

Saints Peter & Paul Catholic School



Parent Handbook

Revised May, 2018

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CATHOLIC SCHOOLS; WHERE GREAT BEGINNINGS LAST A LIFETIME....

The **vision** for the Department for Catholic Schools is to promote and to sustain Catholic schools of unparalleled quality, which integrate faith into **every** aspect of life and culture, **producing graduates** who continually strive for human and Christian perfection. These well-managed schools, in light of their great value, will be open to all and made as accessible as possible by seeking support from the total Catholic community at large.

MIDDLE STATES ACCREDITATION

The Middle States evaluation is an ongoing process requiring the submission of updated plans every three years. After ten years said school is re-evaluated for continued accreditation. Saints Peter & Paul received Middle States accreditation in November of 2013 and a mid-year review was accepted in May of 2016.

RELIGIOUS EDUCATION



Religious education is the **center** of the Catholic school. A conscious effort is made to create a Christ-centered atmosphere by stressing Christian values in the classroom as well as throughout the entire school environment. A conscious effort to integrate religion into every aspect of the school's curriculum is made.

Our belief in Jesus has drawn us to this school community. Our beliefs are expressed in and strengthened by daily communal prayer. Students develop skills and a taste for the church's daily worship.

Faith experiences are an integral part of religious education. Opportunities for Mass, Reconciliation, Stations of the Cross, classroom prayer and service to others are included. Community is at the heart of Catholic education; not simply as a concept to be learned, but as a reality to be lived.

MISSION STATEMENT

"You have been trusted to look after something precious"
2 Tm 1:13-14

It is the **mission** of Saints Peter & Paul Catholic School to provide the opportunity for our students to obtain a distinctive, faith-based education centered on the teachings of Christ while providing the foundation for every student to achieve academic excellence and the opportunities for success.

We strive to instill in our students a strong love of learning as they develop life skills and the basic skills of education.

Our school fosters a safe and nurturing environment of mutual respect where students realize that everyone is unique and possesses gifts to contribute to society.

BELIEF STATEMENTS

The faculty and staff of Saints Peter & Paul Catholic School believe that:

- Each child is entitled to develop a sense of personal dignity and worth;
- Each child is entitled to reach his or her full academic potential;



Thank you for all that you do for Catholic education, your cooperation and support, and promoting our school. It is invaluable to our success.

- Each child is entitled to learn in a safe, non-threatening environment;
- Each child is entitled to be taught the doctrine and tradition of the Catholic faith;
- Each child is entitled to the cooperative educational support of faculty, staff and parents;
- Children learn at different rates and in different ways;
- Life-long learning is essential for success in a changing society.

Our educational program fulfills the requirements of the Pennsylvania Department of Education and the Diocese of Pittsburgh. We are totally committed to excellence in education and strive in our sacramental faith to develop citizens and disciples of society. Our goals and objectives are:

1. To maintain the highest quality of an educational program along with the integration of religious truths and values:
 - a. To use various teaching methods appropriate within the Catholic elementary school in order to attempt to develop a unique Christian in mind, body and soul;
 - b. To facilitate the development of knowledge, skills, attitudes and values useful in constructively shaping a Christian;
 - c. To instill in the student an awareness that his/her life as a full-time Christian means involvement with everything that contributes to his/her spiritual, intellectual, emotional, cultural and physical welfare;
 - d. To provide the opportunity for the preparation and reception of the sacraments.
2. To realize that the parents are the primary educators of their children and that teachers share a partnership with the parents in the education of children:
 - a. To have open communication between home and school in order to facilitate an understanding of the social, physical, and emotional background of the students;
 - b. To offer the opportunity for formal and/or informal conferences;
 - c. To give the parent definite information about the child's progress in academic and behavioral areas.
3. To develop in the students a sense of community as regards to the school and its role in the surrounding neighborhoods:
 - a. To develop a sense of school community by working, praying and sharing with each other;
 - b. To provide information concerning projects and activities sponsored by the local communities, encouraging participation;
 - c. To provide service-oriented activities reaching out to the surrounding communities.

Academics

**ACADEMICS**

Quality academic education is dependent on an organized plan of basic content with special attention given to the integration of Gospel values. Curriculum guidelines for all subject areas provided by the Department for Catholic Schools are to be utilized by all principals and teachers. These guidelines endeavor to give continuity to the teaching/learning process and are geared to meet the individual needs of students and guide the teaching/learning process.

Saints Peter & Paul Catholic School offers a strong core curriculum in Religion, Mathematics, (Pre) Algebra (7th & 8th grades), Literature, Social Studies, Science, Language Arts, Physical Education, Spanish, Music, Computer, and Fine Arts.

ADMISSIONS/TRANSFERS

REGISTRATION: Re-registration and registration for returning/new students usually begins during the Fourth Report Card quarter. Age requirements for students entering Saints Peter & Paul Catholic School are:

- Kindergarten: Must be five on or before September 1st
- First Grade: Must be six on or before September 1st

At the time of registration, parents must bring the following information:

- ☒ Birth Certificate ☒ Baptismal Certificate ☒ all immunization records



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

To complete registration, parents are required to complete a registration form, tuition contract, parent agreement form, and a pastor verification form (if applicable). ***The registration fee of \$50.00 is non-refundable.***

TRANSFER: A Request for transfer of records form must be signed and returned to the school office before the process of transferring can begin. An ***exit interview*** is expected before the request for transfer of records can be mailed.

All financial obligations must be satisfied before academic records are forwarded.

ATTENDANCE:

It is the responsibility of the ***parent*** to see that the child attends school during the scheduled hours. Regular attendance at school is a ***major factor*** in determining academic success. This allows each child to achieve an optimal level of academic success. Excessive absence can result in poor academic performance. Excessive absences without a medical excuse will result in a parent conference.

SCHOOL DAY: Arrival at school by buses will occur between 7:40 and 8:05. Students who do not ride the bus should arrive between 7:45 and 8:05. Students will proceed to their homeroom beginning at 7:50. Students will be considered late after 8:10 a.m. The school day begins at 8:10 a.m. Students who arrive after 8:10 will be marked tardy. Dismissal for bus riders begin at 2:45. Dismissal for car riders and walkers begin at 2:50 p.m.

Parents who pick up their children after school are expected to park in the church parking lot and not on the street in front of the school. This area is for buses only. We ask that you wait for your child/ren to cross the street in front of the school and not come to the same side of the school for pick-up. This helps with a flow for all students to safely get to their parents.



ABSENCE: The schools Laws of Pennsylvania require 180 days of attendance. By law, if more than 30 days or more of school are missed, the student may be retained in their current grade level. A parent/guardian is asked to call the school office before 8:30 a.m. to report their child off from school. Please give detailed information on the answering machine when calling off your child. If you choose to request homework, it is important that you state your child's teachers and if you are picking up the homework (after school) or the name of the child taking the homework home to you. Homework can be picked up between 3:00 p.m. and 3:15 p.m. A summary of school attendance is reported on all individual student transcripts.

Absences from school are defined as either **excused** or **unexcused** according to guidelines from the Pennsylvania School Code. Excused absences include illness, quarantine, impassable roads, medical/dental treatment (if not able to schedule after school hours), counseling programs which are not available in the school and the inability to schedule after school hours, family deaths, and urgent personal reasons that are approved by the school administration.

Unusual patterns of absenteeism will also be reason for a parent conference/phone call. During extended illnesses, parents are expected to call school by 10:00 a.m. to request homework for their child. Again, homework can be picked up in the office between 3:00 p.m. and 3:15 p.m.

Upon returning to school from an absence, a student **must submit a written excuse** to his/her homeroom teacher as required by state law. If this excuse is not submitted within three days following the absence, the absence will be classified as **unexcused**. After the ***second unexcused absence in a report card quarter***, a detention will be served by the student. We encourage teacher/parent communication when a child has an extended absence from school. If the child did not have the opportunity to complete homework during the illness, the teacher will give up to three days for completion of all assignments missed during the absence. Please know that the administration reserves the right to pass judgement on the validity of such excuses.



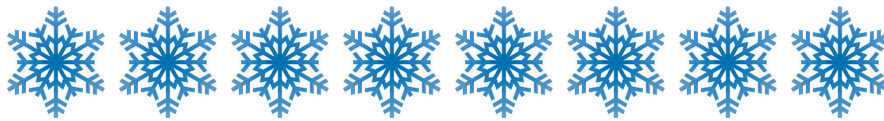
TARDINESS/LATE ARRIVALS: Students arriving after the 8:10 bell must report to the office to receive an admit slip. These students will be marked tardy and it will be recorded on the student's permanent record card. A half-day's absence will be recorded if a student arrives/leaves after 11:00 a.m. If the bus is delayed, the children will not be considered late. It is the responsibility of the parent to make sure that students arrive on time for school.

EARLY DISMISSAL: ***Every attempt*** should be made to schedule medical and dental appointments during ***non-school hours***. If this proves to be impossible and your child requires an early dismissal for any reason, please send in a signed note stating the date, time and reason for dismissal. The parent/guardian must come to the office to pick up the

student and sign them out. We also expect that the student return to school when the situation allows for such opportunity. If an emergency arises during the day and your child needs to have an early dismissal, please call the school so that the message can be delivered to the homeroom teacher/student. Children who arrive later than 11:00 a.m. will be marked absent in the morning. Children who leave school after 11:00 a.m. will be marked absent in the afternoon.

*****No student will be allowed to leave school for any reason without a parent/guardian/adult to escort them. No exceptions***

EDUCATIONAL VACATIONS: State guidelines permit an excused absence for education trips if a request is sent to the school **prior** to the dates of the trip. If no prior notice is received, the absence is classified as unexcused. If you are to take your child/ren out of school for an educational purpose, please fill out the "Educational Vacation" form located on our web-site. This form must be sent to the school office for permission to be given (for an excused absence). Homework will not be assigned to students who leave for an educational vacation. All students who have extended time away from school will be given up to three days to complete the work.



EMERGENCY SNOW CLOSING: If it becomes necessary to close school due to snow, it will be announced on WPXI-TV channel 11 (www.wpxi.com) and KDKA TV channel 2 (www.pittsburgh.cbslocal.com). Alerts will also be sent via the Parent Alert System of OptionC. Closing information will also follow Beaver Area School District directives to either close or delay. If other school districts cancel that day, bus transportation will **not** be provided.



