter.
- Each family will pay a fee to cover the cost of food and supplies.
- Teachers and room parents organize parties.
- Invitations to parties held at home may be distributed in school if the entire class or all the boys/all the girls are invited.

Visitors

- All visitors, parents or guardians are to enter and exit through the main front door of the building. Please ring the doorbell at the far right and state your name and purpose for being at school. Please sign in at the window where you will receive a visitor's badge. It is important that the administration be aware of everyone in the school at all times.
- In order that the learning process not be interrupted, it is the policy at St. Peter's School that parents not enter the classroom to observe students and teachers unless previously arranged with an administrator and teachers. Parents are encouraged to make an appointment to meet before or after school to discuss questions or concerns about their child.
- Non-St. Peter School students may not attend school as visitors without the permission of the principal.

Labels for Educational Programs

We collect a variety of labels redeemable for educational supplies. Programs vary - details are sent home annually and are available from the office.

Materials Conservation

Recycling business paper helps our environment and cuts school expenses. If you or your company have excess paper that can be used by the school, please let us know. The school will often print on the backside of sheets that businesses may have otherwise thrown away. Any advertising or promotional items such as pencils, pens, envelopes, etc. are always welcome. Aluminum cans are collected in the fenced bin behind the school. Donations are welcome.

Recycling

St. Peter School recycles paper, cardboard, tin, and plastic in the interest of being good custodians of God's gifts.

EMERGENCY PROCEDURES (aka Standard Response Protocols – Attachment B)

Teachers are to be informed of, and adhere to, procedures which are periodically reviewed and posted in each classroom.

1. Evacuation Drills (ex. Fire Drills)

- Fire drills are conducted ten times annually.
- Students will be given directions for fire drills at the beginning of each school year. Students will stay in line, refrain from talking, and walk as quickly as possible from the building under the direction of the teacher responsible for them at the time the alarm sounded.
- Teachers will accompany students from the building, will close doors to their rooms as they leave, and will have a class list in his/her possession.

2. Shelter Drills (ex. Tornado Actions Practices)

Most tornadoes occur between early April and mid-August with peak activity in May and June. In the spring, students will participate in a tornado drill.

3. Hold & Secure and Lockdown Drills

Faculty/Staff and students will be trained to respond to an intruder or other dangerous situations. Care and discretion will be used in the training to not cause unnecessary fear.

Junior High Appendix*

* - Guidelines include Grade 6 for the 2026-27 School Year. This handbook complements the PreS-8 Parent-Student Handbook.

Student Numbers

Each student is given a student number at the beginning of the year. This number is based on the homeroom and alphabetical order. The students in the "A" homeroom are numbered 1-30 and the students in the "B" homeroom begin at #31. For example, suppose there are 26 students in 8A and 25 students in 8B. 8A would be numbered 1-26 in alphabetical order; students in 8B would begin with number 31 and number alphabetically through 60. Any student that transfers into the grade no matter the homeroom would get the next number. If a student transfers out the number is NOT reassigned. It is a good idea to wait until one of the first days of school to assign the numbers since new students may transfer and then all the students.

can be in alphanumeric order. Student numbers DO NOT carry over from 7th grade to 8th grade. 8th graders need to be reassigned numbers based on their new homeroom and alphabetical order. Sometimes 8th graders will revert to using their old 7th grade number; they just need to be reminded of their new number.

Use of Student Numbers- Student numbers are used for school business in two particular ways. First the textbooks are all numbered. The student should be given the text corresponding to their number. (8th grade Algebra/Math is the exception. Due to the two different texts for the Algebra/Math classes the student may not receive the text with their number.) Textbooks should be covered with paper covers; workbooks may be covered in clear contact paper. Religion texts should be covered with clear contact paper. Second, the student number helps with filing tests and quizzes. On all tests and quizzes students must put their first and last name. In addition, they need to put their student number in the upper right corner and JMJP on the top of their paper.

Tests/Quizzes

Teachers keep tests and quizzes for the subjects they teach. Each teacher will have a file for each student in which tests/quizzes are kept. If another teacher or a parent/student needs to refer back to the student's work, they can request the information from the teacher of the subject they teach. All teachers should ensure that the students have seen the grades of test/quizzes prior to them being filed.

Junior High Entrance Door

The door at the end of the junior high hallway is unlocked from 7:50 to 8:05 a.m. The junior high doors should never be propped open. In the morning this door is used as the entrance for any 6-8th grade students. A teacher at the 7:55 bell opens the door. After the 8:05 a.m. bell, students need to go in the school's front door. Students other than 6th-8th graders should not come in this door. Students should not open the door except in a fire drill or emergency. At the end of school, students should proceed to their assigned stations when dismissed and should not be in the hallways waiting for other students to be dismissed. This will keep the hallways clear for the younger students to travel to their assigned spots.

