



# Parent – Student Handbook

## 2015 – 2016

Sts Peter and Paul Catholic School

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***Sts. Peter and Paul Catholic School***  
[www.stspeterandpaul.org](http://www.stspeterandpaul.org)

Dear Parents and Students,

***"If young people are educated properly, we have moral order; if not, vice and disorder prevail.  
Religion alone can initiate and achieve a true education."  
- Don Bosco***

Welcome to Sts. Peter and Paul Catholic School! In choosing Sts. Peter and Paul Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Sts. Peter and Paul Catholic School for the 2015-2016 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Sts. Peter and Paul Catholic School during the 2015-2016 school year.

The faculty and staff of Sts. Peter and Paul Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

*MJ Mateo*

MJ Mateo  
Principal

## **MISSION STATEMENT OF STS. PETER AND PAUL CATHOLIC SCHOOL**

Sts. Peter and Paul Catholic School is committed to providing quality, faith-based education in a Christian environment by nurturing spiritual growth and academic excellence in our students, their families and the community in the tradition of the Roman Catholic faith.

### **Philosophy**

We, the Sts. Peter and Paul Community, believe that Catholic education is a partnership that includes parents, teachers, students as well as the Parish community. This belief is founded on the shared commitment to the growth of the whole person spiritually, academically, and socially. Through this commitment, students are seen as persons made in the image of God, with unique strengths, which should be nurtured to ensure that each child develops to his/her full potential.

### **Goals & Objectives**

✚ To promote the understanding and living of the Gospel message of Jesus Christ and to promote a Catholic atmosphere.

✚ To provide varied educational opportunities in religion, academics, and social and cultural development in order to form a well-rounded student capable of coping with real life experiences.

✚ To help students develop responsibility for their actions and behaviors.

✚ To educate each student to the responsibilities and realities of his/her present and future.

✚ To develop an educational environment that combines creativity and the basics of instruction, catering to all styles of learning.

### **HISTORY**

Sts. Peter and Paul Catholic School began a legacy of providing faith-based education in 1910, a tradition that continues today. The original schooling took place in the rectory with three teachers and two Benedictine Sisters. In 1929, a square, two-story red brick schoolhouse, just yards off of Highway 81 was constructed. More than eighty years later, that same building serves as the nucleus of education for students grades Pre-School – Eighth.

## INTRODUCTION

Sts. Peter and Paul Catholic School works closely with each child's family in helping the student become an involved and mature follower of Jesus. Teaching and learning are directed to the development of the child. Religious truths and values are integrated in both curriculum and the free interaction between teachers and students each day. Above all, Catholic teaching and values are stressed along with concern and help for every student. Each child is considered important and priceless.

## ACCREDITATION

Sts. Peter and Paul Catholic School is accredited by Oklahoma Conference of Catholic Schools Accrediting Association.

## ADMINISTRATION

The Pastor, under the authority of the Archbishop, is the primary spiritual leader of the parish of which the school is a part. The Pastor delegates the administration of the school to the Principal.

The Principal administers the school in accordance with Archdiocesan, state and local Advisory Council policies and guidelines. The Principal is the administrative, instructional and faith leader of the school. He/she is responsible for the day-to-day physical and fiscal operations of the school; the education and well being of the children, for communicating to parents and the parish the successes and needs of the school. He/she is also responsible for hiring teachers and assisting in their spiritual and instructional growth.

## NON - DISCRIMINATION STATEMENT

Sts. Peter and Paul Catholic School 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.

Because we are a parish Catholic school, we do reserve the right to grant members of the parish priority enrollment, followed by members of other Catholic parishes. However, we welcome members of other denominations, on a space available basis, whose parents accept the philosophy of Sts. Peter and Paul Catholic School. **Non-Catholic students are expected to attend all religious observances.**

## **ADMISSIONS/ENROLLMENT POLICIES**

### **Age Requirements**

1. Children should be 3 or 4 years of age on or before September 1st for admission into three year old or four year old pre-school, respectively.
2. Children must be 5 years of age on or before September 1st for admission into kindergarten.
3. Children must be 6 years of age on or before September 1st for admission into first grade.  
(Unless a child started school in a different state and is transferring into our state)

### **Record Requirements for 1st time enrollees**

1. The child's birth certificate or some other legal verification of the child's birth date
2. An up-to-date health record
3. An up-to-date immunization record
4. Sacramental records

### **Basic enrollment requirements:**

- Sts. Peter and Paul School reserves the right and may screen new students in preschool, kindergarten and first grade to determine readiness of the students for the enrolled grade. The parents/guardian of a student admitted to Sts. Peter and Paul Catholic School must subscribe to the school's philosophy and agree to abide by the policies and regulations of the school and the Archdiocese.
- Enrollment priority is given to children of parents who are active members of Sts. Peter and Paul Parish. If space allows the school will accept, in this order, Catholics from other parishes, and those of other religious denominations.
- Original birth certificate, shot records and baptismal certificate must be presented at enrollment. A copy will be made by the school office and kept in the student's records.

### **Transfer Students**

Before a prospective transferring student is admitted:

1. The parent/guardian shall supply the school with complete permanent records from the school the student last attended. These must include immunization records, grades, standardized test results, information concerning special educational and/or health related needs and other educational information that might be available on the child.
2. The principal reserves the right to obtain a verbal and/or written recommendation regarding the student's academic/behavioral history from the previous school administration.
3. An interview with the principal will be required for all students entering from the Elementary and Middle School in our local school district.
4. After evaluating the information received and discussing this with the classroom teacher to whom child would be assigned, the principal will determine if both the educational needs of the student can be met by the services available and if the presence of the prospective student will be an asset to the present school clients and school program.
5. Admission is on a probationary basis for a period of 6 weeks, which may be extended if necessary. The student is expected to be in compliance with the regulations, as stated in this handbook, as well as the academic and behavioral regulations set forth by the classroom teacher.

If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Sts. Peter and Paul Catholic School. The recommendation and decision of the school is final.

### Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15<sup>th</sup> are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15<sup>th</sup> are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding financial obligations including but not limited to: tuition, lunch/milk charges, and book fees.