AUXILIARY SERVICES

The following services are offered to Saints Peter & Paul Catholic School:



REMEDIAL READING/LEARNING SUPPORT (TITLE I)

The Title I program is designed to provide additional assistance to students who are not demonstrating grade level proficiency in reading. Unit 27 (Beaver Valley Intermediate Unit) provides SSPP students with this service. It is based on teacher referrals, standardized test results, and parent approval. Alternate strategies are planned for students in accordance with individual instructional goals and in support of the classroom curriculum in order to help students develop mastery of basic skills.



SPEECH/LANGUAGE

Speech and language services are provided under Act 89. It is a special service offered to students to enhance communication skills that directly impact social and academic interactions.

**Anyone requesting to have their child removed from the above services must fill out the required form stating the reason for such action. It will also be expected that the parent writes a plan of action regarding alternate strategies for implementation to enhance their child's educational needs.



STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is mandated in the Commonwealth of Pennsylvania by Act 211 of 1990. It is a comprehensive program of prevention, intervention and support for students in grades K-8.

The Student Assistance Program is a systematic, professional, and realistic response to students' problems in our school. It is composed of a group of faculty members and an administrator who has received specialized training in recognizing behaviors that inhibit educational growth. The purpose of the Student Assistance Program is to assist students in dealing with a wide variety of behaviors, which interfere with their academic performance. The primary function of the program is to identify the child whose behavior causes reason for concern and begin a positive plan for intervention. The program is available to every family.



PSYCHOLOGICAL/ACADEMIC TESTING

If the need for testing is recommended, information will be given to the family to contact their home school district. This is a service to you as a taxpayer. It also allows for SSPP to be involved any IEP meetings between parent(s) and school district. Testing by the school district also allows for future resources if needed. It is strongly encouraged to go through your school district for any testing.

The following service is provided by the Beaver Area School District:



SCHOOL NURSE

One school nurse is assigned to SSPP. The responsibilities of the school nurse include:

- ✓ Keeping updated health records for all students;
- ✓ Screening students for hearing - grades K, 1st, 2nd, 3rd, and 7th;
- ✓ Screening students for vision – yearly;
- ✓ Physicals – grade Kindergarten, 6th and all new students;
- ✓ Scoliosis screening – grade 7;
- ✓ Recording height and weight for students – yearly.

Each child's individual public-school district is responsible for the following:



Students who live within a ten-mile radius from Saints Peter & Paul School are eligible to be bused to and from school. Those who travel along a route that has been declared "hazardous" are also eligible for busing. The Board of Education Transportation Division determines "hazardous route" claims. The student transportation policies and procedures of the local educational agencies responsible for busing students are applicable to all students in the Commonwealth of Pennsylvania. Students are expected to maintain appropriate behavior while in route on the bus. Every bus follows the guidelines that are within our own discipline code. Food is not allowed on the bus. Inappropriate behavior, vandalism, or any weapon implement that could cause bodily harm (see weapons policy) will not be tolerated. If the bus driver/company recommends that a student be removed from the bus due to any reason stated above, the principal will support it. This will result in the student losing bus privileges. The student/parent will then be responsible to make other arrangements for transportation. You will be notified by your district's personnel as to time and place for pick-up. Students are not permitted to change buses to go home with another student.

COMMUNICATION WITH PARENTS

Parents are informed of the student's progress and other school information as follows:

- ☒ Interim Reports
- ☒ On-line report card system
- ☒ Quarterly report cards
- ☒ Parent/student/teacher conferences
- ☒ Conferences on request
- ☒ Conduct referrals
- ☒ School newsletter
- ☒ Parent Teacher Guild meetings
- ☒ Monthly lunch menu



Any questions concerning your child should be directed to the teacher. If you need to discuss any matter with your child's teacher, please call the school office and he/she will be notified to contact you. Positive communication between teacher and parent is vital to our total educational program.

DIOCESAN POLICIES

CHILD ABUSE POLICY: This policy by the Diocesan School Board concerns the reporting of child abuse and neglect in accordance with the provisions of the Child Protective Services Law of the Commonwealth of Pennsylvania, Act Number 124 of 1975 and the regulations there under. It is the purpose of the Act and this policy to encourage and foster more complete reporting of suspected child abuse so as to ensure the child's well being and to preserve and stabilize family life wherever appropriate. The faculty and staff are bound by law to report such occurrence of suspected child abuse.

PHYSICAL PUNISHMENT: It is strictly prohibited for any school personnel to physically punish or abuse a child. Corporal punishment or physical restraint should not be used, except in self-defense or when taking appropriate action to protect health and safety of student or staff. Verbal threats of physical harm are strictly prohibited.

ANTI-HAZING POLICY: Hazing has no place in the Catholic School experience. It is the antithesis of the purpose and mission of Catholic education where students are called to grow in their commitment to God, one another, the Church and the wider community. Hazing is defined as any intention, knowing or reckless act meant to induce pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental +discomfort and is directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team sponsored or supported by any parish, elementary or secondary school in the Diocese of Pittsburgh. It does not matter whether such hazing practices were mandatory or voluntarily entered into by any student or organization in question.

The following are examples of hazing and may not only be limited to these offenses:

- Recklessly or intentionally endangering the physical health, mental health, safety, or dignity of a person;
- Treating a person in a degrading or demeaning manner.

SHADOWING: POLICY AND PROCEDURE

Students from the Elementary Schools will be permitted up to three (3) days of excused absence in seventh and eighth grades to attend a shadow day to visit the Catholic High Schools of the Diocese of Pittsburgh. The high school Shadow Day must be coordinated by each student's parent. The parents will be responsible for all aspects of the day, including notifying the child's principal and teacher of the absence and providing transportation for their child to participate in the shadow day experience. A Shadow Day form can be requested from the school office and must be turned into the school office with-in three days of the scheduled visit.

Whole class or school group visitation will no longer be permitted during the school day for recruitment purposes. This is a major disruption in the educational process for both our high school and elementary students. High schools are encouraged to hold open house events in the evenings or on weekends. High schools are encouraged to reach out to all elementary school students both in Catholic schools and religious education programs. The schools office maintains a database of students in our elementary schools which can be shared with the recruitment office of each high school upon request of the principal. Since many students and their families begin the selection of a high school as early as sixth grade, our schools are encouraged to reach out to families before students enter the eighth grade. High schools are also encouraged to develop an academic relationship/partnership with the elementary schools.

RETENTION OF STUDENTS: Most primary children will require three years to complete the work of the primary level. Some will complete the usually expected skills in less than three years. These students must have further individualized attention to broaden and enrich their educational perceptions. On the other hand, some students may need four years to achieve the expected level. They will be identified early in their school career by the slower pace of their learning. The school will work with parents to provide support and recommendations as needed.

SUBSTANCE ABUSE POLICY: The education system within the Intermediate Unit Consortium and the Diocese of Pittsburgh recognizes that chemical abuse and dependency seriously impairs the ability of individuals to develop their full potential. We also recognize that problems created by chemical abuse and dependency have adverse effects on the ability of all members of each school community to achieve personal educational goals.

This policy is based on the belief that chemical dependency is a life-threatening illness that affects individuals in all areas of their lives. Because it is our conviction that chemical dependency is a treatable illness, the following substance abuse policy has been adopted by the Diocese:

- ⇒ Recognizing that chemical abuse is a serious problem; we adopt the position that students must be chemically free to develop in the most productive manner;
- ⇒ The intent of this policy is to prevent and prohibit the possession, use, sale, distribution and/or intent of distribution of any illegal or controlled mood-altering medication or chemical;
- ⇒ These are prohibited on school property and at any school-sponsored event.

Violations of this policy may result in the following consequences:

- ☑ Appropriate disciplinary response consistent with our school discipline code and school philosophy;
- ☑ Notification of parent/guardian;
- ☑ Notification of municipal authorities when appropriate;
- ☑ Suspension or expulsion from school;
- ☑ Referral of student to appropriate drug and alcohol agency.

Again, the above are only some examples. Remember, the only thing constant today in education is change. It is not just the resolution of a single issue that is our priority; it understands the cause and effect of the problem as well as the processes and procedures needed to resolve the issue and similar issues that will arise in the future.

SMOKE FREE/ALCOHOL FREE POLICY: All of our school activities and events will be held in a “Smoke-Free” and “Alcohol-Free” environment. This includes all activities in the school building, cafeteria and gymnasium. This policy is firmly implemented for the health and comfort of our children and adults who attend the school functions. Smoke free means no smoking inside any school building. When smoking outside any building, please be considerate and use the proper containers to expel your contents.



DISCIPLINE

The Catholic Schools of the Diocese of Pittsburgh are committed to teaching the Gospel values, which help our students live their lives as a reflection of Christ. The philosophy of our schools calls us to recognize and respect the dignity of each individual and to offer a Christ-centered, safe learning environment based on the social teachings of the Catholic Church.

Discipline is a necessary element of the learning process. The purpose of discipline is to foster the growth of self-discipline enabling students to eventually assume responsibility for their own actions.

All members of the faculty and staff share the responsibility to model appropriate behaviors and to enforce the structure necessary for learning self-discipline, the ultimate goal of the discipline program.

To create an environment that is conducive to learning, faculty and staff of Saints Peter & Paul have established a behavior policy. It is based on the belief that young people must learn to deal with each other and respect each other in a manner consistent with Christian teaching. **EVERYONE IS ENTITLED TO RESPECT** and the behavior in school, church, playground, and extra-curricular activities should reflect our love of God, neighbor, and self.

The “KEY” word for our school discipline code is “RESPECT.”

- Respect: Treating oneself and others with kindness;
- Excellence: Aiming to do one’s best;
- Sportsmanship: Choosing to play fairly and responsibly;
- Positive Attitude: Selecting to look for the best in each situation;
- Encouragement: Allowing oneself and others to begin anew each day;
- Courtesy: Practicing manners and politeness;
- Tolerance: Being patient and compassionate with others.



We expect each student to follow the behavior policy.

In general:

- Students will walk quietly through the halls
- Students will use proper language at all times
- Students will not chew gum during school
- Students will not wear hats in school
- Students will follow the dress code for school days and dress up/down days
- Students will respect school property and the property of other students
- Students will not loiter in unsupervised areas, i.e., bathrooms, hallways



In the classroom:

- Students will follow the classroom rules of each teacher
- Students will be responsible for handing in homework on time and making up any work missed within a reasonable amount of time
- Students will have a respectful attitude toward teachers and each other
- Students will be responsible for appropriate supplies

In the cafeteria/on the playground:

- Students will show respect to cafeteria/playground personnel
- Students will not throw food/objects
- Students will practice good table manners
- Students will clean up their area when finished with eating
- Students will not take food outside of the cafeteria
- Obey supervisors on the playground
- Students will stop play and walk to designated areas to line up when the bell rings
- Students must have permission to leave the playground area



At athletic events and assemblies:

- Students will practice good sportsmanship as spectators and participants
- Students will show respect towards coaches, referees, and visiting teams
- Students will maintain an appropriate silence during special performances

Cheer!