Hallway Behavior

Talking - Students may talk during class switch in the junior high hallway. There should be no talking outside of the junior high hallway. In other words, they should not talk coming back from Mass, lunch, specials/electives etc. It is especially important that students are not talking by the offices.

Dress Code

See Appendix A

Recess & Lunch

Recess – The 6th, 7th and 8th grade has recess before lunch. Recess is on the lower parking lot and soccer field. There are three monitors. Students should not be released from their classroom until there is a monitor outside. Teachers on duty should lead the students outside. Remember to wait for the recess duty person to be at the

exit doors before you leave your homeroom. Teachers on duty should ensure that all the students do go outside. Students should not go inside except for an emergency or at the request of a teacher. There are two whistles at recess to call the students to line. The first whistle calls one grade; they line up by homeroom on the lower parking lot and are taken into lunch via the junior high entrance door. At the second whistle the other grade lines up. This class is then taken into lunch via the same door. Every month grades switch who comes in first. Please remember to get into line quickly and efficiently. If this is a problem, the students who are not in line will need to move to the back of the lunch line and may receive a consequence.

Lunch - All students will have assigned tables by grade level in the lunchroom. Proper lunchroom behavior includes the following:

- eating with proper manners
- no throwing of food
- please clean up after yourself
- reporting any improper behavior to the teacher that is on duty
- getting a pass from the teacher on lunch duty to leave the cafeteria to use the restroom, get a drink, go to the nurse/office, etc.

Time-out Table - There is a particular table in the lunchroom for those students who cannot behave during lunch or recess. At this table students may not talk.

Lunch Tables – Two students are assigned as table cleaners each week. It is their responsibility to wipe the table, it is not their responsibility to clean up trash, each student should do their own. Each homeroom is given two tables.

Power School / CANVAS

This year we will be using Power School to post grades throughout the quarter. **Please check Power Teacher periodically if you want to know how your child is doing in his/her classes. If you are having trouble logging into parent connect, please contact the office for assistance.** For the 26-27 school year, teachers may be incorporating CANVAS as a communication tool with students and parents.

Honor Roll

This honor is for students who have a B+ or above in all subjects on their report card, special classes of “S” or above, and no more than three (3) infractions on their accountability card for the quarter. A self-reflection session (SRS) counts as three (3) infractions. For example, a student with all "A's" and 4 infractions (or an SRS and one infraction) would not be on the honor roll. An honor roll certificate will be sent home in the student’s report card.

Junior High Exams

At the end of each semester, the 7th and 8th graders are given semester exams. Exams for 6th Grade will be determined with teachers and communicated to parents. These exams are meant to prepare the students for high school type exams. The exams are cumulative for the semester. There are exams in Religion, English, Science, Math, Social Studies, and Vocabulary. The students should be given review for these exams. Students are given up to 45 minutes for each exam.

Late Work

Any work not completed on time will result in the student attending the next recess study hall. The student will receive an “adjusted grade” on the late work and will need to turn in the work the next school day. If student does not turn in the late work the next school day, he/she will receive an infraction and will again attend the next recess study hall until work is completed.

Grades

It is junior high policy that no completed/graded quizzes or tests will leave the school. **Each student will be responsible for checking their grades on Power Teacher (or CANVAS, if implemented).** All graded tests and quizzes are returned and reviewed in the corresponding classroom. This process will allow the students to be responsible for documenting their own scores. **All hard copies of quizzes and tests will be kept on file in the classroom of the teacher administering the assessments.** These are available for review before or after school.

School-to-Home Communication

Communication: The communication carrier is the youngest/only child in the school. Look for newsletters, calendars, etc. that will be sent with your youngest or only child.

ST. PETER CATHOLIC SCHOOL JR. HIGH MANAGEMENT PROGRAM MODELED AFTER THE BOYS TOWN CLASSROOM/LIFE SKILLS PROGRAM:

A classroom management approach that emphasizes a caring, positive, supportive, and structured classroom/school environment.