### ***Custodial Responsibility***

Divorced and separated parents must file a court-certified copy of the CUSTODY SECTION of the divorce decree with the principal's office. **THE SCHOOL WILL NOT BE HELD RESPONSIBLE FOR FAILING TO HONOR CUSTODY ARRANGEMENTS THAT HAVE NOT BEEN MADE KNOWN.** Any changes in the decree need to be brought to the attention of the principal.

### **Financial Obligations**

#### Tuition and Fees 2015-2016

Book Fees and Tuition are part of your financial obligation to this school.

Tuition and Book fees are as follows and can be paid in full when enrolling by semester, or by the month. All families must enroll in Smart Tuition™, which is the only tuition collection program for the school.

Students of Sts. Peter and Paul (Grades Pre-3 - 8th)

TUITION: Kindergarten thru 8<sup>th</sup> Grade \$170/Monthly or \$1700.00 per student - per year

Pre-School Fees:

If you pay monthly, it is for 10 months starting August 2015 and ending May 2016

3 Y/O Preschool **without older sibling** enrolled including Lunch & Ext Care: Monthly = \$380.00

4 Y/O Preschool **without older sibling** enrolled including Lunch & Ext Care: Monthly = \$360.00

3 Y/O Preschool with older sibling enrolled including Lunch & Ext Care: Monthly = \$280.00

4 Y/O Preschool with older sibling enrolled including Lunch & Ext Care: Monthly = \$260.00

3 Y/O Preschool **without older sibling** enrolled without Lunch & Ext Care: Monthly = \$280.00

4 Y/O Preschool <b>without older sibling</b> enrolled without Lunch & Ext Care:	Monthly = \$260.00
3 Y/O Preschool <u>with older sibling</u> enrolled without Lunch & Ext Care:	Monthly = \$205.50
4 Y/O Preschool <u>with older sibling</u> enrolled without Lunch & Ext Care:	Monthly = \$205.50

Mother's Day Out (2 & 3 yrs. old) 2 days weekly  
 Enrollment Fee (supplies/snacks) \$50.00  
 Fees for 2 days a week \$175.00 a Month or \$1,750 a Year (includes lunches)  
 Monthly Payments are due August thru May.

Extended Care:  
 Enrollment fee: \$15.00  
 5 days a week from 3:00-5:30 p.m. \$4.00 an hour \$1.00 a minute after 5:30.

**Smart Tuition™ Financial Service Overview**

- There is an annual non-refundable \$45 administrative fee for enrollment in the Smart Tuition™ program per family. This fee will be added to your tuition collected by Smart Tuition™ – please do not make this payment to the school.
- Smart Tuition™ provides a variety of payment options
- Your enrollment form to Smart Tuition™ must be returned at enrollment.

**Tuition Assistance**

Families who feel they cannot pay the specified tuition are asked to fill out the required tuition assistance application form. Tuition assistance will not be provided for three or four year old pre-school. Application forms must be requested from the school office each year. Applicants must be current in their tuition payments and have paid their registration fees in full in order to have their applications considered for assistance. Completed assistance forms and supporting data are to be submitted to the school office before the published deadline. All information is kept confidential. \*\* If financial aid is needed please see the principal for information.

All families receiving tuition assistance will be required to apply for the free and reduced lunch program.

Sts. Peter and Paul School reserves the right to withhold report cards, transfer requests and re-enrollment based on outstanding financial obligations related to tuition, damaged or missing books, and lunch/milk or extended care charges.

**GENERAL INFORMATION**

**School Office Hours:**

The school office is open on all school days from **8:00 AM – 4:00 PM**.

**School Property:**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

## **School Safety/Bullying and Cyberbullying**

Sts. Peter and Paul Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

## **Search**

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

## **School Hours:**

The school day begins at 8:00 a.m. and ends at 3:15 p.m.

The Archdiocesan Handbook, in accordance with state law, indicates there shall be a minimum of 6 hours of instruction per day.

## **Early Arrival:**

Supervision begins at 7:30 a.m. Two teachers will be on duty beginning at 7:30 a.m.

**Supervision will not be available prior to 7:30 a.m. Do not drop your child at school prior to 7:30, as they will be unsupervised.**

**All students will be dropped off at Ross Hall. Parents are required to follow the drop off and pick up map administered by the school.**

## **After School:**

Unless a child is attending "Extended Care" - Students are expected to be picked up at 3:15. There is no supervision provided by school personnel after this time. If the transportation after school is delayed beyond 3:30, the child will be sent to extended care and parents will pay said fees. **Please follow the correct pick up.**

Students who cross will remain with the general population until teacher can cross them. **Do not park on school playground to pick up children. Do not expect your child to come to your car unless escorted or given permission to do so. The students will know the pick-up rules are expected to follow them for safety purposes.**



### **Dismissal at End of School Day:**

Students in grades 1-8 will be dismissed from Ross Hall. Unless parents have been notified, students will not be detained in the classroom after 3:15. The children are expected to go home immediately after dismissal.

The school should be notified by a parent if a child is going home with someone different than usual. Please send a note with the child in the morning, or in an unexpected case, call the school office. If it is a regular occurrence, one note indicating this change will suffice.

### **Children Riding Bikes and Roller Blades:**

If a student rides a bike or roller blades to school, he/she must get off the bike/or roller blades as soon as they reach school property. The bike is then parked until the 3:15 p.m. bell rings. After school they are to walk the bike across the street with the person who crosses or walk the bike until they are off school property. **Children are not allowed to stay after school to ride bikes or roller blade on school property.**

### **ATTENDANCE**

#### **Early Release of Students from School:**

Students who need to leave school before 3:15 p.m. must present a written request from a parent to the teacher at the beginning of the day stating the reason, the time and the person who will pick them up, and sign out in the school office. Students are never permitted to leave the school premises alone before 3:15 p.m.

