

# Saints Peter & Paul Catholic School



Parent/Student Handbook  
2020-2021



# SAINTS PETER AND PAUL CATHOLIC SCHOOL

902 East Ninth Street • Hopkinsville, KY 42240 • (270) 886-0172

## *Welcome to Saints Peter and Paul Catholic School!*

We are so glad you made the choice to send your child to SPPS! We are living in extraordinary times and this is sure to be an extraordinary year. Our faculty and staff is so excited to spend the 2020-2021 school year with your family.

Please see the “Return to School” plan and “New this Year” notifications that were sent home for information on addendums to the current handbook. This school year, we will actually be in the process of updating the handbook to make it more user-friendly and easy to read. Addendums in the handbook due to Covid-19 guidelines are currently highlighted with yellow.

We have revamped our Non-Traditional Instruction Plan in case of a mandated closure. That information will be shared with parents soon.

Thank you for your patience and prayers as we learn to navigate the upcoming school year.

Blessings,

Stephanie Blankenberger

Principal

## **Philosophy**

Sts. Peter & Paul Catholic School is a PreK-Grade 8 Catholic Elementary and Middle School under the Diocese of Owensboro Catholic Schools' Office. The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers, as well as by their teachers and their staff. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At SPPS, we are attempting to "teach as Jesus did." The Diocesan curriculum standards, consistent with the State of Kentucky guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas. Sts. Peter & Paul Catholic School is accredited by the Kentucky Department of Education through the Kentucky Non-Public School Commission, Inc. and is in full compliance with all diocesan curriculum updates.

## **History**

The first Catholic education program initiated in Hopkinsville was a summer school in 1937 in a house that was a combined school and convent. Bishop Francis Cotton, the first Bishop in the Diocese of Owensboro, blessed the convent/school in 1947. It consisted of three Dominican Sisters and fifteen students. Five years later, the enrollment was seventy-six, and a great number of the students were non-Catholic. With this rapid expansion, the parish bought the property adjacent to the rectory, and in 1952, our current Primary Center was dedicated. In 2017, our new building was erected and dedicated. This facility houses grades 3<sup>rd</sup>-8<sup>th</sup> and our cafeteria which is also utilized as our Parish Hall.

Sts. Peter Paul Catholic School is accredited by the Kentucky Department of Education through the Kentucky Non-Public School Commission, Inc. and is in full compliance with all diocesan curriculum updates. We currently have students in grades PreK-8th. Sts. Peter Paul Catholic School provides a quality education to its students. We do this in a disciplined, safe environment that is rich in tradition.

## **Family Guidelines**

### **Parental Cooperation**

Parental cooperation is essential for the welfare of the students of Saints Peter and Paul Catholic School. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and may sever the family's relationships with Saints Peter and Paul Catholic School.

### **Family/Custodial Situations**

SPPS adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.)

## Procedure for Addressing Problems

If a problem arises with a teacher and/or staff member and your child, the procedure for addressing the problem is:

- Contact the teacher or staff member to discuss the problem. If the problem is not resolved...
- Contact the principal to discuss the problem. If the problem is not resolved...
- Contact the pastor to discuss the problem. If the problem is not resolved...
- Contact the Diocesan Office of Education.

If this procedure is not followed, the problem will be referred back to the teacher or staff member for discussion before any further efforts at resolution will be made.

## Vacation Policy **Please see Covid-19 Guidelines "Return to School Plan" for additional information!**

Saints Peter and Paul Catholic School *strongly* encourages parents *not* to take family vacations while school is in session. The school calendar provides for extended weekends throughout the school year. Parents should schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. It is very difficult for students to miss a week of school and still keep up with studies. Exceptions to this policy must be cleared with the principal or the student will not be allowed to make up missed assignments. Your cooperation in this matter will be greatly appreciated. No assignment will be given in anticipation of the vacation. Please do not expect the teacher to plan a week of work ahead of time. The teacher may be able to give some assignments in advance, but missed assignments are the student's responsibility. The student who chooses to be gone must realize there will be work to make up if he/she does not ask in advance. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence. If a child is to be absent for an extended period of time, the child must expect to have class work to make up after returning to school.

## School Guidelines

### Admission Policy and Procedure

Students seeking admission must complete a registration form and pay a non-refundable \$300 registration fee. The forms may be secured through the school office: Saints Peter and Paul Catholic School, 902 E. Ninth Street, Hopkinsville, KY 42240, phone (270) 886-0172, or visit our website at [www.stsppschoo.org](http://www.stsppschoo.org).

Once a student is placed on a class roll, if that placement is refused by the parent, the registration application is pulled. If at a future date, the parent wishes to enroll the child, a new application and registration fee must be submitted.

Students may be required to be tested after an interview by the principal and a review of previous test performances/previous academic preparation. Records will be requested from the previous school of the student. Parents are to supply all pertinent, accurate, and current information having impact on the school's ability to provide for the child's needs. Special academic and/or psychological evaluation may be required at the discretion of the principal. All students entering Saints Peter and Paul Catholic School are on probation.

The following policy has been determined to be effective for the admission of students PreK-8.

Once a student has enrolled in our school, he/she is assured a place for each succeeding year. Priority will be given to first-time enrollees according to the following:

- Children of parish members (registered and practicing).
- Siblings of presently enrolled non-Catholic students.
- Children of new parish members (registered after January 1 of each year).
- Children of neighboring Catholic parishes.
- Non-Catholic children, who will be expected to participate, as they are able, in all activities of the school.

Date of registration may be a contributing factor. SPPS admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Students will be admitted, regardless of race, creed, color, national origin, or sex. To ensure optimum educational opportunities, class size will be regulated as follows: **Due to Covid-19 Guidelines, class sizes for the 2020-2021 school year were adjusted to maximize social distancing.**

- Pre-K: 20
- K-4: 25
- 5-8: 25
- Maximum class size may be adjusted.

Applications in excess of the above numbers will be placed in a waiting file. Vacancies will be filled according to the above guidelines by the principal after consultation with the pastor. Expulsion from other institutions: It is the policy of Saints Peter and Paul that no student be allowed to enroll who has been suspended or expelled from another school or who has been assigned to an alternative setting by the public school system. The pastor will have the final say in the admission of any student.

### **Age Requirement for Kindergarten**

Students must be five years of age by August 1, 2020.

### **Health Requirements for Admission**

Kindergarten: Physical - students must have a physical on the correct Kentucky form. The physical can be one year prior to the first day of school.

- Dental exam on the correct form
- Current immunization certificate on a Kentucky certificate form.
- Vision screening by an optometrist/ophthalmologist
- Two Doses of Hepatitis A (these should be given six months apart) should be listed on the immunization certificate.

Sixth grade entry:

- Physical exam - students must have a physical exam on the correct form
- New immunization requirements on a new certificate:
  1. Meningococcal vaccine - (one dose of meningococcal vaccine for sixth grade entry, 11 or 12 years or older, is required.)
  2. Tetanus-diphtheria-acellular pertussis-(T-dap). One dose regardless of interval since last dose of tetanus-containing vaccine is required for students at sixth grade entry, 11 or 12 years or older, with option for Td for individuals who cannot receive pertussis containing vaccines.
  3. Varicella- a second dose is required for children entering the 6<sup>th</sup> grade, 11-12 years of age or older, if these have not already been vaccinated with two doses of varicella.

Kentucky House Bill 178 states that upon enrollment of a student for the first time in any Kentucky elementary/secondary school the parent or guardian must provide within thirty days of school opening a **certified copy of the child's birth certificate**. Only the full-size copy provides the necessary information. No billfold size or hospital copy can be accepted. Each student will be required to have a **social security number**. Also required for students entering school for the first time is a **physical examination** conducted within six months of enrollment and the **children's immunization record**. (Diphtheria, Pertussis, Tetanus, Measles, Rubella, Polio, Hepatitis B, Hepatitis A). A second MMR vaccine is required for all children entering pre-school or kindergarten. A second immunization of the MMR vaccine must be completed before a child enters the sixth grade for all students who entered school prior to the 1996 school year. Kentucky law also requires a

**second physical exam prior to entry into the sixth grade.** Failure to comply will result in the child's suspension from school until records are completed.

### **Tuition and Fees**

Tuition is a parental responsibility. Saints Peter and Paul Catholic School regrets that student report cards and/or records will be withheld if a parent does not meet his/her responsibility or fails to communicate with the school office. Any delinquent accounts may further incur and include collection agency charges, court costs, and/or reasonable attorney fees, which will be added to the total balance due. We appreciate parents taking the responsibility to communicate their situation and paying their debts rather than the school being forced into this position. All tuition must be paid through direct deposit. Please see the school secretary for more information about direct deposit.

A student will be officially enrolled and allowed to attend Sts. Peter & Paul Catholic School only after all prior tuition/fees have been paid in full. A student will be officially enrolled and allowed to attend Sts. Peter & Paul Catholic School only after the registration fee for the new school year has been paid in full. The application process for tuition assistance is handled by FACTS. This company is used by more than 3500 Catholic and private schools. FACTS provides an objective financial analysis that determines the ability of a family to pay for private education. It is an online format that will cost each family \$30 to apply. It is in English and Spanish.

### **Referral Discount**

A family who pays full tuition will receive a 10% discount towards tuition (for 1 child) for referring another family to SPPS (Maximum \$450 discount). For families on tuition assistance, the scrip fee of \$200 will be waived. The discount will be received after the referral family has been at SPPS for one school year.

### **Instructional Fees - Pre-K**

\$250 per child—This non-refundable fee includes registration, consumables, technology, materials, etc.

### **Registration/Instructional Fees - Grades K-8**

\$300 per child—This non-refundable fee includes registration, textbooks, consumables, technology, materials, etc.

### **Technology Fee**

The technology fee is \$300 per family. This fee is due on August 30, 2020. This fee can also be paid in two installments of \$137.50 per semester with the first payment on August 30, 2020 and the second paid on January 1<sup>st</sup>, 2021. This is a separate payment, and the check must be made out to SPPS.

### **Scrip Fee**

Each family is required to earn \$200 in scrip profit. If a family chooses to write a check for the full amount in lieu of purchasing scrip cards, a separate check is to be made out to SPPS. Any monies earned over and above the \$200 will be deposited as credit towards the next year's tuition balance. Statements will be distributed in May to determine balances and calculation of the next year's tuition payments.

### **Early Withdrawal**

If a student withdraws from SPPS to attend another school within the district, tuition and fees will be forfeited. If the parent is paying tuition each month, he/she is responsible for paying the remainder within the semester the student withdraws. If a student enrolled at SPPS withdraws from school due to moving/transfer out of this school district, no tuition or fees will be refunded; however, the parent will not be responsible for paying the remainder of the semester's tuition. Saints Peter and Paul

Catholic School regrets that student report cards and/or records will be withheld if a parent does not meet his/her responsibility. Any delinquent accounts may further incur and include collection agency charges, court costs, and/or reasonable attorney fees, which will be added to the total balance due.

### **Exit Interview**

Parents choosing to withdraw their children from SPPS must complete an exit interview with the principal before records are released.

### **Non-Payment of Tuition**

Effective January 24, 1992, the policy of Saints Peter and Paul School is to withhold report cards and/or school records of those students whose tuition payments are in arrears. In addition, a student cannot officially re-enroll for the following school year until tuition payments are current. Should a family be unable to meet this obligation, arrangements can be made upon consultation with the principal and pastor. Any delinquent accounts may further incur and include collection agency charges, court costs, and/or reasonable attorney fees, which will be added to the total balance due.

### **School Property**

Failure to return school property (Chromebooks, textbooks, library books, etc.) or failure to pay for damaged property will result in retention of report cards and/or records.

### **Religious Education Program**

The Religious Education and Formation Program of Saints Peter and Paul Catholic School holds a unique and central place within the total education program. Valid religious education goes beyond the addition of religion classes to the curriculum; it attempts to create a community in which personal beliefs and values are transferred and become the basis for living. Since the child spends only thirty hours a week at school, the religious formation must involve the family in a very real way; home and school must be mutually supportive. Because of this, the Religious Education Program of Saints Peter and Paul stresses parental involvement, especially in the sacramental program. The basic text for religion classes is the ***We Believe*** series in grades PreK-8th. Our school students who are in 2<sup>nd</sup> grade also use the ***Blessed*** series.

#### **The Sacramental Preparation Program:**

- Catholic second grade students are prepared for receiving First Penance and First Eucharist by the classroom teacher in conjunction with the parents and the Parish Sacramental Preparation Program.
- Catholic eighth grade students are prepared for receiving Confirmation by the classroom teacher, sponsors, and in conjunction with the parents and the Parish Sacramental Preparation Program.
- Catholic parents of second grade and eighth grade students are required to be active partners and share in preparing their children for these sacraments by attending sacramental preparation meetings as scheduled by the Director of Religious Education, by attending Mass regularly with their children, and by completing the activities recommended by the teacher and/or the Director of Religious Education. The sacraments of Reconciliation and Eucharist, as a rule, are only celebrated with students baptized in the Roman Catholic tradition. They are liturgically celebrated in the Parish faith community.
- The Director of Religious Education and the Principal will develop a calendar of required events that will be communicated well in advance to the parents of students in Sacramental Preparation for the sake of order and clear communication.

#### **Liturgical celebrations are an important element in any religious formation program.**

- Students attend Mass twice weekly and share in the planning of the weekly liturgy. Students assume active roles in the weekly Mass by serving as lectors, servers, and gift bearers. All students attend Mass on Holy Days of Obligation and special feast days.
- Opportunities for the Sacrament of Reconciliation are offered throughout the school year.
- Special seasons of the liturgical year are observed with appropriate activities and celebrations.

**All students enrolled in Saints Peter and Paul School are required to attend/participate, as able, in all religious activities and functions that are part of the school day.**

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- Opportunities for the Sacrament of Reconciliation are offered throughout the school year.
- Special seasons of the liturgical year are observed with appropriate activities and celebrations.
- All students enrolled in Saints Peter and Paul School are required to attend/participate, as able, in all religious activities and functions that are part of the school day.
- Students are expected to conduct themselves in a reverent manner while attending Mass and/or other liturgical celebrations.
- Students will not engage in conversation while in church.
- Kneelers, hymnals, and missalettes will be kept as quiet as possible.
- Students are expected to sit, stand, and kneel up straight and attend Mass in a respectful manner.

### **Pre-School Program**

The purpose of the preschool is to work on social skills and experiences. Although the program is not intentionally academic, the students are taught colors, numbers, shapes, and exposed to the alphabet. Pre-kindergarten skills will be taught. These include listening, following directions, taking turns and sharing. They are also introduced to an early childhood catechesis by which they grow in an awareness of their specialness and foster positive concepts of family, school, church and the world in which they live.

- **Age requirement:** Preschool students must be four (4) years of age by August 1, 2020. Three year old students will be admitted at the discretion of the principal and preschool teacher.
- **Birthdays:** Please let us know several days in advance if you would like your child to share birthday treats. No balloons or flowers should be sent to school. Invitations are not to be handed out at school unless the whole class is invited.
- **Classes:** 7:40 a.m. - 2:35 p.m. Please make every effort to observe these hours.
- **Clothing:** All clothing should be appropriate for school and marked with the name of the child. Since our program emphasizes activity and freedom of movement, we prefer washable play clothes. Clothing which the child can manage without adult help is preferred. An extra change of clothing, including underwear, should be sent on the first day of school in a plastic bag marked with the child's name.
- **Health Requirements:** Requirements for students entering 4-year-old pre-school are the same as those listed under health requirements for admission. Records of those attending pre-school will be forwarded to kindergarten, and in most cases no additional health records will be required at that time..
- **Shoes** that make noise (ringing, clanging, etc.) when a child walks are not allowed. Shoes must lace, buckle, or fasten in some way. No backless or slip-on shoes are allowed.
- **Snacks and Drinks:** Each child should bring a nutritious snack daily. Drinks and snacks can be purchased on a daily basis at school. If your child chooses not to order through the school, he/she may bring a drink. No carbonated drinks are allowed.
- **Snow Days:** It will be up to the discretion of the pastor and the principal to decide whether classes will be held on snow days. Each parent will receive a calling post (phone call) as early as possible when school will not be held. If in doubt, listen to local television or radio broadcasts, and check social media. School will not be dismissed early. If parents judge the road conditions to be unfavorable, they are free to pick up their child early. No child will be released to an unauthorized person. We must be informed by you, in writing, if another person is picking up your child.