“Character is formed by doing the things we are supposed to do, when they should be done, whether we feel like doing them or not.” - Fr. Flannigan

The following life skills will be emphasized throughout the school year:

- Following Instructions
- Accepting Criticism or a Consequence
- Accepting “No” for an Answer
- Greeting Others
- Getting the Teacher’s Attention
- Asking for Help
- Disagreeing Appropriately
- Making an Apology
- Talking with Others
- Accepting Compliments
- Asking Permission
- Volunteering
- Staying on Task
- Listening
- Appropriate Voice Tone
- Sharing Something

ACCOUNTABILITY

Each student will be issued an accountability card. If a student continues to ignore a skill or has already been given at least one corrective prompt by a teacher, that student may receive an infraction. The student presents his/her card to the adult upon request. The teacher will sign the card and ask the student to fill in the appropriate code on the back of the card as a means of “reflection” of his/her misbehavior.

- Five accountability infractions from **ANY** teacher/adult supervisor = “self-reflection” session.
- If a student loses the accountability card = automatic “self-reflection” session (unless they bring the card to the teacher the next school day whereas the student will receive an additional infraction for not having the card). A new card will be issued by the homeroom teacher after student pays a \$1.00 fine.

- A student should have the accountability card on their person at all times during the school day. If a student does not have the accountability card on their person when asked for it, they will receive an additional mark for not having their card.

CITATIONS

If a student continues to ignore a skill or has already been given at least one corrective prompt by a teacher, that student may receive a citation in addition to an infraction for further self-reflection and parental communication. This form is to be filled out by the student and handed to the teacher before they leave the room. The teacher will sign the form and depending on the seriousness of the infraction, may return the citation to the student for a parent signature or may give the citation directly to the homeroom teacher for filing purposes. If the student receives the citation form, they must return the citation, with parent signature, to his/her homeroom teacher the following school day. Failure to return the citation the NEXT school day will result in further consequences.

SELF-REFLECTION SESSION

Self-Reflection Sessions can be earned by getting five infractions, as well as for the following behaviors:

- physical fighting/acting out in anger
- cheating on quiz/test (an “F” is also earned)
- stealing/defacing other’s property
- abuse of God’s Name or other inappropriate language according to teacher discretion
- blatant disrespect
- other behavior(s) deemed seriously inappropriate by any particular teacher or adult supervisor

Self-reflection sessions time will be spent before/after school completing a “self-reflection essay” form. In addition to completing the essay the student will arrange another time during the school day to speak with a staff member of their choice about their infractions.

- Three Sessions = Parent meeting
- Six Sessions = Principal meeting and possible exclusion from 8th grade class trip
- Nine Sessions = Expulsion considered

****Failure to attend a session = Infraction + Original Session!**

Office Referral

If a student needs to leave the classroom for extreme misbehavior, he or she will be escorted to the office. A form will travel with the student, explaining the behavior that resulted in an office referral. Parents will be contacted in written/ oral form.

Cell Phone, Smart Watches, and Other Devices Policy – Technology devices are not to be used in school during regular school hours (7:45am-3:20pm). All such items are to be checked in to the homeroom teacher. If students need to use cell phones on school grounds immediately before or after school, they are to be on the outside benches, otherwise devices are to be in their school bags. Students are not to remove cell phones or devices from their bags in the school or outside as they wait for their ride. Devices used inappropriately may be taken from the student. Parents may retrieve the device from the main office. Multiple infractions will cause additional consequences appropriate for the individual situation. Teachers in charge of dismissal groups have authority to exempt an individual on a one-time basis for phone use if a ride has not arrived.

8th Grade Activities

There are several things that occur toward the end of the year that involve only the 8th grade.

Pius X School Registration - In February the 8th graders are invited to an orientation at Pius X High School. At this orientation they receive a registration packet. Shortly after the orientation Pius X schedules a time to come to St. Peter's to collect the registration materials. They speak with each student whether or not they plan on attending Pius X. This usually takes about 30-40 minutes total.

Pius X Student Council - Sometime in April or May, student council representatives from Pius X High School will arrange to come and speak to the 8th grade about the student council at Pius X High School. The students interested can then apply for the PIUS X Student Council. This involves teacher recommendations.

8th Grade Mass - In May the 8th grade attends a Mass with all the 8th grades from the city Catholic Schools. This Mass is celebrated by the Bishop.

Graduation - The 8th grade graduation consists of a Mass and cake reception. The seventh-grade parents are in charge of the reception.