The goal of a school wide discipline code is to establish a systematic plan that is FAIR AND CONSISTENT for class times, between class times, playground, and extra-curricular activities.

At the time it is administered, all discipline seems a cause for grief and not for joy, but later it brings forth the fruit and joy of peace and justice to those who are trained in its school. – Hebrews 12: 1

DISCIPLINE POLICY

Behavior alerts will be given to students who act out in some way that is not considered appropriate behavior. Please know that even though we seek consistency, teachers are allowed to have flexibility for classroom policies. Behavior alerts start over each nine-week report period. A student will be given 3 warnings before a behavior alert will be sent to the homeroom teacher. The 4th warning will be a detention and subsequent behaviors will result in a detention. The 6th alert will result in an in-school suspension which means that the student will sit outside the office area for the entire day to complete his/her work given by the teacher. (Please see both the Elastic Clause (below) and the Behavior Alert (at end of handbook). Please also see student consequences

We, the staff of SSPP, will make every effort to provide a safe and orderly environment to protect the health, welfare, and safety of all students. The following four-step problem solving process will be used;

1. Are we aware;
2. We will investigate;
3. We will reach a conclusion with all assemblies information;
4. We will take appropriate action.

Elastic Clause

Because it is impossible to foresee all problems that arise, this clause empowers the administration and faculty to take disciplinary action for any behavior that violates the spirit and philosophy of the school even though it is not specified in the Discipline Policy.

SOCIAL PROBATION:

Social probation is a restriction placed upon a student's privilege to participate in co-curricular, extra-curricular, athletics, field trips, and any other activities held by Saints Peter & Paul during the school year. Social probation placed on a student who fails to demonstrate responsible behavior and who has chosen to violate the Student Code of Conduct, attendance/tardiness requirements, school policies or the law. Social probation may be assigned by the administration and does not negate other prescribed disciplinary actions such as suspensions, detentions or other sanctions.

CODE OF CONDUCT:

Classroom management should foster student involvement and cooperation in classroom activities to establish a productive work environment. To accomplish this, the following components should exist:

1. Positive classroom management to help students manage the ability to:
 - Think and problem solve;
 - Accept responsibility with regard to rules, limits, and the needs of others;
 - Develop a positive self-image.
2. Teachers will help students to learn acceptable behavior through feedback on behavior and its consequences.
3. The modeling of social skills through:

- Rationales - providing the student with the moral awareness and development to understand how their behavior affects themselves and others;
- Consequences - providing logical consequences that teach the student to choose between acceptable and unacceptable actions.

CONSEQUENCIES

Please be aware that any disrespect, destructive act, or inappropriate behavior will be dealt with immediately and accordingly. If an individual student does not meet his/her personal responsibility for good conduct, the school will discipline the student. The severity or repetitive nature of non-compliance to the above expectations will determine the appropriate consequences. We, the staff of SSPP, cannot guarantee the safety of each child; however, we will make every effort to provide a safe and orderly environment to protect the health, welfare, and safety of all students. The following four-step problem solving process will be used:

1. Are we aware;
2. We will investigate;
3. We will reach a conclusion with all assembled information;
4. We will take appropriate action.

To remedy unacceptable behavior, the following actions may be taken:

- Teacher/student conference;
- Notification to parents;
- Loss of recess;
- Detention;
- School service required;
- Denial of participation in school activities, including athletics;
- Referral to the Student Assistance Program;
- School probation/suspension/Expulsion.



All students will have their due process. Before an expulsion can occur, up to a ten-day suspension will be given and a scheduled meeting with Diocesan officials will take place to determine if the expulsion is warranted. This is a right of each student and will be followed accordingly.

Student consequences may be given to the student based on the level of inappropriate behavior and/or the number of times a student has been disciplined. If a parent disagrees with the given consequence, he or she may be heard but not at the expense of their child not serving the consequence. If a parent refuses to allow for the consequence (or all/part) to be served, that child is not permitted back to school until a meeting occurs. An agreed upon consequence will then be determined and student will begin that consequence immediately. There will be no exception to this policy. The support of parents is expected and needed for a consistent fairness to all students.

Again, the only thing constant today in education is change. It is not just the resolution of a single issue that is our priority; it understands the cause and effect of the problem as well as the processes and procedures needed to resolve the issue and similar issues that will arise in the future.

PLAGIARISM: Plagiarism is defined as ‘the practice of taking someone else’s work, ideas, thoughts, language, or expressions’ and the representation of them as one’s own original work. “Plagiarism is more specifically defined as the use of eight words in a row without a quotation mark and/or clear indication of their origin.” Plagiarism is considered academic dishonesty and a breach of ethics. Plagiarism is not accepted and consequences will be given

THEFT & CHEATING: In light of the Mission of our school, stealing and cheating are serious moral infractions. This will be dealt with by the administration and consequences will be given.

CAMERAS, PHONE CAMERAS: The use of any kind of camera is strictly forbidden at all times (including events) in private areas such as locker rooms, restrooms, and any area where an adult is not supervising. The only exception to this rule is to take a picture of the homework board under strict supervision of the teacher.

HARASSMENT POLICY: The faculty and staff at SSPP will strive to maintain a safe, welcoming school environment, free from unreasonable interference, harassment, intimidation, hostilities, offensive language and similar behaviors on the part of all students. The dignity and sacredness of the human person requires that we respect and value all persons. Verbal, sexual or life-threatening harassment towards anyone will not be tolerated. Anyone that chooses to make disparaging remarks or threats towards any person risks suspension/expulsion from SSPP.

WEAPONS: No weapon may be brought to school property, including, but not limited to; the school building, outdoor areas, outdoor facilities, school buses, or to any school related activity. A weapon shall include, but not limit itself to; any knife, cutting instrument, cutting tool, firearm, rifle, or any other tool, instrument or implement capable of inflicting bodily injury, which it may have. This includes firearms, which are not loaded or lack a clip or another component to render it immediately operable. A person in possession of a weapon on school property violates state criminal statutes and school regulations, and shall be subject to the following discipline and penalty:

- ⇒ Parents will be notified immediately
- ⇒ Local police will be called
- ⇒ Students will be expelled

****Threatening another student is not accepted at SSPP. Once a threat is communicated to the faculty/administration, a thorough investigation will begin.**

BULLYING/CYBER BULLYING

Bullying/Cyber-bullying is defined as an intentional electronic, written, verbal, or physical act directed at another student or students that occur in a school setting (in the school, on school grounds, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school). Bullying involves, but is not limited to, unwanted/negative actions, an imbalance of power or strength, and exhibits a pattern of repeated behavior over time that is persistent, severe, or pervasive and has the effect of doing any of the following: substantially interfering with the student’s education, interfering with the orderly operation of the school, and/or creating a threatening environment for the student.

Bullying happens in all schools. It happens on the school bus, on the playground, in the lunchroom, in the restrooms, and even in the hallways. Bullying also happens in the classroom, disrupting teachers from teaching and students from learning. It is the duty of students and/or parents to report bullying and cyber bullying incidents that occur at school to school officials. Individuals or groups found in violation of this policy will be subject to immediate disciplinary actions.

ELECTRONIC POSTINGS, COMMUNICATION & PUBLIC SITES

Students must be aware that the use of the Internet, whether in school or at home, for posting of on-line communication and/or information is often accessible to the public for reading, downloading, and printing. Therefore, any postings by a SSPP student in word or image that disrespects, defames, harasses, intimidates, or threatens another individual, student, family member, or school personnel will be handled in a serious disciplinary manner.

Parents must also be aware that the use of Social Media for posting on-line communication and/or information in word or image that disrespects, defames, harasses, intimates, or threatens a faculty member, administration, school (philosophy) etc., may be asked to leave Saints Peter & Paul School. This is inappropriate behavior and only hurts the school community as a whole. Private postings are strongly discouraged and if found by the administration to be against this policy and the Memorandum of Understanding philosophy, again, will be asked to leave the school.

Additionally, any such postings that bring discredit to the school, or are immoral, illegal, or contrary to proper Christian values will be brought to the attention of parents and handled as a serious school matter, including the possibility of expulsion.

DETENTION:

Detention will be held during the school week after school from 3:00 p.m. to 3:45 p.m. When detention is assigned, the student will be given a parent notification form. A Parent/Guardian signature is required and must be returned the next day. Transportation to and from detention is the responsibility of the parent/guardian.

Please note: The school is responsible for our students:

1. During the instructional hours of the school day in school;
2. During the instructional hours of the school day on school property;
3. At school events held before, during, or after school that are directly observed and supervised by school staff.

DISMISSAL

In order to insure safety of each student, the following dismissal order will be used:

- Bus Riders; will exit the school building and directly board the school busses;
- Car Riders; Will exit the school building and be escorted across the street to the church parking lot;
- Walkers; will exit the school building and begin to walk their route home;
- Extended Day; Will be directed to the STEM Lab or cafeteria.



Please remember that parents picking up their child/ren as car riders are to park in the church parking lot and begin to exit after all children are in cars! Students changing their dismissal procedure (i.e., not riding the bus home on a specific day) must bring in a signed parent note. This form is located on our Web-site under the drop-down; parents.

DRESS CODE:

Education is a serious obligation, and it is important that we provide a school environment where learning can take place. A dress code contributes to an environment that supports a productive and educational atmosphere. Dressing modestly and in good taste contributes to the student's educational discipline.

In an effort to convey the image of a Catholic School and to enhance the individual self-respect of our students, we have established a dress code. ***School attire should always be within the limits of Christian good taste with an emphasis on modesty.*** As parents and educators, we have a responsibility to teach our students these boundaries. We ask that parents/guardians insist that their children take pride in their appearance. Since parents are the primary educators of their children, it is their responsibility to have them adhere to the dress code.

All Saints Peter & Paul School children must wear a school uniform. The uniform description and purchasing information (Schoolbelles) are given to each family and are available in the school office throughout the school year. The Schoolbelles code for SSPP is **S1662**. Parents may purchase school clothing at other retail stores but the clothing must be consistent with the Schoolbelles style.

Students who choose not to follow our dress code will be given one warning slip (for parents to sign) per report card period. The second warning slip will result in an after-school detention.

The following dress code will be enforced:

- Shirts (red/navy polo) and plaid skirts/jumpers are to be purchased from Schoolbelles;
- White polo shirts may be purchased at any store and do not need the required school logo;
- White button-down shirts of any brand may be worn;
- Slacks (pants) must be navy or khaki and of the "school style" with no 'painter style' pockets or outside pockets;
- Skirts must not be rolled to raise the length level above the knee;
- Slacks (pants) must be worn at the waist;
- No yoga slacks are permitted to be worn as part of the school dress code;
- Shirts are to be tucked in at all times with the exception of the polo with the band at the bottom;
- Belts should to be worn with slacks (pants) by (both girls and boys) at all times.

Skirts/skorts (Grades K-8) (see below for K-4 options)

Girls today are very active; thus, their attire should model the fact that when they are stretching, sitting on the floor, at recess, etc., and their skirts should not reveal anything that is considered inappropriate! Skirt length **MUST** be modest. We expect the length of the skirt to be SLIGHTLY above the top of the knee. We do not want short skirts so that there is discussion among the boys!! Here is a rule of thumb:



When a young lady is sitting down correctly in a chair, her skirt should be at her knees or slightly above the knee...thus not worrying about the showing of underclothes (even though most girls seem to wear shorts or garments under their skirts).



The picture at the left is to simulate the modesty of the skirt length when sitting



These skirts are too short and are not permitted to be worn at Saints Peter & Paul. Pants can and will be considered as the only attire that can be worn by girls if this becomes an on-going problem.

- We are permitting girls to wear skorts as part of their uniform (a skort looks like a skirt but has a divider that makes the skirt a 'skort', which looks like dressy shorts. Skorts are practical, comfortable, and modest for today's active girls! Skorts may be navy or khaki, the same color as our school pants (slacks). Same rule applies for the length, slightly above the knee.

Gym Uniforms/shoes

- Gym clothes are to be purchased from Schoolbelles;
- If a student chooses to wear sweats or hoodies on gym day, they must be SSPP sweats or hoodies (purchased from Schoolbelles or a SSPP team hoodie) or **solid** black, red or gray colors only (no promotional signs, letters, words, etc.);
- Students must have tennis shoes for gym class. Street shoes are not permitted in the gym;
- Students are permitted to wear their gym uniform on gym day.

Shoes/Socks

- Boots, uggs, etc., are only allowed to be worn between December 1st and March 1st;
- Girls' shoe's heels should be less than 2 inches high;
- Clogs, sandals, open-toed shoes and flip-flops are never permitted;
- Shoes with eyelets are to have shoelaces tied at all times.

Boys may wear a Tennis shoe but **MUST** be all black, no different color soles, laces, or logo



Please use good judgment on shoes and not allow your child to dictate the choice

Girls may wear the Tennis shoe style below but **MUST** be all white, no different color soles, laces, or logo



- Socks are to be worn with shoes at **all times**, including worn with tennis shoes. Socks are to be the appropriate **SOLID** color that meets the dress code standard.

Shorts

- Shorts are allowed from opening of school until December 1st and again from March 1st to the end of the school year;

- Shorts are to be the school style and can be purchased at Schoolbelles or other store that sells the “school” style clothing. The length of shorts is to be just above the knee for both girls and boys.

Jewelry/Accessories

- Student jewelry is to be worn modestly and consistent with Christian values;
- Girls may wear small ear studs or small hoop pierced earrings. Dangling earrings, necklaces and other decorative jewelry are to be worn modestly;
- Religious crosses/medals on light chains are acceptable;
- Students in grades K-5 are not to wear makeup;
- Students in grades 6-8 may wear light makeup (including eye-liner/mascara);
- No pierced body area is to be exposed;
- No tattoos are to be exposed;
- Excessive jewelry is not permitted; this includes bracelets
- Boys are not permitted to wear earrings.

FADS:

A fad is a practice or interest followed for a time with exaggerated zeal – a craze. Fads are not permitted at SSPP, especially the following:

- Exaggerated haircuts, styles and colors (shaved heads, Mohawks, design cuts into the hair, etc.);
- Exaggerated use of jewelry and accessories including the size of medals;
- Exaggerated styles of clothing oversized or tight;
- **Skin tight leggings, yoga pants or any spandex style pants are not to be worn as part of the school dress code**

HAIRSTYLES

- Hair should be neat and clean and kept out of the face by both genders;
- Boys are not permitted to wear tails of any length, Mohawks, designed cuts into the hair or any other fad style;
- Boys’ hair length should not hang below the top of the collared shirt;
- Hair must not impede the face/eyes;
- Hair color must be natural. ***Exotic colors and/or styles are not permitted.***

Deciding if a hairstyle is appropriate is up to the discretion of the administration

SWEATERS, VESTS, SWEATSHIRTS

During the colder months, students may wear sweaters, vests, and sweatshirts. Schoolbelles does offer the above with our school logo. We will also allow for sweaters, vests, and sweatshirts without the school logo to be worn but must follow the expectations below:

- Red, navy, gray, white in solid color only;
- No designer names written on clothing;
- V-neck, crew-neck, button-down, or zipper.

JUMPERS/SKIRTS FOR YOUNGER FEMALE STUDENTS (Grades K-4)

There are a variety of opportunities for younger female students (grades K-2) at SSPP. Currently, skirts, drop waist shift, tonic jumper and the original V-neck pleated jumpers will be available for purchase at Schoolbelles.

If your child chooses to go against the stated policies of the dress code, the following steps will be taken:

- Student will be required to remove inappropriate article;
- Parents will be called to bring the appropriate articles to school;
- The student will be given items from the used clothing bins.

The dress code has been established based on the following guidelines:

- ☒ School attire should always be within the limits of Christian good taste with an emphasis on modesty;
- ☒ Students should take pride in their appearance;
- ☒ Safety precautions;
- ☒ Consistency and fairness to all students;
- ☒ Protection from losing any valuable articles brought into school.

The faculty and administration appreciate your cooperation in supporting us to follow the guidelines we have established. It is extremely important that we work as a team and be the positive role models that our children need today.

Parents, please assist us in making sure that your child/children are following our school dress code. Do not assume anything. If you are not sure, it is always best to check with the office or email the principal. This will limit needless demerits and a possible heated discussion!

Please do not allow your child to make a drastic change (against school policy) in his/her appearance during the last few days of school. This only creates chaos and will not be tolerated. Please use your best judgment!

If your child out-grows his/her school uniforms or gym clothes, please consider donating them to our used clothes stock, located at the back end of the school cafeteria. These clothes are free for the taking at all times during the year.

STUDENT PROFILE UP-DATES

Emergency information and e-mail are to be up-dated at the beginning of the school year and at any time there are changes. **Please call the school office when changes are made so that we can up-date our emergency information.**

EXTENDED DAY PROGRAM

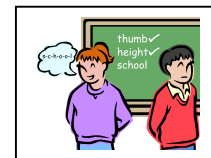
The Extended Day program is services to help assist parents who are working during after school hours. Our Extended Day program is offered after school until 6:00 p.m. The extended Day program will also operate on half days of school. The program will not be in operation on days that there are no school and certain half days. You will receive a monthly calendar for any changes in the program.



EXTRA-CURRICULAR ACTIVITIES

Realizing that each student has different needs and gifts, the following extra-curricular activities are offered to our students: * New activities can be offered with adult chaperon/volunteer.

<input checked="" type="checkbox"/> Altar Server	Grades 4 to 8
<input checked="" type="checkbox"/> Cross Country	Grades 1 to 8
<input checked="" type="checkbox"/> Band	Grades 4 to 8
<input checked="" type="checkbox"/> Basketball	Grades 3 to 8
<input checked="" type="checkbox"/> Cheerleading	Grades 3 to 8
<input checked="" type="checkbox"/> Little Cheerleaders	Grades K to 2
<input checked="" type="checkbox"/> School Newspaper	Grades 5 to 8
<input checked="" type="checkbox"/> Little Pacers Basketball	Grades K to 2
<input checked="" type="checkbox"/> Soccer	Grades 1 to 8
<input checked="" type="checkbox"/> Student Council	Grades 4 to 8
<input checked="" type="checkbox"/> Forensics	Grades 6 to 8
<input checked="" type="checkbox"/> Mathcounts	Grades 6 to 8
<input checked="" type="checkbox"/> PJAS	Grades 7 and 8
<input checked="" type="checkbox"/> English festival	Grades 5 to 8
<input checked="" type="checkbox"/> Spelling/Geography Bee	Grades 4 to 8
<input checked="" type="checkbox"/> Yearbook	Grade 8
<input checked="" type="checkbox"/> Beaver Regional Honor League	Grades 7 and 8
<input checked="" type="checkbox"/> Robotics	Grades 5 to 8



Students who participate in the sports programs are required to maintain acceptable academic levels and acceptable behavior. Proper behavior by students, coaches and parents is expected at all times. GOOD SPORTSMANSHIP IS EXPECTED AT ALL TIMES. It is extremely important that we are positive role models for the children. The principal will deal with unacceptable behavior. All of the programs are to be viewed as part of the school curriculum. Students involved in these activities are representing Saints Peter & Paul Catholic School!

ATHLETICS



The athletic director is granted the overall responsibility of the coaches, schedules, and day-to-day operations of athletics. The athletic director answers to the pastor and the principal at all times. Diocesan guidelines are the basis for which the program is set to operate. Families are charged a fee for participation and volunteering to work the concession will be required.

Everyone must conform to Diocesan regulations and school policy. A Diocesan form must be kept on file in the school office for medical release, insurance information, and parent permission. All information must be completed before a child can participate in the athletic program. Physicals are on a yearly turnover.

Students who are absent from school will not participate in any co-curricular activity on that day. We also expect students to not be tardy on the day of an activity and the day after their participation in a school activity. (We do realize on occasion there will be emergency situations). If a student goes home sick from school, he/she will not be permitted to participate in a school evening event. A student must arrive no later than 11:00 to be able to participate in a school activity on said day. IF A STUDENT PARTICIPANTS IN A SHOOOL ACTIVITY ON A WEEKDAY THAT HE/SHE DOES NOT ATTEND SCHOOL, A SUSPENSION WILL BER GIVEN.

Please remember that everyone in the gym or on the field is an ambassador for our Catholic schools. We must all be committed to good sportsmanship and ethical behavior. When attending any sports program or activity, please know that you are witnessing an exhibition of skills developed by the students in an **educational and Christian atmosphere**. Please give them your **positive encouragement and support**. Any negative remark is not Christ like and is unacceptable.

When attending games, please note the following rules that are in effect:

- ✓ No food or drink is allowed in main gym area
- ✓ No outside basketballs are allowed in gym
- ✓ Students are to remain **off** the gym floor during halftime
- ✓ Everyone is to role model good sportsmanship
- ✓ Only **tennis shoes** are allowed on the gym floor



ACADEMIC ELIGIBILITY

All participants in athletic activities are challenged to be the best person that they can become. When students are involved in these activities, they are representing SSPP. At any time that they are representing our school, the Code of Conduct carries over to handle any problem that could arise. Each student is expected to maintain appropriate behavior not only during the school day, but at all school related activities. During attendance at activities and clubs, students are also expected to conduct themselves in a polite and respectful manner.

All students participating in any of the school-related activities require at least ½ day attendance during the day of the event. The principal must approve any emergency situation that may arise if a student is not in school. A phone call must be made to the office for any permission of an unusual case. We strongly encourage our parents to be positive role models for all children. We thank you for your cooperation on this very important matter.

FACULTY PROFESSIONAL STANDARDS

The following professional standards are necessary for all full and part time teachers and are kept on file in the principal's office. Our teachers meet the following criteria:



- ✓ A valid/active Pennsylvania Teaching Certificate;
- ✓ Diocesan Accreditation;
- ✓ Child abuse training course
- ✓ Pennsylvania clearance for child abuse and police criminal record check
- ✓ FBI Fingerprinting

SSPP meets the following professional requirements:

- ✓ Middle States Accreditation;
- ✓ Member of the National Catholic Education Association (NCEA).

FACULTY MEETING DAYS: There will be scheduled Faculty meetings during the school year. Dismissal for a scheduled Faculty meeting will be 12:10 a.m. This time is reserved for the faculty to plan and re-evaluate for professional growth. Additional in-service days are planned by the Diocesan Schools Office and are scheduled on the yearly calendar. These days are professional days allowing our teachers to continuously up-date themselves for the betterment of our educational system. Teacher In-Service days are counted into the school calendar with 180 days for students and 188 days for teachers.

ACT 48 of 1999: Beginning July 1, 2000, Act 48 of 1999 requires persons holding Pennsylvania professional educator certification to complete continuing professional education requirements every 5 years in order to maintain their certificates as active. To maintain their certification as active, educators must earn 6 collegiate credits or 6 PDE approved in service credits or 180 continuing education hours or any combination of the above every five calendar years.

STAFF DEVELOPMENT

Teacher enhancement of staff development occurs from the following:

- ✓ Professional Development days
- ✓ Sharing the Faith
- ✓ Visions and Values
- ✓ Teacher In-Service days
- ✓ Professional workshops
- ✓ Departmental meetings
- ✓ Participation/coordination of school committees



The above mentioned are all requirements of the Catholic Schools Office. Our teachers' professional growth occurs both in academics and spirituality.

HEALTH AND MEDICATION

One nurse is assigned to SSPP each year and is present in the building on assignment. In the event of an illness or injury during school hours, the parents will be notified of the child's condition. The parent will then make the decision as to what will be done. No child, who is ill, will be permitted to walk home. Any transportation arrangements must be made by the parent/guardian. All students must be picked up and signed out in the office.

All students must submit an "Emergency Form" at the beginning of the year. It must be on file in the school office at all times. The school nurse must have on record any disability a child may have. This information better helps us to prepare for any emergency. Please inform the school office of any changes on the "Emergency Form."

The Commonwealth of Pennsylvania requires a physical examination for each student in Kindergarten or first grade and sixth grade.

Childhood immunizations are the single most important means of insuring the good health of young children. Children entering Kindergarten through 12th Grade must have their second dose of measles, mumps and rubella shot, also known as MMR2.

- ☑ Four doses of diphtheria/tetanus vaccine (usually given as DPT), one dose given on or after the fourth birthday;
- ☑ Four doses of Polio, (one dose given after the fourth birthday);
- ☑ Three doses of measles-containing vaccine, usually given as measles/mumps/rubella (MMR);
- ☑ Three doses of Hepatitis B;
- ☑ Two doses of varicella or written statement from physician indicating month and year disease or serologic proof of immunity;
- ☑ Additional Tdap for entry into seventh grade;
- ☑ MVC for entry into seventh grade and ALL subsequent grades;
- ☑ All must be completed by day five of school.

These regulations conform to the childhood immunization recommendations made by the Advisory Committee on immunization practices, the American Academy of Pediatrics and the American Academy of Family Physicians.

Allegheny County Health Department offers clinics throughout the county for free vaccinations. Parent/guardian may call the Infectious Disease Department at 412-578-8060 for more information regarding immunization.

Options available to parents:

- Get the immunizations done;
- Have the doctor's office sign a "medical certificate" verifying that Appointments have been established to get the shots done...records will Be reviewed monthly by nurse to check up and make sure appoints are Kept;
- Parent signs an exemption form.



NO CHILD WILL BE ALLOWED TO CONTINUE IN SCHOOL WITHOUT THESE IMMUNIZATION REQUIREMENTS.

COMMUNICABLE DISEASES: The school should be notified immediately if a child is suffering from the following diseases. A child who has any of these conditions should remain at home as listed below:

- ☑ Chicken Pox – 6 to 8 days after appearance of last pox or until lesions are crusted;
- ☑ Conjunctivitis (Pink Eye) – At least 24 hours after medical treatment is started;
- ☑ Strep Throat – 24 hours after appropriate medical treatment;
- ☑ Flu – until fever, chills, headache disappear. Usually after 3 days of onset of symptoms;
- ☑ Impetigo – Until lesions are dry and not draining;
- ☑ Measles – At least 9 days after swelling occurs (uncommon today with required immunization);
- ☑ Scabies – Until appropriately treated;

HEAD LICE/BED BUGS: Head lice and bed bugs are considered a nuisance and students are not required to stay at home during an outbreak of either. We do expect a phone call if your child has head lice. When we receive this notice, we will

contact the school nurse and request a visit to check the heads of siblings, classmates, or any other deemed necessary. Immediate treatment is expected.

MEDICATION: Medications can only be administered by the school nurse, when available. Parents will be called if a child is in need of any over the counter medication.

Accidents/Injury/Illness that occur during the school day will be addressed as to the severity of said occurrence as to make contact with the family immediately or after a brief settling of the student. **Our philosophy is to keep students in school.**

DENTIST/DENTAL HYGIENIST: The Dentist/Dental Hygienist makes routine visits to our school and is responsible for maintaining all dental records. The Pennsylvania School Health Law requires dental examinations for students entering grades K, 3rd, and 7th. These grades were selected because they represent critical periods of growth and development in a child's life.

We recommend that your family dentist do these examinations. School dental health evaluations will be provided for students who do not furnish proof of a private dental examination within the last six months. These forms are given out to the students before school ends so that appointments can be scheduled over the summer months.

HOMEWORK

Homework, written or study is an important part of a student's education and training in responsibility. It enables the student to do individual work, to apply what has been learned, and to prepare for the next day's lesson. The time allotment for homework varies according to the student's level, the assignments given and student's rate of work. The Diocesan guidelines are as follows:

⇒ Primary Department	⇒ 20 to 30 minutes
⇒ Intermediate Department	⇒ 30 to 45 minutes
⇒ Upper Elementary Department	⇒ 45 to 60 minutes



Students are encouraged to take the study section of their homework seriously. Parents are asked to see that their child/ren complete assignments. Generally, teachers will not assign homework on the weekends. Exception to this would be due to missed or incomplete assignments or long-range assignments. Notes from parents asking for an extension of homework are not accepted. The only exception to this policy is in an emergency situation. If you have any question, contact the teacher.

HOMEWORK IS TAKEN VERY SERIOUSLY BY TEACHERS. STUDENTS ARE RESPONSIBLE FOR COMPLETING ALL HOMEWORK ON A DAILY BASIS. STUDENTS ARE RESPONSIBLE FOR ALL WORK THAT HAS BEEN MISSED FOR ANY REASON. STUDENTS ARE TO SEE THEIR TEACHERS FOR MAKE-UP WORK THE DAY THAT THEY RETURN TO SCHOOL. ALL CLASSROOM WORK AND HOMEWORK MUST BE COMPLETED BEFORE A STUDENT IS PERMITTED ON FIELD TRIPS OR ATTEND SCHOOL ASSEMBLIES AND SCHOOL SPONSORED EVENTS SUCH AS FUN DAY.

Three missed homework assignments for any/all subjects are the limit (per quarter) for a student. The fourth missed assignment will result in a detention and every missed assignment after that. Students will start new at the beginning of each quarter.

*ASSIGNMENT BOOKS ARE REQUIRED IN GRADES 1 THROUGH 8 AND MUST BE PURCHASED AT SCHOOL BY EACH STUDENT AND USED BY EACH STUDENT!

PERFECT ATTENDANCE

- ☒ No absences and no more than three total tardies. Teachers will recognize perfect attendance each Report Card period. Perfect attendance for the year will be recognized at the awards assembly.

Thank you for all that you do for Catholic education, your cooperation and support, and promoting our school. It is invaluable to our success.

LUNCH PROGRAM

SSPP Purchases food from local retailers for daily lunches. A La Carte items are available for sale during the school year. Students participate in this program voluntarily. Students who choose to bring their lunch may purchase milk separately. The lunch schedule is sent home monthly. Lunch tickets are sold at all times and can be purchased individually or as many as you wish to purchase. We suggest purchasing a strip of five tickets. Students who buy more than one ticket at a time do not have to purchase a lunch each day. Tickets can be kept in the child's desk or, in the primary grades, the homeroom teacher will keep them.

RECESS: Every school day, weather permitting, the students enjoy an outside break supervised by a staff member. Organized play is encouraged. Rough games, water guns, snowballs, or any other inappropriate items will not be allowed/tolerated. Students are never permitted to leave the playground area without permission of the playground monitor. The following rules are to be observed on the playground:

- Do not re-enter the building unless permission is given by the adult on the playground;
- Display good sportsmanship and exercise self-control at all times;
- Play in assigned areas;
- Stay on school grounds;
- Do not leave the playground area to retrieve playground equipment;
- Obey the directives of the adult monitors courteously and promptly;
- Line up quietly when whistle or bell is signaled.



PARENT INVOLVEMENT

Parent Involvement is an outreach of the school community. School community change solicits rewards and gives life to good ideas. This program encourages the staff to think about areas in which they can personally improve any aspect of the school setting. Providing the opportunity to identify and discuss change will give people the power to act on their ideas.

The major focus is on making continuous improvements/progress while giving the individual the opportunity to effect positive change, both within himself/herself and within the school community.

As an end result, the students will receive a better and more enriching education because of the focus on continuous improvements at SSPP.

SCHOOL ADVISORY BOARD

It is suggested by the Diocesan Office that each Catholic school have an Advisory Council. This council supports and contributes to the mission of the school by acting as a consultative and planning body in advising, assisting, and supporting the Pastor and Principal in matters relating to the school. Council members can be parents, parishioners and local community members. They are appointed by the Pastor and Principal.

PARENT TEACHER GUILD

The P.T.G. is an organization made up of elected volunteers who provide help to students, families and faculty/school personnel for classroom and extracurricular activities. All monies raised by the PTG, through fundraising, is the percentage required to be raised by the diocese (10-15% of the total school budget).

The objective of the PTG is to bring into closer relation the church, the home and the school and thereby enable the pastor, principal, parents and teachers to cooperate conscientiously and intelligently to the responsibility of providing children with Catholic Education. The PTG goals are:

- ☑ To enhance the welfare of all of the children at SSPP;
- ☑ Act in the promotion of parent-school activities and to increase on the part of its members interest in the educational affairs;
- ☑ To work for the advancement of Catholic education;
- ☑ To attempt to enhance parents and teacher's role in the education of the child by increasing their knowledge of education and its process and by providing an opportunity for parents and teachers to work together for the good of the child.

PRE-SCHOOL

One of the most vital issues in the educational world is the instruction of young children. The current emphasis upon early childhood education represents a logical response to the urgent needs within our society today.

The first years of life are of vital importance to a child's growth and development. Foundations are laid which influence the ability of a child to accept herself/himself, relate to others and respond positively to the environment. Family relationships provide a young child with the best model for developing attitudes, values and appropriate behavior. Interactions with other adults and children are extremely important and promote ways for a child to relate to the world around him/her.



Early childhood education provides the transition from home to a school atmosphere. Educational research indicates that these early years are crucial for learning and, in fact, form the basis for all future learning. Because our children are our hope, and our joy, the future of the Church and society, the Diocese of Pittsburgh engages in the religious formation of the young. Through Catholic schools, the Church joins with parents, the primary educators, in placing the child at the center of the educational process. Through activities appropriate to the developmental stages of three and four-year olds, these children will be drawn into the initial stage of fullness of life. This process promotes academic excellence and moral values and fosters lifelong service. The integration of faith with all that is taught and experienced sets the Catholic pre-school apart from other forms of education.

CURRICULUM

Saints Peter & Paul offer a strong traditional curriculum. Students advance through a defined curriculum according to their individual needs and abilities. In addition to meeting all the requirements of the Pennsylvania Department of Education, the curriculum gives special attention to the integration of Gospel values.

Curriculum guidelines for all subject areas are utilized by the Catholic elementary schools provided by the Department of Catholic Schools. The guidelines endeavor to give continuity to the teaching/learning process and are geared to meet the individual needs of students and to guide the teaching/learning process.

CATECHETICS: A formal catechetical program is taught daily. The Diocesan Catechetical Curriculum Guidelines, "Growing in God's Covenant" contains a balance of doctrinal content, scriptural understanding, faith formation, prayer, and worship experiences. A variety of materials and resources are used to foster both spiritual growth and moral development.

COMPUTER: The computer curriculum in the primary grades develops familiarity with functional uses of the computer with programmed software. In the upper grades, skills such as word processing, database, composition and entry, and the use of spreadsheets are emphasized. Efforts are made to integrate technology into all subject areas.

FINE ARTS: Instruction in the fine arts contributes to the development of the whole person; promotes individual expression; allows experimentation with diverse materials and elements; enables exploration and appreciation of the works of other students and major artists; develops an awareness and sensitivity toward the environment and finally promotes a deeper understanding of heritage and culture.

The fine arts curriculum provides a holistic approach to education, which incorporates many aspects of the core curriculum and can be integrated into the total educational experience.

HEALTH AND PHYSICAL EDUCATION: Health education leads to the total well being of each student. A quality Physical Education program recognizes the value of teaching students to stay physically active and develop skills needed for present and future leisure. SSPP helps students to identify their strengths, to build on their strengths and to achieve personal goals.

The health and physical education curriculums strive to establish healthy, active students so that each child can develop to his or her full potential. Students learn to respect the rights of others and to follow rules through games and to be physically active. Learning to constructively channel energies helps the student to develop a good self-image. The skills, habits and attitudes developed within the program provide opportunities for greater success in the students' lives.

LANGUAGE ARTS: The language arts curriculum has been developed to enable each student to be introduced to language as a viable form of communication, as an invaluable skill, and an art to be enjoyed. English classes center on improving writing, grammar and speaking, as well as expanding vocabulary and improving spelling.

Language, as a skill, provides the student with the important tools to speak fluently, to read and comprehend, to compose, to write legibly and to spell correctly. An awareness of the history of language and the continuous development of vocabulary also are important phases of skill development.

Students in grades K-5 center on an integrated approach to language arts developing the necessary skills essential for success including phonetic skills of the student. Students in grades 6-8 learn an appreciation of literature with skillful authors who vicariously open new worlds of adventure of far off places, times long past, and modern trends of good reading. Having developed a love for good literature, this aesthetic element overflows into the student's personal, oral and written expression

MATHEMATICS: The mathematics curriculum is designed to help students meet the mathematical needs of the present and future, to provide practice in logical reasoning, and to develop the ability to find patterns and recognize structure in mathematics. Basic facts are taught in the lower grades and must be memorized. Concepts are taught sequentially. In

primary grades, students are introduced to many ideas that are foundational to an understanding of algebra. A full year of algebra is available for students who qualify in the eighth grade.

Teachers promote problem solving skills and an exploratory inquisitiveness in all students to assure critical thinking skills. Cooperative learning in the classroom is essential to heighten student awareness in the value of cooperation in group situations, to strengthen communication skills in mathematics, and to promote a mathematically literate society.

SCIENCE: The science curriculum is specifically designed to develop a student's understanding of science in human experience and the individual's role in the community and in society. Examples of scientific phenomena are explained and demonstrated. Students become scientists as they learn to understand and use the scientific method to organize ways to solve problems, and to seek the answers to the wonders of God's world. Sixth, Seventh and Eighth grade students study the basics of chemistry, biology and physical science with hands-on participation in a science lab.

SOCIAL STUDIES: The social studies curriculum begins with an introduction to community helpers. It progresses to the study of family and friends, and later encompasses a more in-depth study of the community. Beginning in fourth grade, the curriculum focuses on the study of the United States land regions and Pennsylvania history. At the fifth-grade level, United States history through the Civil War and a study of the United States geographical regions is covered. Sixth grade students study World Cultures and World Geography with an emphasis on the countries of the Eastern Hemisphere. Seventh grade studies United States history to the Reconstruction and eighth grade studies United States history beginning with the Reconstruction to the modern day. Map and geography skills are taught at all levels. Values such as social justice, peace, cooperation between states and governments' opposition to the "isms" such as racism, sexism, and materialism are integrated in the social studies program.

WORLD LANGUAGE: Students in grades K through 8 learn the sounds and syntax of the Spanish language and are introduced to the Spanish culture. A variety of materials and methods are used for instruction, and students receive instruction in and work toward the proficiency of listening, speaking, reading and writing the Spanish language.

REPORT CARDS

The following grading system is used for all Diocesan Catholic schools:

⇒ Kindergarten

(S) Satisfaction

(T) Needs time for improvement

⇒ Grades 1 & 2

A = Outstanding progress

B = Good progress

C = Satisfactory progress

D = Needs improvement

NI= Needs improvement

S = Satisfactory

+ = Indicates a strength

✓ = Indicates satisfactory

< = Indicates a deficiency

⇒ Grades 3 to 8

A = 93% to 100%

B = 85% to 92%

C = 75% to 84%

D = 70% to 74%

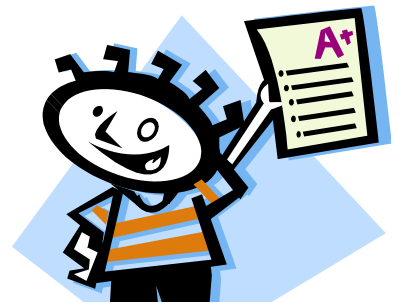
E = Failure

S = Satisfactory

+ = Indicates a strength

✓ = Indicates satisfactory

< = Indicates a deficiency



All students are expected to achieve his/her highest potential scholastically. In order to be eligible for promotion to the next grade, the following requirements must be met:

- ✓ Academic requirements in each subject area must be completed
- ✓ All completed work must have a passing grade

Reporting student progress to parents is one of the primary responsibilities of the school. This is done through parent/teacher conferences – scheduled and voluntary, report cards four times per year, interim reports four times per year. Kindergarten report cards are issued two times per year.

We encourage parents to visit OptionC Gradebook to view grades, homework assignments and comments from teachers. A user name and student password are given at the beginning of the school year for all new families. You can access your child's grades at www.optionc.com

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are an important part of the academic growth for our children. Although the access to OptionC allows us to keep up-dated with grades and we seem to communicate more than ever (with technology) there is still the need to discuss (face to face) important details on how your child is growing, academically, behaviorally, and socially. We require parents to attend conferences during the end of the first and second report card periods. At the end of the third report card period, we may request a parent meeting if there is a need. At any time, you feel the need to discuss a concern with any of your child's teacher; we encourage you to either email or call them. It is imperative that we keep open lines of communication open so that we can work together to assist your child in succeeding.

SAFETY

Saints Peter & Paul has an Emergency Action Plan on file in the school office. This plan is re-visited bi-annually to assure that all parties are knowledgeable of their assignments.

CELL PHONES: Given the various activities and events which send our families in many directions, and the reality of our time, we are permitting our students to have cell phones with the following condition:



Cell phones are not to be seen during the school day unless a teacher specifically requests students to use their phones for an assignment/activity. Please place your phones with the teacher when you arrive in the morning. Using a cell phone to intimidate, bully, sending inappropriate messages or pictures or texting will have consequences. Phones will be taken by the teacher if the phone is seen for any reason other than a teacher request. The phone will then be given to the principal for parent pick-up only!

FIREDRILLS: Fire drills are conducted monthly. Directional fire signs are posted in each room and in the hall ways. Students must maintain **silence** at all times during the fire drill to prevent panic or accidents of any kind. Students should be aware of their responsibility for one another during a fire drill.

WEATHER EMERGENCY ALERT: A tornado alert drill is practiced annually.

ACCIDENT AND INJURY: In case of accident or injury to a child during the school day and on school property, an accident report will be filled out by the teacher or office staff. In cases where the injury is serious and requires medical treatment, the parent/guardian or designated emergency contact person will be notified immediately. Please make sure all emergency cards are updated.

VISITORS: We welcome visitors and parents to SSPP. For security reasons, everyone entering SSPP is to report to the office, sign in and receive a visitor's pass to proceed. Any Communication with teachers and/or students will be handled by the school office and will be done during changes in classes or breaks in the schedule. Any articles to be left for your child will be left at the office. This will help eliminate any unnecessary interruptions to the teachers and students during class hours. It also permits the school administration to know who is in the building. All visitors must wear a visitor tag while in the school building. We also ask all visitors to enter and exit through the front school doors outside the Secretary's office. All doors at SSPP are kept locked and secured.

Please know that the above policies are enforced for the safety of each child at SSPP.

SPECIAL EXPERIENCES

SACRAMENTAL PROGRAMS: Sacramental programs are designed for second grade students (the Sacrament of First Communion and Reconciliation) and Eighth grade students (the Sacrament of Confirmation). The first Saturday in May is usually set aside for the group celebration for First Communion. We are given a date for the celebration of the Sacrament of Confirmation usually in the beginning of the school year for the specific date during the school year.



SPECIAL PROGRAMS: We make every effort to have our student's participant in school programs. These can be but are not limited to: Advent projects, Christmas Eve Liturgy, Thanksgiving Liturgy, Parish celebrations, Catholic Schools Week Liturgy and programs, Christmas/Spring recital, service projects, Academic Fair and Keenagers' favors.

SERVICE HOURS: It is our responsibility as Catholics to give of our self in time, especially to those in need. We are requiring the following grades to give their time to those in need:

Eighth Grade	Ten hours during their 8 th grade year
Seventh Grade	Five hours during their 7 th grade year
Sixth Grader	Three hours during their 6 th grade year

The students will be responsible to have a form signed by the person in charge of an activity or the person in which the service was completed. The hours must be completed by May 15, of the current school year. If the service is not completed by this date, the student will be assigned by the administration/staff for service hours to be completed.

RETREATS: The parish provides retreats for Second Grade and Eighth Grade for their Sacramental preparation (First Holy Communion and Confirmation).

BEAVER HONOR SOCIETY: Several schools in the area have formed the Beaver County Honor Society. This program was created to recognize students in Seventh & Eighth Grades with outstanding academic performance, while participating in an academic extra-curricular school sponsored activity.

TESTING

The following tests are administered to your child as part of our program:

<u>NAME OF TEST</u>	<u>PURPOSE</u>
Readiness	Determines 1 st grade readiness
Standardized Tests Grades 2 to 8	Measurement of achievement Reading, English, Math
Cognitive Grades 2 to 8	Measurement of verbal, skills quantitative, and nonverbal Abilities
Performance Assessment	Student response to open-ended questions for higher level thinking
Teacher-made	Measure academic growth & evaluates students
Textbook	Accompany textbook material for end of chapter/lessons
Writing Assessment	Measurement of writing skills
Dibels – Grades K-3	Identify Early Literacy Skills
ACRE Testing Grades 5 & 8	Knowledge of Religion

TUITION

The timely collection of tuition exists for the purpose of stabilizing the financial security of the school. It is imperative that tuition is collected consistently not only for practical reasons, but as a matter of justice as well. Tuition collection will be aggressive to all families not current. The pastor/principal understands that there are extenuating circumstances and will take this into consideration when evaluating such accounts. If, however, a resolution cannot be agreed upon, and no further action is taken by the parent/guardian to make payment, you may risk having your child removed from the school. Please be advised that student files are not forwarded to schools for students whose financial obligations are not current. Another Catholic school will not accept students who have delinquent accounts.

FACTS TUITION MANAGEMENT SYSTEM: The collection of tuition is done through FACTS Tuition Program (unless tuition is paid in full before the school year begins). The program allows for flexibility with monthly payments such as date,

number of payments and method of payment. All tuition must be paid in full by June 20th, of the current school year. School and Parish run a July 1st to June 30th fiscal year.

TUITION ASSISTANCE

BISHOP'S EDUCATION FUND: The tuition assistance offered by the Diocese of Pittsburgh comes in two forms. One is in the form of grants that are made to the parish and the school in recognition of the importance of the Catholic presence in our neighborhoods. We have been the recipients of generous grant money from the Diocese of Pittsburgh. In addition, there is an assistance program entitled the "Bishop's Education Fund" which assists individual families with tuition grants based upon need. Forms to request this assistance are available from the school office and must be signed by the pastor. The forms are submitted with a small processing fee directly to the funding agency and must be done in a timely manner during mid-March.

Please go to the following link to apply for tuition aid: <http://diopitt.org/affordable>

SOS FUND: The Scholastic Opportunity Scholarship Program is a 501(c) (3) tuition assistance program, which distributes funds to needy families with children in Catholic schools in the Diocese of Pittsburgh. The Diocesan non-profit organization will function as a clearinghouse for contributions from businesses that seek to take advantage of the new Pennsylvania Tax Credit program entitled The Educational Improvement Tax Credit (EITC). The offices of Finance, Development, Schools and Communications, overseen by the Secretary of Education will distribute these funds according to the guidelines set forth.

SAFE ENVIRONMENT PROGRAM

The Diocese of Pittsburgh is vigilant in making sure that any parent who wishes to volunteer at any school has successfully been cleared to do so. A database has been developed and all volunteers are required to register through the Diocesan web-site. Each parish has an employee oversee the Safe Environment program so that no one slips through the crack! Each employee and volunteer are required to have an up-dated police clearance (renewed every five years) and an up-dated Child Abuse clearance (up-dated every five years). Each volunteer is also required to view a three hour "Protecting God's Children" class and a three-hour Mandated Child Abuse Training course. Each volunteer is also required to sign off on two booklets explaining the overall procedure of what is expected of each volunteer and how to recognize child abuse. These certificates are kept on file in either the school office or parish office. An audit is taken yearly to make sure that each volunteer and employee is current with their certificates. All needed information can be done on-line by visiting the Diocesan web-site at <http://diopitt.org/compliance>

PACER EXTRAS



ARRIVAL/DISMISSAL: Arrival and dismissal are both extremely hectic times for the office. Unless an emergency, we ask that all communication at these times be limited so that we can focus on the safety of our children. Parents are not permitted to escort their child/ren to the classroom.

FORGOTTEN ITEMS AT HOME: Students will not be permitted to call home for a parent to bring in an item needed for the school day. If a parent realizes the item is needed and brings it to school, there is no guarantee that the child will get the item in time for a class. If the school determines that the child texted the parent during the day to bring the item, consequences will be given. We also ask that you do not call the school to ask if we got the item to the child. It is necessary for everyone to realize how busy the office can get during any time of the day. Thank you for respecting this request.

SECURITY: All doors to the school will be closed and locked during school hours. Parents entering the school building during school hours are to enter via the main doors closest to East End Avenue. A buzzer is used to gain access to the school **directly** to the main office. NO ONE is permitted to anywhere in the school unless permission is granted. This is for the safety of your children. Visitors and lunch monitors are expected to sign the visitors "sign-in" sheet located in the school office.

If it is necessary for the school to exit the building in any emergency, a sign will be posted as to where the location of the students will be for a family member to retrieve his/her child/ren.

SMOKING POLICY: Act 1988-168 prohibits the use of tobacco by students on school property, including school buses. The Pro Children Act, which was enacted on March 31, 1994, requires that smoking not be permitted in any indoor facility used routinely or regularly for the provision of "children's services" to persons under the age of 18. Diocesan Handbook of School Policies and Practices for Elementary School Principals #605.1

FIELD TRIPS: Field trips are to be educational in nature and are planned by the teacher. Field trips are privileges afforded to students. Students may be denied participation if they fail to meet academic or behavioral expectations. Transportation, in accordance with Diocesan directives, is provided by bus and a fee is charged to cover the costs. Only parents/guardians of students may chaperone a field trip. Parents attending the field trip as chaperones will not be permitted to smoke in front of the students according to Act 1988-168 and the Pro Children Act, 1994. Chaperons are to have all clearances on file in the school office.

FIELD TRIPS (LOCAL): Parents will be asked to sign a permission slip for their child to attend in-school or local field trips. These include local walks; grounds clean up, park activities etc. This permission slip signed at the beginning of the school year will be kept on file with each child's homeroom teacher.

BOOKS: SSPP participates in Pennsylvania's Act 195 and Act 90 whereby the state purchases textbooks and instructional materials of non-religious items. A parent form with permission to have their child use these books is kept on file in the school office. All books are to be covered at all times. Students are responsible for the condition of the books given to them at the beginning of the year. Students will be required to pay for the book if it is damaged or lost. Books taken to and from school are to be placed in a book bag. Please do not cover textbooks with contact paper or other materials, which damage the book.

Books two years old and newer: Full price of the book when purchased

Books which have been already used two years or more will be pro-rated at 10% per year from the initial cost.

CHROMEBOOKS: Chromebooks are lent to students in 6th, 7th & 8th grade. The student and parent must sign off on the policy forms for Chromebook usage. The student is responsible for the Chromebook. The Chromebook is to be kept in a soft or hard case for damage control. If an accident occurs it is to be reported to the teacher or principal ASAP and the details of the occurrence must be written for a claim to be processed. The student will only receive another device to use (while owner's device is sent for repair) if one is available. A yearly fee is charged to each student to cover any

damages that may occur during the course of the school year (usually \$25). A student will not receive a Chromebook unless this fee is paid.

The Chromebook is the property of the SSPP and can be checked for inappropriate usage at any time. The teacher/principal has the right to confiscate a student's Chromebook for inappropriate usage at any time, even during class time if the student is not on task (please view Saints Peter & Paul's Chromebook Policies).

LOCKERS: Lockers are assigned to students for keeping outerwear articles and extra books. There may be a need for students to share a locker (if the class is larger than the number of lockers).

LITURGY: Students will attend school Masses regularly. Mass day is every Friday (unless a Holy Day falls within the week). If a Holy Day falls during the week, students will attend the 9:00 a.m. Liturgy on the Holy Day. The different classes are responsible for planning the school liturgies. Parents are welcome and encouraged to attend.

SACRAMENT OF RECONCILIATION: Students will have the opportunity for the Sacrament of Reconciliation during Advent and Lent.

DAILY PRAYER AND ANNOUNCEMENTS: Each school day begins with prayer led by our Eighth-Grade students. Morning announcements follow. All students are expected to participate in prayer and listen quietly and reverently. If a student arrives after the late bell, they are instructed to wait in the front entrance area and participate in prayer and the Pledge of Allegiance.

REGISTRATION FEE: A registration fee of \$50.00 must accompany all registration forms for the registration process to proceed.

SUPPLIES: Supply lists can be downloaded from our Web-site. Each teacher requires specific items to be purchased for the new school year.

PARTY INVITATIONS: Please do not send party invitations for your child's birthday to school to be distributed. This causes hurt feelings among the students who might not be invited. The only exception to this is if **every student** in your child's room is invited (entire class, all girls, all boys). Please know that we are not able to give out parent addresses for personal use.

LOST AND FOUND: The lost and found will be located outside of the school office. If your child is missing an article, please remember to stop by and check the items out.

CLOTHING IDENTIFICATION: Parents are strongly urged to mark their children's personal belongings with their names. Proper identification helps us to find the owner and save parents the cost of replacement.

VOLUNTEERS: The possibilities are endless when parents support the educational process by giving of their time, energies and talents. At SSPP, parents play an integral role in the education of their children through PTG, Advisory Committee, athletics, fund-raising activities, homeroom parents, lunchroom workers and field trip chaperones. This partnership is invaluable to the success of our school.

SAFE ENVIRONMENT POLICY: All volunteers are expected and required to pursue criminal and child abuse clearances. These clearances can be obtained on line free of all costs to volunteers. Copies should be sent to the school office for verification. The Diocese also requires all volunteers to attend (live or on line) a Protecting God's Children class, obtain

FBI Fingerprinting certificate (or sign a waiver that you have never been arrested), and obtain Child Abuse training through an online course. The Diocese has made the above requirements easily attainable via online capabilities. All safe environment forms and certifications must be on file in the school office before a parent may volunteer at Saints Peter & Paul School.

BAND: Band instruction is available for interested students from levels 4-8. The Diocesan consultant determines a monthly fee. The instruments are rented with the option to buy. Small group lessons are provided one period per week and practice is held once a week. The periods are rotated so that the same classes are not missed too often.

INTERIM REPORTS: Interim Reports are available at the mid-point of each academic quarter on www.optiionc.com. This is the teacher's way to let parents and students know how they are progressing educationally at that point in the grading period. These reports may also be sent out at any time to inform you of your child's progress. A teacher may request a parent signature for the Interim any time.

PHOTO RELEASE POLICY: The Photo Release Policy allows SSPP to use student photos on the web-site, brochure, and other advertising opportunities. This form only comes back to the school if you **DO NOT** wish to have your child in any of the above. All students will be photographed for the yearbook.

LUNCHES: Outside lunches such as McDonalds etc., are not to be brought in for students unless it involves the entire class. This is done out of fairness to all of our students.

PEARS FREE & REDUCED LUNCH PROGRAM: is available to qualified lower income families. Families may be directly certified or the PEARS application may be filled out before the beginning of the school year.

OPTION C: Option C is the web-based report card for each child. Parents are encouraged to visit this site routinely to check on grades, homework assignments and comments from teachers.

EARLY DISMISSAL: If your child is being dismissed early, it is required that the adult picking him/her up come into the building and sign the student out. This is strictly enforced. We will not allow a child to leave the building without an adult.

ILLNESS: If a student becomes too ill to stay at school, parents will be called. We request that parents do not send sick children to school. We will go through a process of determining whether to call home or give the child some time to sit quietly to see if they can regain composure to return to class. If a child did not eat breakfast or just has a sketched stomach, we may give the child a few crackers and re-evaluate. As parents, we are able to usually determine whether a parent should be called to come and pick up their child. We will make every effort to retain your child as some children do make excuses to try and go home. Please trust us with the decision that we make on this matter.

If a parent is called, he/she or the authorized person must come into the school and sign the child out for dismissal.

BIRTHDAY TREATS/PARTY TREATS: When sending in treats for birthdays/parties, please communicate with the homeroom teacher for students who may have allergies to certain foods. Substitute treats may be suggested and can be given so that all students are considered.

DISMISSAL CHANGES: During the course of the day, we realize that dismissal changes will occur. To avoid confusion, especially with younger children, the best action plan is to either write a note or call the school office. These notes can be found on our website.

WRITTEN EXCUSES: Written excuses should be given to the teacher for the following reasons: Following an absence, excuse from gym class, permission for out of school appointments, attending funerals, vacations, change of plans to leave school (bus/walk/ride), early dismissal and any other reasons to be out of the building.

RIGHTS OF NON-CUSTODIAL PARENTS: The Family Educational Rights and Privacy Act gives full rights to each parent, unless the school has been provided with evidence that there is a court order, state's statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Such an order is to be on file in the school and those persons responsible for the child are to be informed of the circumstance. Every effort is made to keep the non-custodial parent apprised of the progress of the child/ren through reports, report cards and parent/teacher conferences.

ACTIVITY FEE: The fee is used for two main purposes:

1. \$25 is given to the PTG to use for purchase of refreshments and activities for parties during the school year
2. \$5 will be used for specific needs such as art supplies, Science supplies, etc.

How to address a problem (academic or behavior) that involves your child?

First and foremost, it is imperative that you understand that the faculty and staff at Saints Peter & Paul will only discuss your child (ren) with you. Please do not ask us questions about other children as we are not permitted to answer.

Each teacher is strongly encouraged to communicate to you any occurrences (deemed necessary to communicate) that arise during the school day, whether it is academics or behavior. It is important to understand that if a teacher does not reach out to you immediately the following may be a reason:

- Was too busy;
- Forgot;
- Decided to give the student another chance;
- Discussed with the principal and student and decided that an understanding was reached by the child and a change would be implemented (this is usually determined by the age of the student).

If your child comes home and communicates to you something that happened in school or in their classroom and you were not contacted, we suggest that you do the following:

- Get a **full understanding** from you child as to what occurred (ask them questions);
- FIRST – e-mail or call the teacher who witnessed the occurrence; ask to speak with them directly or get a call back if unavailable; do not discuss with anyone else (an exception would be the principal);
- Listen to the teacher's explanation;
- Repeat to your child what the teacher has communicated to you;
- Discuss any variations again, with the teacher;
- Come to an understanding;
- Make suggestions to the faculty member;
- If you are not satisfied, contact the principal;
- If you first call or email the principal the initial response to you will be.... " I need to talk to the teacher and your child; I will get back to you as soon as I find out what happened".

We strongly suggest that to DO NOT DO THE FOLLOWING:

- Only listen to one side of the story
- Call other families to talk with their child (ren)
- Contact other students (without parental knowledge) and only believe their side
- Verbally attack the teacher/principal;
- Arrive at school screaming, yelling, or blaming when other students are in ears distance.

Remember, we will CALMLY discuss any occurrence with you about **your child only**. As a parent and educator, I have learned that there are always two sides to a story and usually, an important piece is left out of the explanation when told by an upset child. When you ask other students in the classroom, they too, may not have witnessed it or may be trying to 'stick up' for a friend. When someone tells me that another student did something I ask the following questions to them:

- Did you hear it with your own ears?
- Did you witness the entire event.....beginning to end?
- Did you do anything to provoke it?
- Did you retaliate in any way?

In summarizing the addressing of any problem please know that:

- The faculty is not out to directly hurt or 'get back' at your child;
- The faculty respects all children (it is their job to do so or consequences will occur);
- The faculty will do everything in their power to limit outbursts on school property;
- The faculty will contact you (if deemed necessary) as soon as they are able to;
- The faculty has high expectations for EVERY child;
- Children often leave out parts of explanations when it could get them in trouble;
- Friends will stick up for friends (especially in older grades);
- Children are not always honest when it may get them in trouble to tell the truth.

We are not attempting to offend anyone or anyone's child (ren). As educators, our experience over many, many years and exposed to many, many thousands of young people...they are simply children! Our job is to assist them to be better adults through teaching, trial and error, consequences, and respect.



Saints Peter & Paul Dress Code Violation Warning

(Given on third offense per report period)

Student Name

Teacher

Date

Your child was given this Dress Code Violation Warning Slip for the following reason:

_____ Shirt not tucked in/hanging below sweatshirt/sweater

_____ No belt

_____ Shoes not part of dress code

_____ No socks

_____ Clothing article not part of dress code

_____ Other _____

Parent Signature

HOMEWORK ALERT!

Student Name: _____

Date: _____

Subject: _____

Teacher Signature: _____

Receiving a Homework Alert is a reminder that the above student did not turn in a required assignment on the due date. Please know that on the third missed assignment in any subject area will result in an afterschool detention.

Parent Signature

___ 1st Warning

___ 2nd Warning

___ 3rd Warning

___ 4th Missed assignment = detention until 3:45

Each missed
assignment after the
4th will result in a
detention

Saints Peter & Paul Parent Handbook Agreement Form

School Year; 2017/2018

Dear Parents:

The Faculty and Administration thank you for taking the time to read over this handbook. We also appreciate that you discussed the handbook with your son/daughter. For all of us to strive for Total Quality Education for every student that walks through the doors of Saints Peter and Paul Catholic School, it is important that we work as a team in implementing this handbook. Remember Together Everyone Achieves More.

Our philosophy states that Saints Peter and Paul Catholic School strives to provide a caring and nurturing atmosphere in which a child may grow spiritually, academically, physically, emotionally and morally. The students of Saints Peter and Paul Catholic School are our primary focus. In partnership with families and the surrounding community, our mission is to educate and prepare students to become active, contributing members of society.

This will be the only copy that you will receive of the Parent Handbook throughout your stay here at Saints Peter and Paul. Any changes will be sent home as an addendum to the handbook. The most up-dated Parent Handbook will be available to download on the school website at www.ssppbeaver.org.

After reading this handbook and discussing it with your child/ren, please sign this form, along with your child/ren and return it to school as soon as possible. We will keep these on file with the understanding that everyone will agree to do their best to observe the rules and regulations contained in this handbook. Again, we thank you for your cooperation and support.

Sincerely,

Cindy Baldrige
Principal

We, the family of _____ have read and discussed the Parent/Student Handbook of Saints Peter and Paul Catholic School; we agree to do our best to observe the rules and regulations contained within.

Student Signature

Parent Signature

Please Print Name

Please Print Name

****Return to Homeroom Teacher by the last school day in September**