## Kindergarten – Eighth Grade

### Absences

**Attendance Policy is more flexible this year due to Covid-19 quarantine requirements. Please see Return to School Plan for additional details, including our Covid-19 Decision Tree.**

Kentucky statute KRS 159.010 states that the parent or guardian is responsible for keeping his/her child in regular school attendance. In view of this statute and in compliance with diocesan regulations, and in accordance with the policies of the Christian County Schools, the Education Council has adopted the following attendance policy:

- Four (4) reasons for excused absences are authorized by the Board:
  - 1) Illness of the pupil
  - 2) Illness in the home
  - 3) Death in the family
  - 4) Appointment with a doctor, dentist, or other health care professional
- Notes from parents/guardians shall be accepted, and absences shall be excused for up to seven (7) days for the reasons listed.
- Illnesses accompanied by a health professional's statement will not be counted as one of the seven (7) days. A written excuse specifically stating the nature of the illness or absence must accompany the child on his/her return to school. If no written excuse is received by the second day after the return, the absence will be treated as unexcused with no make-up work allowed, and zeroes or F's recorded for material missed.
- Parents who wish to take their children out of school for several days for personal reasons must make provisions for this by **notifying the principal** and the teacher(s). The final decision for this temporary absence is the responsibility of the parents. If the principal is not notified, the student will not be allowed to make up any missed assignment.
- To expect teachers to take additional time to help the students to catch up is a matter of negotiation. It does not seem unreasonable for the parents to compensate the teacher for this additional service. (Handbook for Catholic Schools, Diocese of Owensboro).
- In anticipation of an educational absence (4-H, KYA, KUNA, etc.) any request by a parent for make-up work will be made to the teacher for before or after the trip. The student will have one day for every missed day to make up those assignments. The teacher is under no obligation to provide make-up work for an unexcused absence or to make-up missed tests. Missed tests should be counted as a zero grade when the absence is unexcused.
- Exceptions to the above policy will be left to the discretion of the teacher and principal.

### Tardiness

When a student is tardy, the parent/guardian **MUST** walk the child into school and sign the student in. Students are expected to be in school and in their classroom by 7:40 a.m. Students who eat breakfast are also expected to be in their classroom by 7:40 a.m. The school administration does understand that on some days, weather or other factors could lead to being tardy. At that point, an announcement will be made not to count tardies.

On July 1, 2005 the Kentucky legislature amended the compulsory attendance laws to read that a student will now be considered a "habitual truant" once he/she has accumulated six (6) unexcused absences. The law does not distinguish between an absence and a tardy. This means that a student will be defined as a habitual truant once he/she has accumulated six (6) unexcused tardies, six (6) unexcused absences, or ANY combination of absences/tardies equaling the number of six. Students with three (3) unexcused absences will be assigned morning detention. Students with six (6) unexcused absences will be assigned morning and after-school detention. The school administration does understand that on some days, weather or other factors could lead to being tardy. At that point, an announcement will be made not to count

tardies. After six (6) unexcused tardies/absences, the Director of Pupil Personnel for the Christian County Board of Education will be contacted. Tardies will prevent students from receiving rewards at the end of the 9 weeks.

### **Early Dismissal Precautions**

- To help ensure the safety of students, visitors must enter the school and sign in.
- Requests for early dismissal are granted only in cases of real need. If possible, doctor and dentist appointments should be made outside of school time. If this is not possible, a written request should be sent in advance to the teacher.
- No student shall be released from school early on the basis of an unverified telephone call.
- If a student must leave school before dismissal time, it is necessary for the parent to sign the early dismissal register in the school office and obtain a check-out slip to present to the teacher for the child's release. This is in compliance with guidelines set by the Kentucky Department of Education.
- If a student's parents are separated or divorced, unless the school is provided with a copy of a court order to the contrary, both biological parents have access to the child.

### **School Hours**

School begins promptly at 7:40 a.m. and is dismissed at 2:35p.m. Students should be in their classroom by 7:40 and ready to begin the school day. Any child not picked up by 2:50 p.m. (within 15 minutes of dismissal) will be sent to extended care and the daily fee will be charged.

### **Procedure for Medical Emergency and Required Authorization Forms**

Valid photo identification cards will be required for all persons authorized to pick up students. Persons picking up students may be asked for as proof of their identity.

### **Missed Assignments Due to Illness**

**(Students absent due to quarantine or positive Covid test will be provided distance learning by SPPS!)**

Missed daily assignments/homework due to illness will be made up when the student returns to school. This will be completed during recess or specials. The teacher will have the discretion to send some of the work home to be completed. Parents are not to call the school and request the work.

### **Birthdays**

**(Due to Covid-19 Guidelines, only store/restaurant bought treats may be shared this year. NO Homemade birthday treats!)**

Children in grades K-8 may share their birthdays with their classmates by bringing in individual treats. Please arrange time with the teachers because snack times vary. Party invitations may be distributed only if every member of the class is included.

### **Cheating**

SPPS has a responsibility to instill, by word and example, proper values and attitudes needed in order to live life in this world with God. We expect and understand the significance of honesty in all areas of our lives. Honesty is significantly important in order to achieve an atmosphere in which true learning and spiritual growth may occur. Lack of honesty, especially academic dishonesty (cheating) is an impediment in the pursuit of Truth. Cheating is taking credit for work that is not one's own. Cheating includes, but is not limited to, the following behaviors: copying homework, misusing calculators, working together on an assignment that is to be completed independently, talking during a test or quiz, looking at the paper of another student during a test or quiz, having answers/test material out or available during a test or quiz, getting questions or answers for a quiz, test or exam in advance. Any behavior that compromises the integrity of a student's work or a teacher's assessment of that work constitutes cheating. Students who plagiarize, cheat, or aid another in cheating will

receive a zero for the test, quiz, assignment, etc. The student will not be eligible for the Principal's List or Honor Roll for that quarter.

### **Class Interruptions**

If it is necessary for a parent to bring a book, lunch, coat, or deliver a message during school hours, he/she should come to the school office. This service can be done through the receptionist/secretary to prevent classroom interruptions. Flowers, balloons, etc. should not be delivered on school premises. We welcome all parents to SPPS. Classroom visits must be scheduled in advance with the teacher. The administration reserves the right to monitor classroom visits.

### **Personal Electronic Devices/Cell Phones/Smart Watches**

Personal electronic devices, cell phones, and smart watches are not permitted for use during regular school hours or pre/extended care. These devices are to be kept off and stored in a student's backpack. Failure to meet these guidelines will result in the PED/CP/SW being confiscated and sent to the school office. Parents will be required to come to the office for retrieval of the device. SPPS is not liable for theft or damage of any PED/CP/SW. Cell phones and watches are not allowed on field trips unless otherwise directed by the teacher and/or administration. Prohibited devices will be temporarily confiscated.

### **Procedure for Medical Emergency and Required Authorization Forms**

Valid photo identification cards will be required for all persons authorized to pick up students. Persons picking up students may be asked for as proof of their identity.

### **Extra-Curricular Activities**

#### **(Will operate on a limited basis under Covid-19 Guidelines)**

- At the conclusion of school programs, the students will be released to the parents.
- At this time, the parents will assume full responsibility for the safety and discipline of their child/children.
- Under no circumstances may children be left unsupervised on the playground or in the building.
- All school organizations (PTO, ball teams, cheerleaders, etc.) shall operate under the authority of the SPPS education council. Regular reports shall be given to the council concerning the activities of each organization. No fundraisers will be conducted without the permission of the education council.

### **Field Trips**

#### **(Field Trips are suspended until further notice due to Covid-19 Guidelines.)**

Field trips are designed to correlate with teaching units and to achieve curricular goals and will be organized by the individual teacher. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals. All grades do not always have the same number of field trips. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity. Field trips will be organized by the individual teacher. Parents will sign one field trip form at the beginning of the school year that will grant permission for all field trips that take place during the day. No phone calls will be made the day of the trip to secure permission. Parents will be notified by teachers regarding field trips. A parent has the option of not granting permission for a student to accompany the class on a trip. In such cases, work will be assigned for the length of time, and the student will be under the supervision of another teacher. The same will apply to those students not returning the required form, or those losing the privilege of going on the trip. A student who is kept at home instead of accompanying his/her class on a field trip will be marked with an unexcused absence for the day. Trips that may last well beyond the school day will require a separate permission slip to be signed. Individual teachers, in consultation with Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. The parent may be asked to chaperone the trip for his/her child. Classes periodically walk to field trip activities. If you do not want your child participating in these field trips, send a note to the principal to be kept on file.

Transportation for field trips is provided by parents. Chaperones must have all Safe Environment background checks and trainings completed before the field trip. The number of students per car shall not exceed the number of seat belts in that car. All students must use seat belts. No student will ride in the front seat of a car equipped with a passenger side air bag. In accordance with Kentucky law, children under eight (8) years of age, and 57 inches in height must use an approved child restraint device or booster seat. Adequate insurance coverage is the responsibility of the individual driver. Student cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration. Parents who chaperone a field trip may not bring a school-age sibling (K-8) on the field trip. A copy of *Field Trip Guidelines for Drivers/Chaperones* will be provided by the teacher.

### **Fast Direct**

All parents are to enroll in Fast Direct. This is free and a great way for parents to access and monitor their child's grades and to track progress and spot problem areas. Also, in lieu of using paper, a great deal of information is conveyed through Fast Direct. If you have issues accessing your account, please contact Jennifer Groves.

### **Folder**

Saints Peter and Paul Catholic School uses a weekly "folder" system of communication between its administration, teachers, and parents. Along with any student work not already sent home during the week, this folder contains a teacher and principal newsletter, PTO notifications, announcements, lunch menus, etc. Students are instructed to take their "folder" home to review with their parents. Any schoolwork that needs a signature or notices returned for the school administration is sent back on the next school day. The main announcements/reminder sheets are filed in the eldest sibling's folder.

### **Head Lice**

Sts. Peter & Paul Catholic School has a "no lice" policy. Head lice are very typical in elementary schools. They know no gender, ethnicity, religion, or socio-economic status. The most common way of getting head lice is through head-to-head contact. Lice cannot fly or jump, but they can crawl very quickly. Infestation can be spread by head-to-head contact with another infested person or by sharing personal items. Please be proactive about measures that can be taken. Please reinforce this by telling your child to avoid sharing hairbrushes, combs, hair accessories, hats, headbands, headphones, pillows, blankets, and any other objects that could come in contact with a person's head. If you have any questions about preventative methods, contact the local health department or your child's doctor. Shampoos and conditioners with tea tree oil may act as a repellent against lice. If you suspect that your child has head lice, it is imperative that you notify the school office or teacher. Students must remain out of school until there is no evidence of lice or nits. Students must have clean hair and scalp, and a note or parents stating the treatment used. When there is an outbreak of lice, parents within the class will be notified. The principal may bring in a health professional to conduct periodic scalp checks.

### **Homework**

Homework is assigned to reinforce academic skills, develop interest and enthusiasm for a subject, and promote study habits and a sense of responsibility. The amount of homework and time spent will vary according to the age and ability of the student. Students are responsible for making up all missed work; however, the teacher can determine what grade to award. Parents are asked to arrange a time and place for homework conducive to study. Often they will have to monitor the homework time, give assistance when needed, check to see that all work is completed and stored properly in the book bag so that it can be found when requested by the teacher. Teachers and parents should communicate if consistent problems arise regarding completion of homework. Often, these problems can be easily resolved with a little communication between parent and teacher. Since each student had different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. A good range would be 10 minutes for each grade. For example, students in Grade 1 would have approximately 10 minutes of homework; Grade 3- 30 minutes, etc. If a problem arises, the teacher should be contacted. Homework on Wednesday nights should be limited due to familial obligations regarding church.

When a student is absent for three or more days, a parent may call the school office to arrange for homework assignments. Homework assignments may be picked up at a time arranged with your child's teacher. For short absences, students should make arrangements with classmates regarding assignments or make it up upon returning to school. Students may also receive missed assignments from their teacher when they return to school. Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

## Insurance

The Christian Brothers Student Accident Plan is a program designed to reimburse parents/guardians for out-of-pocket expenses from hospitals, physicians, and other eligible medical expenses that occur as a result of an accident to their dependent child who is a full-time registered student in a school that has agreed to participate in the Religious and Charitable Risk Pooling Trust. The plan is an "excess" plan over other valid coverage. The student is covered while under the care and direction of the school, during the regular school year, extended care hours, and school sponsored activities.

## Kentucky Missing School Children Program (KRS 156.495)

This statute establishes a program to identify and locate Kentucky missing school age children enrolled in private and public schools. To ensure the continued safety of our students, the school office will call parents who have not properly informed the school of their child's absence. If a student is missing, the school office will assist parents in completing a "Missing Child Information Form." This form will be sent to the State Division of Student Services. The Division will forward the information to all schools in the state.

## Lunch and Snack

Sts. Peter & Paul Catholic School participates in the National School Lunch Program and Special Milk Program. We ask parents to encourage their children to eat in the cafeteria. A well-fed student is happier, calmer, and more physically able to do productive work. Students are expected to eat a nutritional breakfast and lunch. If a situation requires a student to have a special diet, a doctor's note is required to be presented to the school office. The principal will notify the cafeteria manager and all appropriate school personnel.

Children from families whose income is at or below the scale on the application for free or reduced lunches are eligible for free milk and free meals or meals at a reduced price. Even though your income is greater than shown, if you have had unusually high medical bills, shelter costs in excess of 30% of your income, special education expenses due to a mental or physical condition of a child/disaster or casualty losses, due to these hardships that could not have reasonably been anticipated or controlled, your child may still be eligible. If a family member becomes unemployed or if the family income and/or size changes and you wish to apply during the year, call the school office and file an application. This change may make your children eligible for reduced or free meals. All information given on an application is confidential and will be used only for the purpose of determining eligibility for free meals and free milk or reduced priced meals. All children are treated the same regardless of their ability to pay. Federal guidelines mandate that students must buy a school lunch in order to purchase extras. The school breakfast/lunch program is on a computerized system. This system allows for payment in advance for meals and extras. Students and adults will only be allowed three outstanding charges. We encourage you to prepay meals. Our system is such that we can keep an accurate balance to date. **No fast food or soft drinks may be brought into the school cafeteria for the student or a visitor. Carbonated drinks and/or beverages in glass containers are not permitted.** Gum is not allowed in school.

**According to federal guidelines**, once a student has accumulated charges for (5) breakfasts and (5) lunches, he/she is no longer allowed to receive the menu items that are served until charges are paid. These students are served either a peanut butter sandwich or a cheese sandwich and milk only (they do not receive any of the other items that are available on the line- just the sandwich and the milk). Additionally, if a student has hit the maximum allowable charges (5 breakfasts and 5 lunches), he/she is not allowed to purchase/charge ala carte items. [Prices for the 2020-2021 School Year:](#)

Meal	Paid Students	Reduced Students	Teachers/Staff/Visitors
Breakfast	\$1.95	\$0.30	\$2.50
Lunch	\$3.00	\$0.40	\$3.50

In order for parents to know exactly what their child is eating and what it is costing, all parents must enroll in MySchoolBucks. There is a very minimal fee to use this as a convenience for you. This website provides parents with a “real time” balance. This is a website for parents to pay for their child’s school meals, check balances, and view purchases from anywhere. Go to the following: [www.myschoolbucks.com](http://www.myschoolbucks.com) You may also send in a check/cash to school that is clearly labeled with your child’s name and the words “lunch money.”

### Medication

If medicine must be administered during the school day, a note must be sent to the teacher and the following guidelines must be followed:

- In order for school personnel to administer any type of medicine to your child at school on a regular basis, we must have on file a signed affidavit giving permission for us to do so. This affidavit will be updated yearly. The medicine must be sent to school with complete instructions, in its original container, and must have the prescription label attached.
- Prescription medicine taken on a short-term basis must be sent in the original container with the directions attached.
- Non-prescription medications, including cough drops, can only be administered by a teacher, secretary, or aide. These must be sent in with a note and directions for administering.

### Plagiarism

Plagiarism is defined as the actual copying of information without documentation, paraphrasing without documentation, or providing inaccurate documentation. It is a form of cheating/stealing because it involves misrepresentation of another’s idea/words or actual “theft” of those ideas/words. Students who plagiarize will lose points or receive a zero on the assignment. If the majority of an assignment is plagiarized and it is apparent that the student intended to plagiarize, he/she will receive a zero. Students who plagiarize, cheat, or aid another in cheating will receive a zero for the test, quiz, assignment, etc.

### Recess

Children will play outside on all days when weather permits. During winter months, heavy coats, hats, gloves should be worn. Children may remain inside only in case of illness. A note MUST be sent for each day the child is to remain inside.

### Baptismal Certificate

Catholic students enrolling for the first time will be required to submit a baptismal certificate.

### Reports of Progress

Report cards will be issued every nine weeks. Conferences will be held at the end of the first grading period for all students. Conferences at other times may be arranged by contacting the teacher for an appointment. Progress reports will be issued at mid-term of each nine weeks.

A	93-100	Excellent Progress
B	85-92	Above Average
C	78-84	Average
D	70-77	Below Average
F	0-69	Poor/Failure

**Principal’s List:** Academic grades must be all A’s. A student receiving a conduct grade below “satisfactory” will be declared ineligible. Students in grades 3-8 are eligible for the Principal’s list.

**Honor Roll:** Academic grades must be A's and B's. A student receiving a conduct grade below "satisfactory" will be declared ineligible. Students in grades 3-8 are eligible for the honor roll.

Conferences will be held at the end of the first five (5) weeks of school. Conferences at other times may be arranged by contacting the teacher for an appointment. Progress reports will be issued at mid-term of each nine weeks.

### **Social Security Numbers**

Social security numbers are required for all students. A valid photo I.D. is also required for parents/guardians and those authorized to transport children.

### **Special Classes** (Art, Computer, Library, Physical Education)

Grades in these classes are based upon participation and conduct. Failure to participate or poor conduct/behavior will result in a lower grade. Students will receive an "O" for outstanding, "S" for satisfactory, "S-" for minor infractions, and "N" for needs improvement.

### **Promotion Policy/Retention**

Advancement to the next grade in SPPS is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade or tutoring classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the students academically or emotionally.

### **Transportation**

Unless students are being transported by the bus, transportation is the responsibility of the parents. No child will be released to an unauthorized person. The office must be informed by you, either in writing or by verified phone call if another person is picking up your child. Students going home with a friend after school requiring a change of transportation must have written permission from their parent/guardian. It is the responsibility of the parent/guardian to complete a new form if a name needs to be added to or deleted from the transportation authorization form.

### **Videos and Film**

At times, either for educational enrichment or as a special privilege, films or videotapes are shown to a class. All effort is made to preview these as to their suitability for a particular grade level. All films shown to students must be previewed by the teacher.

### **Volunteers, Aides, Etc.**

Through the generous giving of time and effort by volunteers we are able to provide greater opportunities of spiritual and educational development for our students. All adults working with the students must complete the Safe Environment Training and have a cleared background check. If a volunteer, aide, etc. can't work on the assigned day, it is his/her responsibility to get someone to cover.

### **Extended Care Guidelines**

The purpose of extended care is to provide after-school care for students who are currently enrolled at any level in Saints Peter and Paul Catholic School.

- **Hours of Operation:** The care center will be open from 2:35-5:30 p.m. on days that school is in session. **Before-school care is also provided by RESERVATION only and begins at 6:30 a.m.- 7:20 a.m.**
- **Registration:** All families using the extended care program, whether full or part-time, must register at the beginning of the school year. **A yearly, non-refundable registration fee of \$20 for one child or \$30 per family is required.**
- **Fee Policy:** Fees are payable weekly and are due by Friday of the week attended. If payment is not kept current, the child will not be allowed to return on the following Monday.

- **Special Instructions- Grades Kindergarten through Eighth:** Extended care will not be an extension of the academic school day. Study areas will be available so students may complete homework assignments.
- **Departures:** Parents are required to sign out their child upon leaving. No child will be allowed to leave the building alone. Sign-out sheets will be kept by the extended care supervisor. Only those person authorized by the parents on the registration form will be allowed to pick up the child from the center.
- **Late Pick-Ups:** Parents are expected to be prompt in picking up their child. **A penalty of \$1 per minute will be charged for those left at the center past closing time. Under no circumstances will the center remain open past 5:30 p.m.**
- **School Playground Rules:** Students may be excluded from extended care if their behavior is not appropriate. School rules of conduct and punishments are applicable to extended care.

### Uniforms/Dress Code

All uniforms must be purchased from Shaheen's. Uniforms consist of pants, skirts, shorts, jumpers, polo shirts, and Peter Pan blouses. Parents can have access to the Shaheen's website by using the link on the SPPS website, or they can go directly to [www.shaheens.com](http://www.shaheens.com). A special uniform fitting day is arranged during the summer months. Also, no jacket with a logo other than SPPS is to be worn. If students wear these to school, they will be asked to remove them. If students tend to get cold during Mass, they should wear an SPPS jacket, sweatshirt, or sweater.

### 2020-2021 School Year

- All students in grades K-7 will wear the royal blue shirts.
- 8<sup>th</sup> graders may wear the red polo shirts or blue polo shirts.

### Boys

- Pants must be navy with belt loops and may not be denim or top stitched. Pants are to be at the waist of the students. Cargo pants are not allowed.
- Belts (black, navy or brown) must be worn by students in grades 2-8.
- Undershirts must be white.
- Royal blue shirts with a Saints Peter and Paul monogram may be worn by students in grades K-7. Students in 8<sup>th</sup> grade must wear a red or royal blue shirt ordered from Shaheen's.
- School sweatshirts (blue) are also permissible. No other sweatshirt/jacket may be worn in the classroom.
- Navy Sweaters (V-neck, vests, crew-neck, or award style only) can be worn and must have school monograms.
- Knee length navy walking shorts may be worn.
- Watches and religious medals/bracelets are permitted. No other jewelry is permitted for boys.
- No tattoos are allowed, and students are not to draw or write on their person.
- Hair should not exceed the collar or eyebrow and must be worn in an appropriate style for school.
- Hair must be its natural color.
- Boys must wear white, black, or navy socks/knee socks; crew and tube socks are acceptable.
- Sandals, backless, slip-ons and/or boots are not allowed. Acceptable styles include "docksiders," leather oxford or tennis shoes. Tennis shoes are required for P.E. class. No street shoes or black soled/cleat type are permitted in the gym.
- Shoes may not have rollers on them.
- Students may wear P.E. clothes on P.E. day. These must be ordered through Shaheens. **All PE shorts (trunks) are to come to the knee.**
- Students may not use a rolling backpack.
- The administration reserves the right to determine the appropriateness of all footwear/clothing on school property.

### Girls

- Plaid uniforms skirts and jumpers must be ordered from Shaheens. No other plaids are permitted. Jumper/skirt length shall be to the knee, and when kneeling no shorter than two inches above the floor.

- Jumpers and skirts are permissible in all grades. They are to come to the knee. If you are unsure, have your daughter kneel on the floor, and knee length is two inches above the floor.
- Pants must be navy with belt loops and may not be denim or top stitched. Pants are to be at the waist of the students. Cargo pants are not allowed.
- Belts (black, navy or brown) must be worn when appropriate.
- Knee length navy walking shorts and/or capri pants may be worn.
- White pointed collars or white Peter Pan collars are optional for grades K-4, as well as length of sleeves.
- Royal blue shirts with a Saints Peter and Paul monogram may be worn by students in grades K-7. Students in 8th grade must wear a red or royal blue shirt ordered from Shaheen's.
- School sweatshirts (blue) are also permissible. No other sweatshirt/jacket may be worn in the classroom.
- Navy Sweaters (V-neck, vests, crew-neck, or award style only) can be worn and must have school monograms.
- Girls must wear white, black, or navy socks/knee socks.
- Navy, black, or white leg warmer/tights/leggings may be worn in the winter months.
- Sandals, clogs, backless, slip-ons and/or boots are not allowed. Acceptable styles include "docksiders," leather oxford or tennis shoes. Tennis shoes are required for P.E. class. No street shoes, black soled, or cleat types are permitted in the gym.
- Shoes may not have rollers on them.
- Watches and one religious bracelet are permitted. A necklace with a religious medal or cross may be worn. Post earrings are permitted (only in the lobes). Earrings are not permitted to dangle and no large earrings can be worn. No other jewelry for a girl is permitted.
- No tattoos are allowed, and students are not to draw or write on their person.
- Hair styles should be modest and appropriate to a school uniform. Make-up, including nail polish, is not permitted. Artificial nails are not allowed. Hair must be a natural color.
- Students may wear P.E. clothes on P.E. day. These must be ordered through Shaheens. All P.E. shorts (trunks) are to come to the knee.
- Students must wear modesty shorts/shorts under their school uniform. They are not to be longer than the uniforms.
- Students may not use a rolling backpack.
- The administration reserves the right to determine the appropriateness of all footwear/clothing worn on school property.

### Exceptions

- **Spirit Day:** School sweatshirts or school shirts may be worn with jeans (see above regarding jeans) or uniform pants. Parents will be notified. Knee length walking shorts may be worn. Jeans should not have any pocket designs on them.
- **Faith Friday:** Spirit shirts may be worn each Friday.
- **Free Dress Day or Birthday:** Appropriate clothes may be worn. Clothes must fit properly and be the length of uniforms. No tank tops, muscle shirts, or sandals are to be worn. Jeans are not to have any designs on back pockets.
- **The school reserves the right to make the final decision and to call parents for a change of clothes.**

### Infractions

Students not conforming to the uniform/free dress/birthday policy will be asked to see if there is a used uniform available for them to wear. If a uniform cannot be suitable, parents will be called to bring appropriate clothing to school.

### Code of Conduct

It is the belief of the administration and staff of Saints Peter and Paul Catholic School that developing an educational atmosphere is a joint effort of students, parents, and educators. Students should have the opportunities that allow young people to be educated, grow in their faith, have a fun time and form Christian friendships. All that we do stems from our belief in Jesus Christ and the following of His teachings. Therefore, we have certain expectations of the children, youth and adults who participate. All participants in the schooling process must exercise self-discipline and care so as not to infringe upon the rights of others. If we are to work together in a truly Christian environment, certain rights and responsibilities of all participants must be realized. Therefore, the students of Saints Peter and Paul are expected to conduct themselves in an

orderly and respectful manner at all times. When a student freely chooses one form of behavior over another, he/she must accept the consequences of that behavior. The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.

In the event of an infraction of rules, the following must be observed:

- The student must understand what he/she has done and the consequences of the action.
- The disciplinary actions must be appropriate and proportionate to the action.
- Disciplinary measures should be applied as soon as possible after the act.

Appropriate correctional procedures: Procedures for correcting lack of self-discipline include:

- Informal teacher conference with student to come to an understanding and solution.
- Consequences may include:
  - a. Extra work
  - b. Loss of privileges
  - c. Detention
  - d. Isolation (with supervision)
  - e. Formal conference with teacher, student, principal and/or parents
  - f. In extreme cases, suspension in/from school
  - g. In extreme cases, expulsion or asked not to return to school

Inappropriate correctional procedures: Inappropriate procedures are:

- Sarcasm, humiliation, or ridicule
- Isolation without supervision
- Corporal punishment
- Inane written work (writing lines)
- Punishment of entire group

## **General Rules of Conduct**

### **Building Behavior**

- Students are not to run or talk loudly in the hallway
- Students are to remain in a straight line.

### **Cafeteria Conduct**

- Students should avoid loud talking, shouting or screaming in the cafeteria.
- Students should not throw food or utensils on the floor or on the tables.
- Students are not allowed to take food outside the cafeteria.
- Students should leave tables clean after picking up plates, milk cartons, napkins, utensils, and food.
- Students are expected to show the cafeteria workers respect and consideration.

### **Playground Conduct**

- Students will not be allowed to return to the building once dismissed for recess.
- Students are to play in assigned areas only.
- Students are not to play in bushes or trees, and dirt or rock throwing is not permitted.
- Students may not litter the playground.
- Students are not to go UP the slide.
- Students are not to bring balls, bats, radios, jam boxes, electronic games, or toys of any kind from home.

### **Church Conduct**

- Inattention, talking or any form of disrespectful behavior in church will not be tolerated. When attending Mass or other services, students will maintain silence upon entering the church and move directly to their assigned pews.

## **Discipline Policy**

Discipline is an essential part of Christian development; therefore practice in self-discipline becomes a necessary element of

our school curriculum. Children will make mistakes and will need correction and guidance. In most instances this will be handled by the classroom teacher. After three classroom disciplinary instances, the student will be referred to the principal for a conference, the parents will be notified, and appropriate action taken. With this in mind, we ask the parents to remind their children of their responsibility to obey school rules, to respect the faculty and all school staff, and to cooperate in maintaining a positive learning atmosphere throughout the school. Students who choose to violate another student's rights or disregard their own responsibilities will be subject to disciplinary action according to the following plan:

### **Lunch/Recess Detention**

Lunchtime detention is held daily and is supervised by staff personnel or volunteer parent. Those students assigned to this detention will eat lunch in the detention area and remain there throughout the lunch and recess period. Three lunch detentions will result in a parent conference. Five lunch detentions within the school year will result in one full school day suspension. This action will be used for minor infractions. Infractions resulting in lunch detention include, but are not limited to:

- Violation of playground rules or school rules;
- Unruly behavior in the hallways or restrooms;
- Failure to line up quietly;
- Chewing gum;
- Failure to complete homework. Assignments more than one day late will be given a grade of zero;
- Littering the playground or surrounding property;
- Rudeness or disrespect shown to a teacher or staff member;
- Repeated class interruptions;
- Use of vulgar or obscene language or gestures (first offense); and
- Lying, cheating, forgery, or plagiarism.

### **Suspension**

The following actions will result in the parents being called immediately for a conference and the student receiving a one- to three- day suspension, depending on the severity of the offense:

- Fighting (including hitting, kicking, pushing, pinching);
- Repeated insubordination;
- Receiving a fifth lunch detention;
- Stealing or damaging the property of others;
- Deliberately damaging or destroying school property;
- Use of vulgar or obscene language or gestures (second subsequent offenses);
- Possession of any object that could be used as a weapon, or resembles a weapon (toy gun, knife, laser pointers, etc.);
- Conduct, whether inside or outside of the school, detrimental to the reputation of the school; and
- Truancy (leaving school grounds without the proper permission).

The pastor, in conjunction with the principal, will have the final say in the suspension of a student and will decide the length of time of suspension. Two suspensions will result in a conference to determine whether expulsion proceedings should be initiated. When the procedures do not prove to be effective, a meeting of the pastor, principal, parents, and student will be held to determine whether the student will be allowed to continue his/her education at Saints Peter and Paul. This procedure is based on the policies stated in the *Handbook for Catholic Schools*, Diocese of Owensboro.

### **Expulsion**

The following actions will result in the parent being called immediately for a conference and expulsion proceedings being initiated:

- The purchase, possession, use, sale, or distribution of drugs, alcohol, or tobacco on school grounds or at a school activity;

- The possession and/or distribution of anti-Christian recorded material, print material, etc. or participation in any anti-Christian activities inside/outside the school;
- Possession of firearms, knives, or any object that could be used as a weapon;
- Any source of grave scandal to others and/or serious detriment to the education environment; and
- Conduct, whether inside or outside of the school, detrimental to the reputation of the school.

### **Search and Seizure**

Participants at school and school-sanctioned activities have a responsibility to follow rules and respect the authority of adults whose jobs are to ensure a safe and enjoyable experience for many and not just one individual. Therefore, in order to maximize the protection of persons and property to the fullest extent possible, a search and seizure policy has been developed by the Diocese of Owensboro. It states:

- No search shall be conducted unless there are reasonable grounds to believe the search will reveal evidence of a violation of the Code of Conduct or the law.
- Two adults must be present for a search. Searches shall only be conducted by those directly responsible for the person's conduct (e.g. Director/Coordinator of Faith Formation, youth minister, teacher/principal, parish chaperone, etc.) along with another adult witness.
- When a search is conducted, either the conductor of the search or the adult witness must be the same gender as the subject of the search.
- Searches: a. do NOT involve touching of the participant by an adult—Note: NO PAT-DOWN SEARCHES b. are limited to a person's outer clothing, pockets, or his/her personal effects (e.g. handbags, backpacks, etc.) c. may include requiring participant to empty pockets or personal items d. may include requiring participant to pull pants legs up and pull socks down
- Only legal authorities (i.e. police) have authorization to conduct pat-down searches.
- No search shall be conducted in the presence of any other participant (except the parent/guardian of the person being searched, if he/she is in attendance).
- Legal authorities, if appropriate, and parent/guardian will be notified immediately.
- Items that may be seized are illegal items (e.g. weapons, drugs, etc.) and any other possessions reasonably determined by authorized personnel to be a safety/security threat.
- Other items may be seized temporarily if they disrupt or interfere with the individual's or others' participation. Such items will be returned to the participant at the end of the activity. (Examples include cell phones and other electronic equipment, keys, etc.)
- Those who fail to cooperate with search request shall be subject to other disciplinary action.

School or parish property does not belong to the student/participant. The school/parish is co-tenant of lockers and desks and reserves the right to search them at any time without notice.

### **Threatening Behavior**

Any behavior deemed threatening is inappropriate and may result in immediate suspension and/or dismissal from school. Threatening behavior is defined as statements, gestures, or actions intended to cause harm to another and/or damage to property. Behaviors deemed threatening are to be addressed in the following manner:

- Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel
- Student's parent/guardian is notified. Pastor (priest/pastor) and superintendent of schools are also apprised.
- It is possible to have a range of penalties that take into consideration the age of the child. Very young children who make threatening statements may be required to attend a conference in which the student and parent are clearly told that any further threats may result in suspension and required mental health assessment. Definitions and penalties should be clear and signed by the student and parent/guardian.

- Because the school needs professional assurance that the student does not present a danger to him or herself, or to others at the school, the student may be suspended from school and may not attend any school activity or be present on school grounds pending a mental health assessment and final placement decision. The expense of any required counseling will be borne by the parent/guardian.
- Mental health assessment results and recommendations are shared with the principal who makes a final placement decision that may include conditions for reinstatement and follow up. In making the final placement decision, the principal considers the results of mental health assessment, and history of problematic behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information.
- There is need of written documentation of each phase of the case.

## Harassment Policy

Sts. Peter and Paul Catholic School provides students with a Christian, academic environment; therefore, it is our policy that all students shall be treated with respect. Harassment/discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Students who engage in harassment/discrimination of an employee or another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability shall be subject to disciplinary action, including but not limited to suspension and expulsion. Based on one's gender, race, color, national origin, religion, or disability, examples of conduct and/or actions prohibited under this policy include, but are not limited to:

- Name calling, unwanted touching, or spreading rumors, stories, jokes, pictures, or objects that are offensive;
- Members of one gender being subjected to sexual remarks of the other gender in the context of the classroom;
- Impeding the progress of a student in class by questioning the student's ability to do the required class work;
- Limiting student access to educational tools, such as computers; and
- Teasing a student's subject choice or assignment.

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This includes any/all student language, cyberbullying, cyberharassment, and/or cyberstalking or behavior including, but not limited to the use of electronic or online methods. Engagement in online blogs and social media such as, but not limited to, Facebook, Twitter, Snapchat, Instagram, What's App, etc. may result in disciplinary actions if the content of the student's social media includes defamatory comments regarding the school, the faculty, other students, or the Church. Such behavior is disruptive to the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered. Students who believe they are victims of harassment, discrimination, or bullying should report it to a teacher or principal immediately.

In keeping with the philosophy of Saints Peter and Paul that each person is a sacred individual, it is our policy to provide for all students and employees an educational environment free from harassment. SPPS will not tolerate any peer/sexual harassment of students, teachers, or other adult employees. All contact between students, teachers, and other adults should be conducive to creating a stable learning environment. All personnel are instructed to stop harassment when they witness it and to inform the principal of all allegations or rumors of harassment. Sexual harassment includes making unwanted sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating a hostile or offensive educational learning environment.

If a student, teacher, or other adult employee has concerns about the nature of any conduct or physical contact by a school employee or by a fellow student or member of the public, they shall report their concern immediately to the principal. (If the principal is the person in question, they shall report it to the pastor.) All such reports will be investigated immediately. All

reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the person making the report. However, it should be understood that the school is required by law to report child abuse to the Department of Social Services. Anyone found to have violated this policy will be subject to disciplinary actions up to and including expulsion from school if they are a student or termination from employment if they are an employee. The same disciplinary action will be taken for those individuals intentionally filing a false claim.

## **POLICY ON ACCEPTABLE USE OF TECHNOLOGY AND SOCIAL MEDIA**

### **SOCIAL MEDIA POLICY FOR STUDENTS**

In order to establish guidelines for students' use of social media, the Diocese of Owensboro Catholic Schools Office promulgates the following policy. The intent is to ensure the students' use of social media is consistent with the purpose and mission of Catholic school education. This policy does not attempt to articulate all required or proscribed behavior by students. Students must understand that one's personal use of social media is public in nature, and individuals give up any expectation of privacy when they engage in electronic communication. Students using social media, either for school or personal use, must be vigilant in representing themselves as responsible members of the Catholic school community when taking part in electronic communication that can be viewed publicly.

Guidelines for the use of social media by Catholic school students:

1. Students are expected to be respectful toward their peers when using social media. Bullying, harassment, disrespect, or threatening statements toward other students through social media will be addressed as a disciplinary issue if it has a negative effect on the safe and orderly environment of the school.
2. Students are expected to be respectful toward school personnel and adult members of the school community when using social media. Communication that is disrespectful toward school personnel or other adult members of the school community will be addressed as a disciplinary issue.
3. School personnel are discouraged from accepting students as "friends" on a social networking site such as Facebook, and vice-versa.
4. Students should not post photos or videos of other members of the school community on social networking sites without their permission. Inappropriate graphics and/or images should never be posted by students on social networking sites. If activity of this nature interferes with the safe and orderly environment of the school, it will be addressed as a disciplinary issue.

In the Gospel of Mark, Jesus is asked, "Which commandment is the most important of all?" Jesus replied, "The most important one is this: 'Listen, Israel! The Lord our God is the only Lord. Love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength.' The second most important commandment is this: 'Love your neighbor as your love yourself.' There is no other commandment that is more important than these two." (Mark 12:28-29) The Catholic schools of the Diocese of Owensboro are committed to fostering a school environment based on Gospel values. Proactively teaching students about the appropriate boundaries of social media is a critical part of establishing and maintaining a truly Christian school environment.

### **Technology Concerns**

**Blogs:** Engagement in online blogs such as, but not limited to, Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students, or the parish. Parents should refrain from creating a class/grade Facebook® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's Facebook® page may result in the children of the parent being separated from the school. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees. Engagement in online blogs such as, but not limited to, Facebook®, etc. may result in disciplinary actions if the content is deemed defamatory.

**Facebook®, Instagram®, WhatsApp®, Snapchat®:** Photos, captions, or discussion on a student or parent's Facebook®, Instagram®, WhatsApp®, Snapchat®, etc. that depicts the school, the faculty, other students, or the parish in a defamatory way may result in detention, suspension, or expulsion.

**Sexting:** Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

**Texting:** Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension, and/or expulsion.

**Virtual Reality Sites:** Virtual reality sites such as, but not limited to, [www.there.com](http://www.there.com)®, and [www.secondlife.com](http://www.secondlife.com)®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff members in a defamatory light face detention, suspension, or expulsion.

Free speech is a protection of the Constitution. Parents, students, and teachers who are part of the private school community do not have Constitutional protections. They must observe Contract Law which is the language and the policies of the school handbook. If this is not observed, the children may be asked to leave the school.

### **Threatening Speech**

If threatening speech is made the police are to be contacted. The student, who has been threatened, as well as his /her parents, is to be notified as soon as possible.

### **False Threats**

Any student making a false report of threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school. The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.

## **Bullying Policy**

### **Introduction**

Saints Peter and Paul Catholic School is part of the teaching ministry of the Roman Catholic Church. Through education, we seek to prepare each student to proclaim the Good News and to transform oneself and society with God's help. We integrate religious truth and values within our daily lives, and we are committed to a Christian educational environment conducive to spiritual, intellectual, social, emotional, and physical growth of each student. As part of our commitment, we promote learning in light of the dignity of each human person and the prevention of all forms of bullying and other harmful and disruptive behavior that might impede the learning process.

As a school community we will take necessary steps to create a safe, supportive environment for each child and person in the school community, and we will endeavor to provide all students with the skills, knowledge and strategies to prevent or respond to bullying, harassment, or teasing.

### **Definitions**

**Bully**— a student or adult that engages in bullying behavior.

**Bullying**— repeated behavior by one or more individuals directed to another person by written, verbal, or electronic communication and/or physical contact including gestures or body language which may be:

1. Interpreted as threatening or demeaning or meant to cause emotional harm or distress to the targeted student(s)
2. Interpreted as intentional by both the targeted student (s) and investigating personnel
3. Inflicted by the aggressor in a manner that creates a hostile learning environment for the targeted student(s)
4. Created or promoted by an imbalance of power between the aggressor and the targeted student(s)

**Bystander**— one or more individuals present viewing the bully's actions toward the targeted classmate(s) that encourages, promotes, or otherwise supports the bullying including remaining and acting as an audience for the offending student(s)

**Confidentiality**— the expectation that anything said, done, or revealed will be kept private

**Cyber bullying**—bullying directed to one or more individuals through the use of technology, including but not limited to, electronic communication devices and displayed as email, images, text messages, postings, or conversations

**Hostile Learning Environment**—the impact from the actions of one or more individuals to a student(s) that results negatively in the education received by the targeted student(s)

**Retaliation**—any action, verbal or otherwise, interpreted as reprisal directed to an individual that reports bullying or an individual that attempts to help the targeted student(s)

**Reclassified**—facts uncovered during that investigation that do not support a finding of bullying but do support a violation(s) of other sections of the Student Code of Conduct

**Substantiated**—facts uncovered during the investigation that support a finding that bullying occurred

**Unfounded**—facts uncovered during the investigation indicate no violation of the Student Code of Conduct

**Unsubstantiated**—facts uncovered during the investigation are conflicting and inconclusive in establishing a definitive finding that bullying occurred

**Witness**—one or more individuals present viewing the bully's actions toward the targeted classmate(s) and not exhibiting behaviors consistent with being a bystander

**Victim or Target**—one or more students that are recipients of bullying

## Reporting

Every student, staff member and parent of Saints Peter and Paul Catholic School has an ethical and moral obligation to report when they have reason to believe that bullying or associated behaviors has occurred or is occurring.

Staff members will provide a written account of the incident using the Bullying and Harassment Report Form available from the school. Students are taught to notify the nearest adult when they have knowledge that bullying was or is occurring. Students will be provided a Bullying Reporting Form and instructed to detail their observations and knowledge of the incident(s).

Parents are encouraged to report bullying to Saints Peter and Paul Catholic School by directly contacting an administrator or teacher.

When a reporting parent or student requests to remain anonymous, school officials will attempt to honor the confidentiality of the individual(s). Whether anonymous or not, all reports of bullying will be fully investigated by the Principal or designee assigned to do so.

## Investigative Procedures

The following guidelines outline the general investigative procedures; however, specifics for individual investigations may vary depending on circumstances.

- An administrator or designee is responsible for investigating reports of bullying. Reports will be directed to his/her attention, and an investigation will be initiated as soon as possible within no more than two business days.
- Parents of the targeted student(s) and of the alleged offending student(s) will be notified as soon as enough information has been gathered to provide basic information to one or both parents. This should occur within 24 hours from the beginning of the investigation.
- Investigations may include but are not limited to:
  - a) Interviews with all affected students including witnesses, bystanders and adults with potential knowledge of the reported incident.
  - b) Written statements from all parties having pertinent information
  - c) The collection and review of any evidence such as notes, recordings, images, or affected properties.
  - d) Periodic updates to parents of the targeted student(s) and the offending student(s)
  - e) Updates, as appropriate, to staff with a need to know

## Student Activities

- **Altar Servers:** Boys and girls in grades 5-8 serve in Eucharistic and Para-liturgical ceremonies.
- **Student Council:** Students are elected from grades 5-8 to serve on service-oriented projects directed toward the entire student body.
- **Cross Country:** Boys and girls in grades K-8;
- **Jr. Beta Club:** Boys and girls in grades 5-8; Must meet academic criteria;
- **KYA (Kentucky Youth Assembly):** Boys and girls in grades 6-8

## Emergency Procedure

The school board and staff of Saints Peter and Paul Catholic School have developed a comprehensive plan to ensure the safety of students and staff in the event of an emergency.

- This plan will be reviewed and areas of responsibility assigned at the beginning of each school year.
- This plan includes adequate provisions for the care of students should it become necessary to remain at school overnight.
- This plan is on file in the principal's office and can be reviewed upon request by a parent/guardian.
- The students are instructed in safety procedures both during and following an emergency.
- Areas of safety have been designated should it be necessary to evacuate the building.
- The building is inspected annually by the State Fire Marshal.

## Asbestos Policy

In accordance with regulations established by the Environmental Protection Agency (EPA), parents are hereby notified that asbestos is present at Saints Peter and Paul Catholic School. Each school has an Asbestos Management Plan on file in the school office. This file is available for inspection by parents at any time. The plan shows the location of asbestos in the school and contains other pertinent information.

## Communicable Diseases

**(Please see Covid-19 Guidelines for Return to School plan and Covid-19 Decision Tree for information on when your child may return to school after an illness.)**

Since communicable diseases often spread at school, a list of these diseases along with symptoms, incubation periods, and quarantine regulations has been compiled and can be found in the principal's office. Children with a temperature above 100 degrees are to remain home for at least a 24-hour period after the fever no longer exists.

## Visitors

**(Visitors are not allowed in the building until further notice unless they are completing a scheduled volunteer activity. This is to limit exposure to our students due to Covid-19 Guidelines.)**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification. Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their child during the day. This is an interruption to the teacher and to the educational process.

***Saints Peter and Paul Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the folder system or through Fast Direct communications.***