Absentee Homework Policy

- Unplanned absences (sickness, funerals, emergencies, etc.)
- Notice - Please notify the office by 9:00 a.m. The office will notify the teacher.
- Pick up work - When notifying the office of an absentee, parents are required to specify arrangements for homework to be picked up after school from 3:20 p.m. - 5:30 p.m., or to be sent home with a sibling or neighbor. **Promptness in picking up homework is appreciated.**
- Work Completion - Students are allowed a maximum of two calendar days to make up work for each day absent, not including the day of the absence itself. Work is due at the beginning of the third calendar day (K-5) or at the beginning of each subject period (6-8). Example: If a third-grade student is absent on Monday, assignments from Monday are due by Thursday morning at the latest. Absentee work should be returned in a timely manner to the teacher or the office. This helps prevent the student from falling behind and assists teachers in keeping up with grading. Full credit will be given for work completed within the above time frame. Failures will be given for work not completed in the time frame according to classroom policy. The school principal may grant exceptions and extensions for serious, doctor verified illnesses.
- Make-up Tests - A date for make-up tests should be arranged between the student and teacher immediately upon returning. Junior High students are responsible for initiating the arrangements. The tests/quizzes can be made up before school at 7:15 am. or after school at 3:30 pm, unless other arrangements have been made with the individual teacher. Junior high students will have five school days to make up all tests/quizzes from their absence, unless arranged differently by the individual teacher. If the student does not complete the make-up test/quiz in the allotted time, the students will receive a failing grade from the test/quiz.
- Planned absences (trips, appointments, personal and extracurricular events, etc.)

The school calendar is designed to provide a few long weekends enabling families to go on pleasure trips or vacations and attend to routine medical and dental needs. Parents are discouraged from removing students from school for pleasure trips or appointments and are encouraged to plan in conjunction with the school calendar. Teachers are not obligated to give work in advance for students going on trips or attending extracurricular activities during scheduled school days.

- Notice - Work may be given in advance for students missing scheduled school days with written parent request given at least one week in advance of the anticipated absence. Teachers are not required to give the work in advance and will notify the parents if it is not possible or practical.
- Pick-up work - The parent or student is responsible for getting the work from the teacher, should the teacher be able to give it in advance.

APPENDIX A

2026-2027 Student Dress Code Guidelines REGULAR SCHOOL DAYS / Kindergarten – Grade 8

DRESS CODE – INTRODUCTION/OVERVIEW:

We are “temples of the Holy Spirit, God dwelling within.” (1Cor 6:19) St. Peter Catholic School (SPCS) students should reflect this conviction. With ongoing styles and material changes that take place within the academic and activity clothing markets, St. Peter Catholic School attempts to be considerate of these changes as well as pricing. These guidelines serve to more closely align our school with other Catholic Schools in the Diocese of Lincoln regarding dress codes. For students, it provides for further focus on their faith and academic development. For teachers, it provides a more productive and positive atmosphere for teaching and learning. All is in the spirit to enhance our school’s mission.

The following ‘dress code’ guidelines are to assist parents in their purchase of appropriate clothing, but they also serve to provide for a high-quality classroom and school day atmosphere. St. Peter Catholic School reserves the right to adjust these guidelines at any time, especially in situations where dress, grooming, or visible bodily markings, whether temporary or permanent, become distracting to the faith and academic environment. Such changes will occur more on an individual basis, but overall adjustments may be made. **Lands’ End and Tommy Hilfiger are the two approved ‘Dress Code Vendors.’ Although Dennis uniform is no longer in business as of Fall 2025, those dress code items from previous years will be allowed, if in good condition.**

DRESS CODE – General Guidelines (Boys & Girls):

Each student should strive to be presentable at all times and take pride in representing their school to further build their self-esteem. Students are expected to be in dress code each day. Exceptions to this rule will be rare. Exceptions will be made with the approval of the Principal (ex. medical procedure [cast]). Parents will be called to bring suitable clothing if the School Office is unable to provide a temporary replacement. **Repeated violations will result in a letter home to parents and, for junior high students, an infraction on their accountability card. A parent meeting will be required for junior high students who receive three dress code violations on their accountability card.** Dress Code items should be:

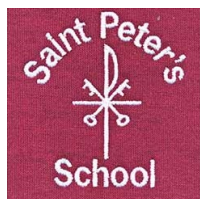
- Clean
- Well kept...items torn, frayed, or extremely threadbare are not acceptable
- Appropriate size...throughout the entire year (e.g., appropriate pant & shorts length)
- Modest in appearance
- Marked with the child’s name (ex. on the tag)

All students should be neatly groomed.