#### **Attendance:**

All Catholic Schools in the Archdiocese of Oklahoma City are required to comply with the current compulsory attendance regulations set by State of Oklahoma. “70-10-106. Records of attendance of pupil – Report of Absence. It shall be the duty of the principal or head teacher of each public, private, or other school in the State of Oklahoma to keep a full and complete record of attendance of all children at such school and to notify the attendance officer of the district in which such school is located of the absence of such children from the school together with the causes thereof, it known; and it shall be the duty of any parent, guardian or other person having charge of any child of compulsory attendance age to notify the child’s teacher concerning the cause of any absences of such child. It shall be the duty of the principal or head teacher to notify the parent, guardian or responsible person of the absence of the child for any part of the school day, unless the parent, guardian or other responsible person notifies the principal or head teacher of such absence. Such attendance officer and teacher shall be required to report to the school health officer all absences on account of illness with such information respecting the same as may be available by report or investigation; and the attendance officer shall, if justified by the circumstances, promptly give to the parent, guardian, or custodian of any child who has not complied with the provisions of this article oral and documented or written warning to the last-known address of such person that the attendance of such child is required at some public, private or other school as herein provided. If within five (5) days after the warning has been received, the parent, guardian or custodian of such child does not comply with the provision of this article, and then such attendance officer shall make complaint against the parent, guardian or

custodian of such child in a court of competent jurisdiction for such violation, which violation shall be a misdemeanor. If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days within a semester, the attendance office shall notify the parent, guardian or custodian of the child immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.” If a child is sick a doctor’s note is required.

### **Hours:**

Classes begin at 8:05 a.m. Supervision begins at 7:30 a.m. No child should be on school premises before there is supervision. Bell rings at 8:00. Classes dismiss at 3:15 for all classes. Students need to be picked up at 3:15. Exceptions are made for sport or cheerleading practices.

### **Absences:**

An absence of more than two hours shall be recorded as one-half day absence, regardless of morning or afternoon. **In case of a child’s absence, a parent/guardian is to call the school office before 9:00 a.m. EACH DAY.** The school will contact the Parent/guardian if the absence has not been reported by 9:00 A.M. In addition, a written note signed by the parent must be sent to the school office following any and all absences. These notes will be kept on file for one year. ***Teachers are not required to give assignments for absences due to vacations. No assignment will be given in anticipation of an absence.***

### **Tardiness:**

Students must report to the school office if they are not in the building by 8:10 or when students walk over from Ross Hall. Perfect attendance will be affected by an excess of 10 tardies. Five tardies will equal ½ absence. Leaving early for appointments will be recorded in the same manner as an early morning or afternoon tardy.

### **UNSCHEDULED SCHOOL CLOSING**

For weather related school closings we usually follow the plan of the Kingfisher Public Schools. However, there are times when things change. These announcements will be broadcast on KOCO - TV Channel 5 - KTVY Channel - 4 - KWTW - Channel 9. Please check more than one channel as errors can be made. You may also check these station’s websites that also post closings on the Internet. We will also be sending notifications through School Way™. Please download the free School Way™ App from Google Play™ or Apple™ App Store or visit: [www.myschoolway.com](http://www.myschoolway.com).

### **ACADEMIC INFORMATION**

Sts. Peter and Paul School is in compliance with the curricular standards promoted by the Archdiocesan Catholic School Office. (All students are required to participate in the curricular program determined for Sts. Peter and Paul School.) No exceptions will be granted except for medical purposes and with a signed release from the doctor.

### Academic Responsibility and Consequences:

It is of utmost importance that the academic responsibility of each student is upheld if a student is to achieve and be successful not only in the current year but in succeeding years. When a student is not meeting the academic requirements needed for successful completion of a course, parents will be notified and a plan of action will be implemented.

### Written Assignments:

All written work done by students in grades 3-8 is to be neat and presentable. Students must show pride in their work; thus, no crushed papers, scratched out words (a line through a word is sufficient), papers torn out of spiral or ripped out of the notebook. Teachers may refuse to accept papers that are not done properly. Only in very rare instances will students be allowed to redo assignments/tests to improve their grade.

### Classroom Tests:

Subject related tests are used to make sure the students are learning the material being taught and what is important to further learning. Teachers will share with the students the procedure for testing, when chapter tests will be given, and if they should expect daily tests in some subject area. Only in very rare instances will students be allowed to redo assignments/tests to improve their grade.

### ITBS:

These standardized tests are administered to grades 1- 8 in the fall of the year. These tests help diagnose a student's or class's strengths and weaknesses and gives direction to the teacher's program of study.

### Homework:

A reasonable amount of homework will be assigned daily. Homework is a necessary part of serious academic study and should be completed on time every day. Homework time will vary in length and intensity depending on the student and the grade level. Some time is allotted for study during the school day. A good rule of thumb is as follows: If a student seems to have an excessive amount of work to do in the evening it may be he/she is not using in-school study time efficiently. Homework does not always require written work; reading is also homework.

### Late Work Policy:

Sts. Peter and Paul School has adopted the following plan of action for late work and/or assignments. This schoolwork policy will be for second through eight grades. When a student fails to turn in an assigned paper on a designated day/time, the student will lose 10 points per day for 3 days. If the paper is not turned in after the third day a "0" will be given. **NO WORK WILL BE ACCEPTED AFTER THE THIRD DAY.** When a student is absent, he/she will have as many days to make-up the work, as they were absent. After that time, the same late rule will apply. Students who are on an ISP may be given a modified schedule and workload.

## **ELIGIBILITY**

Students that have late or missing work or who are failing classes will not be eligible to participate in extra-curricular activities. Such activities include but are not limited to: field trips, sports activities, fine arts activities, classroom parties and bonus/incentive rewards for fundraisers, AR program, etc. Eligibility lists will be released on Friday. Students will be ineligible the entire following week. They will become eligible again after an eligibility list has been released without their name. **Exceptions will not be made to this rule.**

## **GRADING SCALE**

The Grading Scale of the Archdiocese is:

- A - 93-100
- B - 85-92
- C - 75-84
- D - 70-74
- F - Below 69

## **HONOR ROLL**

Sts. Peter and Paul School has quarterly honor rolls.

Requirements for Sts. Peter and Paul Superintendent's Honor Roll: all A's in core subjects.

Requirements for Principal's Honor Roll: A's and B's in core subjects.

## **Parent-Teacher Conferences:**

Parents are expected to attend the specified conferences set up by the school following the first and third quarter grading period. Parents and teachers are encouraged to request a conference at other times when needed.

## **Report Cards/Progress Reports:**

**Report Cards** are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.

**Progress Reports** will be given mid-way between each nine-week grading period.

**No student will be given a Progress Report or Report Card if tuition or related fees, library fines, or Extended Care Program fees are in arrears.**

## **Promotion and Retention:**

Promotion will take place when a student successfully completes the work of the grade in which he/she has been placed. This is based on a total evaluation of a student's growth in all areas of development

If a student's progress is unsatisfactory the parent/guardian will be notified immediately so that a specific plan of action can be put into place. If it appears there is not significant progress by February 1st, and retention may be necessary, parents must be contacted for a meeting with parents, and teacher. The child's progress will be monitored very closely until the end of April

at which time teacher, parents, and principal meet again to finalize the decision of retention or promotion. If retention is in the best interest of the child and parents disagree, they must sign a release of responsibility form, which releases the school, principal and teacher from any responsibility concerning the lack of progress on the part of the child.

Failure to successfully complete the required course of study, by the 8th grade year, could result in the student receiving a certificate of completion instead of a Diploma.

### **STUDENT RECORDS:**

Cumulative records include basic information for each child: birth date, address, telephone number, family data, schools attended, ITBS results, absences, tardy and academic progress through the years. If a student transfers, copies of his/her record will be sent to the receiving school after the receiving school makes a written request. Student records are maintained in accordance with the Family Educational Rights and Privacy Act. Sts. Peter and Paul Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined 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.

### **Office Records:**

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

### **SCHOOL LIBRARY:**

The library is located on the first floor of the school. Using the library is a privilege. The library is an area set aside for story time, library skills, recreational reading, independent study, and research.

We encourage all students to select a book to reinforce their reading skills and to read for pleasure. Cards must be signed properly with first name and last initial and grade level. Students may not check out more than 2 books at one time without special permission from the librarian. The student who signs out the book is responsible for it.

No books may be checked out if a student has an overdue book. It is each student's responsibility to return the book to the library. Lost books are handled in the following manner: The student is given one week without charge to look for the book. If the book is not found by the end of this period, the student is expected to pay the replacement cost of the book. If the book is found later and is in good condition, the money will be returned.

## INTERNET USAGE

The Internet is a useful and valuable tool. However not all information available is appropriate. Each student will be asked to sign an Internet Usage Policy. See back of handbook. Any student found to be using the Internet inappropriately is subject to in-school suspension.

## Technology Concerns

### Blogs

Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

### Cell Phones:

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in in his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

### Electronic Readers (E-readers):

Electronic readers, simply called “e-Readers”, are digital devices that can store books, periodicals, magazines, and other electronic media. E-Readers like Amazon's Kindle®, Barnes & Noble's Nook®, Apple's iTouch®, and Apple's iPad® are quickly becoming ubiquitous in our digital culture and they simply cannot be ignored. Sts. Peter and Paul Catholic School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

### E-Reader Acceptable Use Policy:

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the violation.

1. All e-Readers must be registered with the Principal and accompanied by the Acceptable Use Agreement Form signed both by the parents and the student.
2. E-Readers are to be used **only** for the reading of school-approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. All material on the e-Reader must comply with the spirit and policies of Sts. Peter and Paul Catholic School. Please refer to the Parent-Student Handbook for more details.

4. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
5. E-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
6. E-Readers are not to be used during lunch, middle-school breaks, or during playground/recess time or during carpool.
7. The student is responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers.

### **Instagram®:**

Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

### **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 often 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 in a defamatory light face detention, suspension, or expulsion.

### **School Office and Teacher Telephone**

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's classroom is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

### **AWARDS**

#### **Stinger Award:**

This award is presented to an eighth grade graduate of Sts. Peter and Paul Catholic School. The award is based on the student's Christian attitude, academic achievement, leadership ability and participation not only in school but also church activities.

### Awards Assembly:

For grades 3-8, there will be four general awards and these awards will be given at the end of school awards assembly. A letter will be sent home prior to the assembly informing parents if their child is to receive an award.

- 1) The Academic Achievement Award will go to students with a 93% overall average in academic, physical education and music classes and no grade below 85%.
- 2) The Staying on Track Award is for students with a conduct grade average of 98% and no detentions for the school year.
- 3) The 5% award will be given to students who raise their entire average by 5% at each quarter.
- 4) Principal's Challenge – Students will receive from the Principal. Students who meet these challenges will receive recognition and will get to go on a special field trip at the end of school.

Pre-K and Kindergarten will be given awards at their promotion ceremonies. First grade will receive awards at the end of school assembly with all first grade students being recognized.

### EXTRACURRICULAR ACTIVITIES

#### Field Trips:

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Principal, 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.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax or email does not take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.



12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are **non-refundable**.
14. **Cell phones are not allowed** on field trips unless otherwise directed by the teacher and/or Principal.
15. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
16. Parents who chaperone a field trip may not bring pre-school or school age siblings on the field trip.
17. All chaperones must be 25 years of age or older.

**Payment for field trips must be paid to school prior to field trips. If payment is not made, students will not participate.** All field trips are paid with a school check.

Teachers will assign student placement in volunteer driver’s vehicles.

#### **VOLUNTEERS:**

**All volunteers must have a successful background check completed by the Archdiocese and have completed the Safe Environment Workshop. This includes but is not limited to any volunteer for playground duty, field trip drivers or sponsorship, and those who volunteer their time to help in the classroom or school building.**

Only properly licensed drivers may drive students to and from school sponsored activities. The vehicle shall carry an insurance verification, and be in good running condition. Drivers on school trips should not make unauthorized extra stops or side trips. As an agent of the school, the drivers are responsible and liable for the student’s welfare. If a child is injured the parents and school authorities are to be notified. **EACH CHILD IN THE CAR MUST USE A SEAT BELT** or if appropriate, a car seat or booster seat. Students assigned to a certain car may not be allowed to change to another car without specific permission from the teacher/principal in charge.

#### **Sports Activities:**

Students attending basketball games at Sts. Peter and Paul or other schools where Sts. Peter and Paul students are playing are to stay in the gym and not be running around in the lobby or outdoors during the game. Students who are loitering in the hall or on the school grounds without adult supervision will be sent inside. If this practice continues, such students will be asked not to return to the games. There is a safety factor involved and the purpose is to attend the game.

During ball games, team members are expected to sit together in a designated area at all times. Their behavior shall be indicative of respect and values as promoted in the school.

## **Sports Physicals:**

All students engaged in sports are required to have a sports physical and a copy needs to be on file in the school office.

## **P.E.**

Physical Education is required of all students in an Oklahoma Elementary/Middle schools. However, participating in sports activities is an elective. Parents must sign a release stating that their child can participate. No child is required to compete in games. P.E. Clothes: Dress appropriately - gym shoes required.

## **DRESS CODE:**

### Girls - Pre - K to 8th Grade

Khaki or Navy dress pants, shorts, skirts or skorts.  
Plaid (Parker uniform, plaid ID# OK724143 is the only plaid allowed)  
Jumper and culottes  
Long or short sleeve navy, red, or white “polo style” shirts  
Long or short sleeve white button down oxford shirts  
Navy blue sweatshirts  
Navy blue cardigan sweater or vest  
Navy, red or white tights or modesty pants under skirts

### Boys Pre-K to 8th Grade

Khaki or navy dress pants or dress shorts (*No cargo shorts will be allowed*)  
Long or short sleeve navy, red, or white polo style shirts  
Long or short sleeve white button down oxford shirts  
Navy blue sweatshirts  
Navy blue cardigan sweater or vest

- Shorts, skirts or skorts cannot be shorter than a dollar bills width above the top of the kneecap.
- Slacks, shorts and skirts should be made of slack fabric. Bottoms made of knit, wind pant or fleece fabric will be considered out of uniform.
- Belt must be worn when slacks have belt loops
- Belts must be brown or black leather (or leather type) material with a buckle. Blue canvas woven belts with a buckle are acceptable. Decorative belts with logos, flowers and other items will be considered out of uniform.
- Slacks are to be one solid color - no alternative color on topstitching or tabs
- If zip off slacks are worn they must be of slack material
- Shirts are to be tucked in – students should arrive to school with shirt tucked in
- Sweatshirts are only worn over a collar shirt or turtleneck
- Sts Peter & Paul logo will be the only emblem allowed on shirts or sweatshirts.
- ALL CLOTHING MUST BE FREE OF RIPS AND/OR TEARS
- Shorts may not be worn during the period of time that begins Monday following Fall Break and ends the Monday following Spring Break. If skirts are worn during this time period, tights must be worn.
- If skirts are worn, modesty pants or blue, red or white tights must be worn underneath.
- If long-sleeve shirts are worn under polos, they must be the same color as the polo.

-Hoodies are to be worn as a jacket only and not in the classrooms. They must be hung up in the Cloak Closet along with other jackets when school starts and after recess.

All students should wear shoes to, from and during school. Shoelaces must be tied. Students are not to wear open toed shoes (such as sandals or flip-flops); this rule applies to free-dress days as well. Tennis shoes or closed toed shoes with socks will be required. ***Crocs are not allowed.*** If boots are worn - only soft-soled boots allowed.

Cosmetics or make-up are not to be used during school hours, worn during the school day or on fieldtrips.

Post “ear” rings for females only (NO body piercing). No excess jewelry.

Hair may not be colored, particularly in a way that appears unnatural. However, highlighted hair, which blends with the natural hair color, is acceptable. No shaved heads.

No alarms on watches. No cell phones, pagers, MP3 players, iPods or similar devices. Any prohibited device that is taken away from students will be held until the last day of school.

***Parents will be called to bring appropriate attire when students arrive violating the uniform code.***

***All uniform guidelines are subject to principal’s discretion.***

#### **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS**

The students’ interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a

verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.)

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

### **SCHOOL DISCIPLINARY CODE OF CONDUCT:**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors, which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, **e-cigarettes**, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, toys, trading cards, laser lights, CDs, cameras, or anything that will detract from a learning situation are not allowed at school at any time. **Key chains and toys may not be attached to student backpacks.**

The Principal, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

### **CLASSROOM RULES**

1. Raise your hand and wait to be acknowledged.
2. No talking while teacher is talking.
3. No disruptive behavior.
4. Always be respectful of people and property.
5. Always be responsible for your work and actions

Each classroom teacher has posted in the room these rules that students are to observe. These will have been explained and discussed with the students.

Classroom Discipline Five Step Policy for students' Grades 3-8 is as follows:

1. **Redirection**
2. **Student Conference (Warning)**
3. **1<sup>st</sup> Teacher Consequence/Parent Contact**
4. **2<sup>nd</sup> Teacher Consequence/Parent Conference**
5. **Principal Referral:**

- *1st referral is admin consequence. Including, not limited to: Conference, Detention, In-School Suspension, Suspension, and Expulsion*
- *2<sup>nd</sup> referral is conference with parent to present Behavior Contract.*

The conduct policy for grades Kindergarten through 3<sup>rd</sup> will utilize a card/color system with a behavior chart sent home on a regular basis. Principal Referral: *is conference with parent to discuss behavioral concerns.*

### **Teacher Detention**

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Teacher who monitors the detention. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

Major disciplinary issues will result in automatic classroom detention (after principal consequence) and immediate referral to the principal, who will choose the appropriate consequence. Major issues include, but are not limited to:

1. Violence or threat of violence to others
2. Damage to or destruction of property of the school, parish, fellow students, or Faculty members.
3. Flagrant insubordination/disrespect/disobedience
4. Possession of drugs, alcohol, or a weapon being real or imitation of any kind.
5. Disruptive classroom behavior of a major or recurring nature
6. Harassment of other students
7. Cheating
8. Lying
9. Obscenity
10. Stealing

### **PRINCIPAL CONSEQUENCES**

#### **Suspension:**

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$75.00) by the suspended student's parents. Students who receive an out-of-school suspension (3-days) will not be allowed on campus or at related school events during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Three-Day suspension requires a Principal/Parent/Student conference prior to returning to school. **Without a conference, student will not be allowed to return to school.**

### **Expulsion:**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Sts. Peter and Paul Catholic School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Sts. Peter and Paul Catholic School.

Continued failure of a student to perform in an acceptable way behaviorally will result in such student being placed on probationary behavior contract for a period determined by the Principal. Student/Parent failure to follow the contract will result in determining if Sts. Peter and Paul Catholic School is the best educational setting for the student. Principal's decision for expulsion is final.

### **HARASSMENT:**

Sts. Peter and Paul does not tolerate harassment, whether it be sexual, physical or creating a hostile environment. Any action based on lack of respect of others will be addressed.

“Harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying” include, but are not limited to, a gesture or written, verbal, or physical act; and “At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school sanctioned events. Senate Bill #992 of 2002

The Principal is the final recourse in all-disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

### **Pornographic Materials:**

The possession or electronic accessing of pornographic, lewd, sexually explicit, obscene or other materials contrary to Christian ideals of behavior is not permitted in the school, on the school grounds, or at any school function. Individuals who violate this policy will be subject, at the discretion of the Principal, to disciplinary action.

### **RESPECT GOAL:**

The students of Sts. Peter and Paul Catholic School will develop a respect (kindness) for self and others that results in treating one another as God's special children and thus provide a better Christian environment. Sts. Peter and Paul students are often reminded to model their life and behavior on the example of Jesus. This necessitates good manners and common courtesies. A program is developed through the school and aspects of respect, such as manners and courtesy, are worked on during the school year. Parents will be informed through the school newsletter of

what we are addressing and are encouraged to promote, emphasize and review the same in the home.

## MISCELLANEOUS

### WEEKLY NEWSLETTER/CALENDAR:

The school Newsletter includes the next week's menu as well as a calendar of events for the next few weeks. It is a way to keep parents informed about upcoming events, special happenings in the school and other reminders and news. It may be emailed to parents/guardians. It will also be posted on our website at the beginning of each week – stspeterandpaul.org.

### PARENT - TEACHER ORGANIZATION:

The Parent-Teachers Group is intended to be a vehicle by which parents, teachers, principal, and pastor are able to collaborate with one another and thereby develop a faith community through which to teach the young by living witness. It is important for all parents to actively participate in this organization so that both home and school are united in their efforts to further the development of each individual student. The Weekly Newsletters, Website, PTG Facebook® page, and Monthly Calendars will have dates and times of meetings.

### Special Occasions:

Floral arrangements, balloons, and/or gifts **may not be delivered to school** for birthdays or other special occasions. To do so causes office and class disturbances and can be the source of friction and disappointment among students. Cake, cupcakes, and similar treats are allowed to mark a special occasion with prior arrangements. Gum should never be included as a part of the treats.

Invitations to parties may be distributed at school if all students in a class receive one or all boys or all girls receive one. The homeroom parents plan homeroom parties for special times of the year such as Halloween, Christmas and Valentines Day.

### VALUABLES:

Sts. Peter and Paul Catholic School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to all electronic devices. We ask that no toys be brought to school. Any item brought to school that is confiscated by school staff is subject to being held until the end of the school year.

### LUNCH ROOM:

Sts. Peter and Paul Catholic School has a first class cafeteria, which serves "Class A" lunches to all students, Pre-K, Kindergarten through grade 8. These lunches are served each school day and any child is entitled to eat in the cafeteria regardless of race, color, creed or financial background. Children may purchase lunches for \$2.60 per day or for a meal ticket (23 meals) for \$59.80. Any family needing assistance concerning lunches should contact the school office &

request an application for free or reduced price school meals. Students may choose to bring their lunch each day.

Every student drinks milk at school with his/her lunch unless a doctor's written excuse is presented. Milk can be purchased for a student who brings their lunch for \$.40. **Students should not bring glass bottles, soft drinks, or excessive amounts of candy.**

Midmorning Snack consisting of milk or juice is available every day for \$.40 per carton or a milk card (23 milks) for 9.20.

Adult lunches can be purchased for \$3.00. Parents are welcome and encouraged to have lunch with their children. Please contact the school office before 9 a.m. on the day you wish to have lunch. **Parents should not bring lunches or drinks from carryout restaurants.**

Students are asked to sit with their class during lunch. Since statistically, accidents occur most frequently in the cafeteria, we ask that students sit and eat with the understanding that recess does not begin until the child is on the playground.

Food fights will not be permitted in the cafeteria. Neither will extreme waste. Children will be required to eat a portion of their lunch (they need the brain power for their afternoon lesson!).

Students will also be required to help with the clean up of the cafeteria. This will be done on a rotation basis with a monthly schedule.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

### **Snack Foods:**

During the school day, nutritional snacks are permitted only in the classroom under the approval and direct supervision of the teacher. Chewing gum is never permitted during the school day.

## **HEALTH AND SAFETY**

### **ASBESTOS:**

Our school is in compliance with the United States Environmental Protection Agency regulations in regards to asbestos inspection and management. There is an approved plan on file in the school office for public review at any time. This public notice fulfills requirements for this school year.

### **ACCIDENTS:**

If a student meets with a serious accident or becomes seriously ill, the principal or designee will immediately contact the parent/guardian. If parents cannot be reached, the emergency card will be used to contact the next person listed. When time is an important factor, the student may have to be sent to the hospital before parents can be notified. In such cases, a written record giving the date, time, circumstances, witnesses and action taken will be kept on file. Ordinarily, first aid will be administered only in minor cases.



### **FIRE AND TORNADO DRILLS:**

Sts. Peter and Paul School conducts fire and tornado drills during the course of the year in compliance with State and Archdiocesan requirements. Evacuation routes are posted in each classroom. Students shall move to designated areas quickly, silently and orderly.

### **HEALTH RECORDS:**

A health information record is to be kept on each student. This is to include the results of vision and hearing tests and other data pertinent to the students' health, such as allergies, asthma, or conditions, which require teacher awareness to assure student health or safety.

**We must have a record of your child(ren)'s shot record on file. NO EXCEPTIONS**

### **HEAD LICE:**

Any student who found to have head lice will be sent home immediately. Students will not be allowed to return to school until they have a note from the health department giving them clearance to do so.

### **ILLNESS:**

When a student becomes ill and it is necessary to send the child home, the parent/guardian will be contacted by the office personnel. If parent/guardian cannot be reached, the emergency card will be used to contact the next person listed to advise of the child's illness. Because the school has no space to care for sick children, their temperature will be checked, it is necessary that parents have someone designated to pick up the child and care for them once they leave school. A temperature of 100° will be used as a guide as to when to contact parents. As a courtesy to other students as well as staff members, PLEASE do not return your child to school until they have been fever-free for 24 hours. If your child does not feel well, they will not perform to the best of their ability. Furthermore, we can reduce the spread of illness by following this guideline. Sick students will not be allowed to go home by themselves.

### **MEDICATION POLICY:**

School personnel cannot administer any type of medication without a written order from the doctor. All medication, prescription and non-prescription, including aspirin, cough drops, cough syrup or any other over-the-counter drugs, must be left in the school office clearly marked with the child's name and time for dispensation. Prescription medicine must remain in the pharmacy-labeled container with the child's name, date and dosage. Non-prescription medicine must be in an identifiable container with the child's name, dosage and time to be administered. The child will come to the office to receive the medication.

In accordance with State Law, inhalers will be kept with the student they are prescribed to at all times and it will be their responsibility to use inhalers as needed. Parents must provide the school with a copy of the prescription and proof of training on the use of the inhaler. The school office shall inform teachers of the type of asthma and frequency of usage for the inhaler. Epi-pens and diabetic equipment will be treated in the same fashion as inhalers with the same guidelines applying.

## **SUSPECTED CHILD ABUSE/NEGLECT:**

Under Oklahoma Law every person having reason to believe that a child under the age of 18 years has had physical injuries or injuries inflicted upon the child by other than accidental means, where the injury appears to have been caused as a result of physical abuse, sexual abuse or neglect, shall report the matter promptly to the county office of the Department of Human Services, or the State Abuse Hotline, 1-800-522-3511.

## **CONTAGIOUS OR COMMUNICABLE DISEASES**

All communicable diseases should be reported to the school immediately. Any student who is likely to transmit a contagious disease through day-to-day contact (measles, chicken pox, pink eye, etc.) shall not be permitted at school or school sponsored activities as long as the possibility of contagion exists. Any child afflicted with head lice may be prohibited from attending school until such time as the required procedures for removal of all possibility of transmission have been enacted. If in doubt, the school may require certification from a health professional.

### **Meningococcal Meningitis**

*In accordance with Oklahoma Senate Bill 1467, the Oklahoma Department of Health will distribute information to all parents of students in Grade 6-8 each year. The information will include causes and symptoms of Meningococcal Meningitis and the availability, effectiveness, and risks of vaccination.*

## **CHRONIC INFECTIOUS CONDITIONS**

The Department of Health is required to notify “the head of a private school” of their students who are infected with the AIDS virus...” Our policy is as written in the Archdiocesan Catholic Schools Policies and Guidelines Handbook. #6210.8

Because of the potential presence of the AIDS virus, hepatitis, and other blood-borne pathogens, all persons in the school dealing with body fluids of any kind (bleeding wound or handling other body fluids) should wear rubber gloves. When cleaning a blood spill a person should wear rubber gloves and cleanse the area using a solution of one part household bleach to ten parts of water.

## **DRUG/ALCOHOL POLICY:**

The possession, use or distribution of any controlled substance, drug or alcoholic beverage is not permitted in the school, on the school grounds or at any student school function. Students who violate this policy will face suspension and/or expulsion. Any student involved in the sale of drugs, alcohol or other controlled substance will be immediately expelled from Sts. Peter and Paul School.

## **SMOKING:**

Smoking of any type is not allowed on campus. This includes the use of e-cigarettes.

### **PREGNANCY POLICY STATEMENT:**

In keeping with our Catholic philosophy regarding respect for human life and Catholic Church teachings that life and therefore parenthood begins with conception, students who become parents before they graduate from school will be treated with dignity, compassion, and concern for their feelings.

In any case pregnancy is not a reason for dismissal from school. To do otherwise seems to indicate an unwillingness to support a student who had made a choice to give life, rather than to end it. Sts. Peter and Paul will follow guidelines set out in the Archdiocese Policy: Guidelines Handbook.

### **SEARCH AND SEIZURE:**

School and students are co-tenants of all lockers, desks and other storage units on Sts. Peter and Paul premise. Students are allowed to use lockers or desks with the understanding that they may be inspected by authorized persons at any time for the health, safety and welfare of the school community.

### **VISITORS TO THE SCHOOL:**

All visitors are to sign in and out at the school office and receive a visitor's badge. Parents are always welcome to visit the school. However, if a parent wishes to visit a classroom for any length of time, prior arrangements must be made with the teacher and principal. Students from other schools shall not be allowed to visit in classrooms without first obtaining permission from the teacher and principal. ALL student visitors must follow the policies and code set out by the school.

Persons, agencies or organizations desiring to contact individual students during the school day are to receive permission from the principal. The following policies are based on legal consultation with the Archdiocese of Oklahoma City and Oklahoma statutes will apply to such situations.

1. Except in cases of suspected child abuse in the home, the principal will seek parental consent because the student is a minor.
2. Appropriate personnel with legal representation or administrative presence may interview students.
3. Teachers will not allow pupils to leave the classroom to speak to non-school personnel other than the student's parents or legal guardian unless the principal or her representative is present.
4. The school will not be used by a non-legal guardian for the exercise of visitation rights.

No unauthorized organization, agency or person will be allowed to assume custody of any student on school premises during school hours or immediately before or after school unless explicitly authorized by the parent or legal guardian.

## **RELIGIOUS EDUCATION/FORMATION**

Religious education and formation are provided on a daily basis. Students attend Mass as a school community weekly. Attentiveness and participation during Mass is expected and frequent reception of the Eucharist is encouraged. Religious instruction, prayers at the beginning and end of each day, at snack and lunch time, and other opportune times are a daily practice; integrated value formation is fostered daily throughout the curriculum. Special worship celebrations or Para liturgies are provided for the children and families throughout the year. Students may not opt out of religious instruction, prayer, mass or any other religious function.

## **SACRAMENTAL PREPARATION:**

The children are prepared for the reception of the Eucharist and Reconciliation in the second grade religion curriculum. The importance of these sacraments continues to be emphasized at all grade levels.

## **SCHOOL MASS:**

The school (Pre-K thru 8<sup>th</sup>) attends Mass each week on Thursdays at 8:15 a.m. It is considered the most important time that we spend together each week and provides the foundation for our school's mission. Each student takes a turn in participating in the liturgy. Mass attendance is mandatory for all students. Parents are strongly encouraged and invited to attend Mass regularly with their children. It is one way that we form the faith community of our school.

## **MASS DRESS CODE:**

Follow school dress code, with the exception of no shorts.

**The principal retains the right to amend the Parent/Student Handbook for just cause at any time.  
Notice of amendments will be sent to parents via School Way™ and posted on the school's website.**

# Sts. Peter and Paul Catholic School 2015— 2016 School Calendar

August 12	First Day of School
September 7	No School Labor Day
October 2	No School Teacher Professional Day
October 9	Last Day of 1st Nine Weeks
October 14	Parent Teacher Conferences after school
October 15	Parent Teacher Conferences - No School
October 16	No School Fall Break
October 19	No School Fall Break
November 25	No School Thanksgiving Break
November 26	No School Thanksgiving Break
November 27	No School Thanksgiving Break
December 18	Last Day of 2nd Nine Weeks
December 20 - January 4	Christmas Break
January 4	Classes Resume
January 18	No School (Snow Day)
February 15	No School Teacher Professional Day
March 4	Last Day of 3rd Nine Weeks
March 10	Parent Teacher Conferences after school
March 11	Parent Teacher Conferences - No School
March 14 - March 18	No School Spring Break
March 25	No School - Good Friday - Easter Break
March 28	No School - Easter Monday - (Snow Day if needed)
May 14	8 <sup>th</sup> Grade Graduation at 5pm during Mass
May 18	End of 4th Nine Weeks - Last Day of School

**TELECOMMUNICATIONS USE AGREEMENT**  
**Telecommunications Use Agreement**  
*Adapted from NCEA's From the Chalkboard to the Chatroom.*

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Sts. Peter and Paul Catholic School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am using an electronic device, I will keep my work area clean and free of food and liquids.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.
6. As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
7. Parents must realize that their students may encounter material on a network that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
8. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Sts. Peter and Paul Catholic School

**FIELD TRIP PERMISSION FORM**

Field Trips are privileges afforded to students; no student has the absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements. **The following Field Trip Permission Form MUST be signed by the parent or guardian and given to their homeroom teacher.** Students who fail to bring in this form will not be allowed to participate in the field trip. Telephone calls or any other written note are not acceptable – please refer to the School Handbook.

I/WE, the parent(s)/guardian(s) of \_\_\_\_\_ request that the school allow my/our son/daughter to participate in a field trip to

Educational Purpose:

Date of Field Trip:

**Departure from School:**

**Arrival back to School:**

**Fee:**

**Other Information:**

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Teacher's Signature

We hereby release and save harmless the school of Sts. Peter and Paul Catholic School and any and all of its employees from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip. In case of emergency, I give permission for \_\_\_\_\_ to be taken to a physician or hospital by either a parent in charge or by school personnel. I understand that every effort will be made to contact me.

**Parent/Guardian Signature:** \_\_\_\_\_

**MEDICAL RELEASE FORM**

**Student's Name:** \_\_\_\_\_

**Medical Insurance Information:**  
Group/Company Insurance Company: \_\_\_\_\_

**Policy Number:** \_\_\_\_\_

**Known Allergies/Allergic Reactions:** \_\_\_\_\_

**Other Pertinent Medical Information** \_\_\_\_\_

Current Medication(s): \_\_\_\_\_

**Mother's Daytime #:** \_\_\_\_\_ **Father's Daytime #:** \_\_\_\_\_

**Mother's Cell Phone #:** \_\_\_\_\_ **Father's Cell Phone #:** \_\_\_\_\_

I am willing to be a driver

Check here if **Yes**

I do not want to drive, but would like to go as a sponsor:

Check here if **Yes**

My car has enough seat belts for \_\_\_\_ passengers. (This is the number I can take minus myself.)

I am presently a licensed driver and have a minimum of \$100,000/\$300,000 of automobile liability coverage. Sign below only if this statement is true and you intend to drive for the field trip.

Insured Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I have completed the Safe Environment program as required by the Archdiocese of OKC**

**Please check one:**  **Yes**  **No**

**You are not allowed to drive or ride with students other than your own children  
if you have not completed the Safe Environment Training!**

**(Keep for emergency purposes.)**



**PHOTO-VIDEO RELEASE**

To whom it may concern:

I hereby give permission for my son/daughter  
\_\_\_\_\_ to be photographed or videotaped  
at Sts. Peter and Paul Catholic School. I realize that the photo  
may be published in the newspaper, a magazine, the school  
website, or other publication. The video may be used for  
informational or educational purposes regarding the programs or  
curriculum at Sts. Peter and Paul Catholic School

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Return by August 14, 2015

Sts. Peter and Paul Catholic School

Dear Parents/Guardians,

This handbook has been revised, August 2015, and serves as a contract between the school and the family. Please read it carefully, and if your children are old enough, have them read it also.

The guidelines/policies presented here give a clear, concise summary of the regulations and procedures at Sts. Peter and Paul Catholic School. As a Catholic parochial school, these policies are necessary to guarantee a fair, safe, and Christian education for each individual.

The Principal retains the right to amend the Handbook for just cause at any time. Notice will be promptly sent if/when changes are made.

Please sign and return the slip below to the school as promptly as possible. This indicates that you have read and accept the policies/guidelines.

Please sign, date and return this page to the school office immediately.

I/We \_\_\_\_\_ have read and do accept the policies/guidelines as stated in the Parent/Student Handbook, and agree to adhere to the policies/guidelines outlined therein.

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

I have read and agree to adhere to the Rules and Code of Ethics for computer use outlined in the Telecommunications Use Agreement.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Return by August 14, 2015