- Boys must restrict their hair length to the top of their shirt collar. Boys’ hair should not reach below their eye brows or ear lobes. Natural hair color (boys & girls) is to be maintained. Extremes in hairstyles are unacceptable (ex. spiked/shaved spots/bushed). SPCS reserves the right to determine what is allowed regarding dress or hairstyle. Fads or extreme fashions are to be avoided. Hats and coats are not to be worn in the classroom.
- **Students and parents will be notified that hair length, or color does not meet dress code requirements. Students will be given seven (7) days to be in compliance. If the student does not meet the requirements after seven days, a mark will be given on the accountability card.**

DRESS CODE – New Logo:

Our school logo has changed but prior year logo items are still considered part of our dress code. The prior and new logos are below:



Prior Year's Logo



New Logo (started in 24-25)

DRESS CODE - Wearable technology update (All Students):

A recent trend of students is ‘wearable technology,’ such as smartwatches. Please be advised that the usage of such devices is strictly prohibited during the school day, even in the event that the device is placed on school mode. Students wearing these devices will be asked to turn them into their teachers. Should there be multiple occurrences, the device may be collected by the teacher until parents retrieve the device from the School Office. In cases where the device is medically necessary, exceptions will be considered. These exceptions will be granted on a case-by-case basis determined by school administration.

DRESS CODE (Girls):

Plaid Jumper (Grades K-5) & Plaid Skirt (Grades 6-8)

- **(NEW)** worn at the waist and are not to be rolled to shorten length
- **(NEW)** appropriate length; no more than 2" above kneecap
- **(NEW)** shorts or leggings are to be worn underneath Quarters 1 & 4
- **(NEW)** leggings are required throughout Quarters 2 and 3

Shirts (Tucked in unless Banded Bottom)

- Collared dress code-type blouse, white or light yellow, short or long sleeve (Grades K-5)
- Plain white or light-yellow polo or turtleneck, short or long sleeve (Grades K-5)
- White or burgundy short or long sleeve polo embroidered with school logo (Grades 6-8)
 - Must be tucked in
 - Short or long sleeve, solid white T's may be worn underneath

Sweatshirts, 1/4 Zips or Full Zips

- Navy or burgundy sweatshirt embroidered with school logo (Lands' End / Tommy Hilfiger) worn with dress code shirt
- Navy or burgundy 1/4 zip fleece jacket embroidered with school logo (Lands' End/Tommy Hilfiger) worn with dress code shirt

Socks

- Solid navy, white or black tights or socks (minimal logos)
- Full-length navy or black leggings (no flares)

Shoes

- Athletic or Dress shoes
- No sandals, clogs, or light-up shoes or significant sole rising shoes.

Jewelry

- Post earrings only (max of one in each ear)
- Religious jewelry and watches; medals, crosses & medical alert related items are allowed

Make-up

- Clear or clear pink nail polish only
- No face/eye/lip makeup may be worn - natural hair color (no highlights in hair)
- Students will be required to remove makeup at school. Students and parents will be notified if fingernails do not meet dress code requirements. Students will be given seven (7) days to be in compliance. If the student does not meet the requirements after seven days, a mark will be given on the accountability card and parents will be notified by phone.

DRESS CODE (Boys):

Pants

- Lands' End / Tommy Hilfiger navy or khaki (Grades K-8)

Shorts (Optional, Quarter 1 & 4, unless noted by Administration)

- Lands' End / Tommy Hilfiger navy or khaki (Grades K-8)

Shirts (Tucked in unless Banded Bottom)

- Polo or oxford, white or light blue, short or long sleeve (Grades K-5)
- White or burgundy short or long sleeve polo embroidered with logo (Grades 6-8)
 - Short or long sleeve, solid white T's may be worn underneath

Sweatshirts, 1/4 Zips or Full Zips

- Navy or burgundy sweatshirt embroidered with school logo (Lands' End / Tommy Hilfiger) worn with dress code shirt
- Navy or burgundy 1/4 zip fleece jacket embroidered with school logo (Lands' End) worn with dress code shirt

Socks

- Solid navy, white or black socks (minimal logos)

Shoes

- Athletic shoes
- Dress shoes
- No sandals, clogs, or light-up shoes or significant sole rising shoes.

Jewelry

- No earrings
- Religious jewelry & watches; medals, crosses, & medical alert related items are allowed

Lands' End:

- Website: <https://www.landsend.com/>
- School Code: 900145863

Tommy Hilfiger (shorts only):

- Website: www.globalschoolwear.com
- School Code: STPE08

NOTE: Dennis Uniform is no longer available but items from previous years are allowable if in good condition.

Spirit Days/Jeans Days/Non-Dress Code Days for all students will be announced/identified throughout the year (with timely notification). These "Spirit Days" will be limited to special occasions. Dress guidelines will be included when these days are announced/identified.

APPENDIX B

Standard Response Protocols (SRP)

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

TEACHERS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Do business as usual
Take attendance



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults