

August 2004

Dear Students and Parents,

Welcome to the 2004-2005 school year at Sts. Peter & Paul Catholic School. This handbook is provided to serve as your guide to school policies, procedures and programs. In keeping with the belief that parental support is essential to a successful education, it is expected that all families will carefully read this handbook and abide by the policies outlined herein.

Please take time to review this handbook together and then sign and return this form to your homeroom teacher by September 12th. If you have any questions, please contact the office at 836-2165.

In Christ,

Patrick Martin
Principal

.....
We have read and discussed the information in the Sts. Peter & Paul Catholic School Family Handbook and agree to be governed by this handbook. We recognize the right and responsibility of the school to make rules and enforce them.

Student(s) Signature(s) _____

Parent Signature _____

Date _____

STS. PETER AND PAUL CATHOLIC SCHOOL
1428 N. 67th East Avenue
Tulsa, Oklahoma 74115-5667
(918) 836-2165

Pastor: Rev. Tim Davison

Principal: Patrick Martin

Let it be known to all who enter here that

CHRIST

Is the reason for this school.

He is the unseen but ever present

Teacher in its classes.

He is the model of its faculty and

The inspiration of its students.

Sts. Peter & Paul Catholic School is accredited by the Oklahoma State Department of Education, the National Catholic Education Association, the Oklahoma Conference of Catholic Schools Accrediting Association, and the Oklahoma Private School Accreditation Commission.

CALENDAR 2004-2005

August 2004

- 5 Principals' Meeting
- 6 New Teachers Orientation
- 15 Kindergarten & New Family Orientation
- 16-18 Teachers report for in-service
- 19 Classes begin, 1:00 dismissal
- 20 1:00 dismissal
- 24 Skate Night
- 27 Back-to-School Night, 6:30

September 2004

- 3 Cookie dough sales kick-off and 1:00 dismissal
- 6 No Classes, Labor Day
- 10 Spaghetti Dinner (Cafeteria)
- 17 Progress Reports
- 21 Advisory Council In-service
- 23 Parent-Teacher Conferences (3:15pm-6:15pm)
- 24 Parent-Teacher Conferences, **no classes** (7:45am-12:30pm)
- 28 Skate Night

October 2004

- 1 1:00 dismissal
- 6 School Pictures
- 8 Living Rosary
- 14 End of 1st quarter
- 15 **Teacher In-service day; No Classes**
- 18 2nd quarter begins
- 26 Skate Night

November 2004

- 5 1:00 dismissal
- 6 Bishop Kelley testing for 8th graders
Cascia Hall Middle School testing
- 10 Picture Retakes
- 12 Progress Reports
- 13 **Turkey Bingo**
- 18 Thanksgiving luncheon
- 23 Skate Night
- 24-28 **Thanksgiving Break**

December 2004

- 3 1:00 dismissal
- 8 School Spelling Bee
- 9 Christmas luncheon
- 10 School Christmas Production
- 20-22 Middle School Exams
- 22 End of 2nd quarter
- 23-Jan 4 **Christmas Break**

Second Semester

January 2005

- 5 3rd quarter begins
- 7 1:00 dismissal
- 10 Catholic Daughters Education Contest
- 17 **M.L. King, Jr. Day, No Classes**
- 25 Skate Night
- 28 Vocation Day – 5th Grade@Marquette
- 31 -Catholic Schools Week
-Chocolate Fundraiser Kick-off
- 31-4 Book Fair

February 2005

- 1 Teacher Appreciation Day
- 2 Spirit Day/Reading Night
- 3 Elegant Bites
- 4 -Faculty v. 8th grade volleyball game
-1:00 Dismissal
-Progress Reports
- 9 **Ash Wednesday**
- 10 Parent-Teacher Conferences (3:15pm-6:15pm)
- 11 **Parent-Teacher Conferences, no classes (7:45am-12:30pm)**
- 14-17 ITBS Testing
- 18 **Teachers In-service, No Classes**
- 21 **President's Day, No Classes**
- 22 -Enrollment begins for current families
-Skate Night
- 28 Enrollment open to new families

March 2005

4 1:00 dismissal
10 St. Patrick's luncheon
11 3rd quarter ends
14-18 **Spring Break**
21 4th quarter begins
22 Skate Night
25 **Good Friday – No Classes**
28 **Easter Monday – No Classes**
28-1 NCEA National Convention

April 2005

1 1:00 Dismissal
7 Science Fair
22 Financial aid papers due
-Walk-A-Thon
26 Skate Night

May 2005

6 -May Crowning
-1:00 Dismissal
7 Fun Night
13 Field Day
17-19 8th grade exams
20 8th grade graduation
23-26 6th / 7th grade exams
24 Skate Night
26 Last day of school; Early Dismissal 1:00

- 1st Qtr: Aug. 19-Oct. 14 = 40 days
- 2nd Qtr: Oct. 18-Dec. 22 = 45 days
- Fall Semester = 85 school days; 3 in-service days

- 3rd Quarter: Jan. 5-Mar. 11 = 45 days
- 4th Quarter: Mar. 21-May 26 = 47 days
- Spring Semester = 92 days, 2 in-service days

SCHOOL INFORMATION

Church Office: 836-2596

Pastor – Rev. Tim Davison
Office Manager – Joe Howe
Religious Education – Karen Campbell

School Office: 836-2165 or 836-4278

Principal – Patrick Martin
School Secretary – Ligia Voigt

Preschool: 836-3114

Director – Rhonda Yates

After Care: 836-4278

Director—Victoria Yazzie

Cafeteria: 637-0263

Director – Sue Harrell

Teachers

Mrs. Moore, Kdg.
Mrs. Prater, 1st
Mrs. Shawver, 2nd
Mrs. McGranahan, 3rd
Mr. Klassen, 4th
Mrs. Balletto, 5th
Ms. Guilfoyle, 6th homeroom, Math, Science
Mr. Yeager, 7th homeroom, Language Arts, P.E.
Ms. Finerghy, 8th homeroom, Social Studies, Math, 8th Religion
Mrs. Reneau, Fine Arts, Music, Drama, Resource Teacher
Mrs. Campbell, Religion
Mrs. Grant, Computers, Resource Teacher
Mrs. Crawley, Teacher Assistant
Mrs. Roark, Teacher Assistant
Mrs. Maldonado, Spanish Teacher

MISSION & PHILOSOPHY STATEMENTS

Mission Statement

It is the mission of Sts. Peter & Paul Catholic School:

To build a faith-filled community which joins its members together through prayer, worship and mutual respect

To provide for each student an accessible, dynamic and Christian educational environment which promotes spiritual growth and academic excellence.

Philosophy

At Sts. Peter & Paul Catholic School, we believe that each student is entitled to a quality education which provides the opportunity for spiritual, intellectual, emotional, social and physical development.

This commitment promotes a love of God and neighbor and fosters a life-long challenge to live the Gospel message through prayer, learning, leadership and service.

RELIGIOUS ACTIVITIES

Weekly Mass

All classes attend 8:30a.m. Mass on Fridays. A different class prepares the Readings each week. Parents are always welcomed and encouraged to attend. Appropriate behavior and gestures are taught for Mass. At the beginning of the year, Kdg., 1st and 2nd graders are matched with an older buddy who assist the younger students at Mass.

Daily Religious Instruction

Religion classes are taught daily. Second graders are prepared for the Sacraments of First Reconciliation and First Communion by the parish's Religious Education Director, the Pastor and the 2nd grade teacher.

Faculty Religious Instruction

Catechetical training for the faculty is provided by the Diocese of Tulsa.

Service Projects

Every class is involved in service projects. Students assist Catholic Charities, Madonna House, St. Jude's Hospital, the Diocesan Mission in Guatemala and others. The 8th grade class participates in a year-long service project centered around the Corporal Works of Mercy.

Special Celebrations and Activities

Advent Services

Living Rosary

May Crowning

Stations of the Cross

Morning Prayer (Middle School)

Principal's Monthly Prayer service and Rosary

ACADEMIC STANDARDS AND CURRICULUM

Homework

The value of homework to an individual child depends on his or her attitude toward continuing the learning experience. The student profits from homework when he or she understands the following:

- It has a definite purpose
- It is preparation for sharing with others something discovered, read or created
- It is practice to improve basic skills

Homework planned to meet the needs of the students has an essential place in the educational program. Homework is designed to:

- Reinforce concepts and skills that have been presented in class
- Foster creativity and discipline through enrichment projects or research
- Train the student to work independently and to accept responsibility

The amount of homework will vary with each student. If your child has no homework or spends an excessive amount of time on homework, the teacher or teachers should be consulted. Parents have a responsibility to provide the student with a sufficient amount of quiet time for homework, a place conducive to study, and a sincere interest in the accomplishment and quality of the work. On school nights, activities which interfere with homework should be discouraged.

You should expect the following amount of time for homework daily:

Grade 1	20 minutes
Grade 2	30 minutes
Grade 3 & 4	30-45 minutes
Grades 5 & 6	45-60 minutes
Grades 7 & 8	60-90 minutes

Kindergarten parents should read with the student and practice site words each evening.

Grading

Student progress and achievement is evaluated and reported to parents each quarter.

The factors involved in determining grades for achievement include:

- The quality and quantity of work
- Interpretation and application of knowledge and skills
- Critical thinking, creativity and class participation

The Marking System for Kdg.-2nd grade is:

S +	Above what is expected
S	Satisfactory at expected level.
S -	A little below expected level
N	Needs Improvement

The Marking System for 3rd-8th grades is:

A+ = 97-100	B+ = 87-89	C+ = 77-79	D+ = 68-69
A = 93-96	B = 83-86	C = 73-76	D = 65-67
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-64

Any score below a 60 is an F.

Promotion / Retention

All promotions, regular and special, shall be decided by the principal in light of the teacher's recommendation and in consultation with the parents and the student, if appropriate. Such decisions shall be based on a total evaluation of a student's growth in all areas of development.

No Pass / No Play (grades 6-8)

At Sts. Peter & Paul Catholic School, participation in any school sponsored extra-curricular activities is dependent on academic performance. In order to remain eligible to participate, a student must be passing all subjects.

The following guidelines will be used to determine eligibility:

1. Grades will be checked during the third week in a semester or when practice for a sport or activity begins and every week thereafter.
2. If a student is not passing all subjects at the end of the week, the student will be placed on probation for the next one week period.
3. While on probation, students may not participate in practice sessions or games for the sport or activity.

4. If the student is still failing at the end of his or her probationary week, the student will become academically ineligible and will remain ineligible until passing all subjects. Ineligible students may practice (at the discretion of the coach/moderator) but they may not participate in games or events.

Field Trips

Field Trips are arranged by the classroom teachers. These trips are grade-level appropriate and always have stated educational objectives. Permission slips and information concerning the nature and cost (if any) of the trip are sent home to parents well in advance of the trip. Each child who participates in a field trip must, by law, have returned a signed permission slip.

Parent volunteers driving on field trips must fill out a Driver's Insurance Verification Form (in office). Parents who accompany students on field trips, as chaperones and/or drivers, are not to bring their own children not enrolled at Sts. Peter & Paul and must go directly to and from the designated destination.

Standardized Testing

In February, students in 2nd–8th grades will take the ITBS norm-referenced test. This testing provides our school and parents with vital information regarding patterns of strengths and weaknesses of our school, curriculum, textbooks and student body. The tests do not fully measure students' creative or artistic powers, nor do they measure one's ability to communicate with others or analyze an issue in writing. What the results do provide is a sharper picture of where our school is, and they will provide guidance as to where our curriculum may need to develop. In this way, the tests provide accountability; keeping in mind, of course, that our school is driven by preaching the love of Christ, not test scores.

Curriculum

The school's curriculum is reviewed and updated annually according to: student progress, teacher evaluations, standardized test scores, and requirements of the State of Oklahoma, NCEA and OCCSAA.

EXTRA-CURRICULAR ACTIVITIES

Because Sts. Peter & Paul Catholic School is committed to educating each student's intellectual, physical, spiritual and social aspect, the school provides the following sports and activities to our students:

(note: many of these sports and activities require a volunteer coach or moderator and cannot be provided unless such a volunteer steps forward.)

Volleyball for girls in Middle School
Basketball for girls and boys in Middle School
Academic Bowl Teams
Student Council
MathCounts League
Safety Patrol
Geography and Spelling Bees
Diocesan Speech Contest
Diocesan Track Meet
Art Contests
Science Fair
Play Productions
Academic Fair
Mass Choir
Campfire, boys and girls
Scouting, boys and girls
Baseball
Soccer
Dance

DISCIPLINE

Good behavior habits and a positive attitude toward school and learning originate in the home. A child cannot be expected to learn self-discipline in school without support from the home. We believe that school and parents must work together.

Adherence to Christian values, consistency, fairness and good preparation are the chief means to maintain and create a climate of freedom and self-discipline among students. In light of this, all students are expected to be respectful of others, of property and of rules and procedures.

Misbehavior by students will result in disciplinary action. The following described behaviors should be viewed as representative of the misconduct that most frequently causes disruption of the educational process. Other behaviors not listed may be disruptive and will be subject to the authority of the classroom teacher and the principal.

Unacceptable Behaviors, General

- Backtalking and rudeness toward teachers
- Improper behavior—language, gestures, noises...
- Disrupting class—interrupting or obstructing the educational process. Applies to behavior in Church, cafeteria, gym, playground and at school activities
- Unpreparedness—failure to complete assignments or have necessary supplies

Response from Teacher and Office

- The Middle School works on a demerit system. If a student receives three demerits in any given week, he/she will serve after school detention where they will pick up trash, clean or study. If the behavior continues to be a problem, the following actions will occur:
- (K-8) The teacher will discuss the problem with the student (verbal warning).
- If the misbehavior is repeated, a written notice of the problem will be sent to the parent.. This is to be signed by the parent and returned the next day. A parent conference may be requested to discuss possible solutions. The principal will be notified. After school detention.

- On the third occasion, the principal, teacher and parent will meet in conference to discuss the problem. After school detention.
- The fourth incident may result in the student being suspended.
- Repeated misbehavior may result in expulsion.

Unacceptable Behaviors, Specific

- Verbal or physical threats to teachers, staff or students
- Weapons—anything used to inflict harm
- Possession or exhibition of obscene materials
- Stealing
- Fighting—pushing, shoving, throwing things...
- Grossly inappropriate behavior, including forging parent signatures

Response from Teacher and Office

- The above behaviors will result in immediate suspension.
- The above behaviors may result in expulsion.
- Some counseling and/or assessment by a professional may be required before a student is accepted back into the school.

Alcohol, Tobacco and Illegal Drugs

- Students are strictly prohibited from consuming, possessing or being under the influence of alcohol, tobacco or any other controlled dangerous substance. If a violation occurs, the following steps will be taken:
 1. Parent will be notified immediately.
 2. Appropriate law enforcement and/or medical personnel will be notified (at discretion of principal).
 3. Student will be suspended for at least three days and may be expelled.
 4. Student will undergo substance abuse evaluation and possibly counseling.
 5. Subsequent violations will result in the student being expelled.

The principal is the final arbiter in all disciplinary matters. Students under suspension may not participate in any school related activities, however they are still required to do their homework and will receive credit for any assignments completed while under suspension. The decision to expel a student is made by the principal with the consent of the pastor.

SCHOOL UNIFORMS

GIRLS

Jumper Blue & Gray Plaid: K-4th.

Skirt 5th-8th: Blue & Gray Plaid.
6th-8th: Khaki.

Jumpers and Skirts are to be pressed in pleats.

Length should be just above the knee (no more than three inches from the ground when kneeling). If a student persists in violating the skirt length, she will not be allowed to wear skirts.

Blouses K-8th: White, long or short sleeve Peter Pan or Polo style.

K-8th: White, long or short sleeve Oxford style.

Blouses are to be tucked in at all times.

No decorations, color, ruffles, elastic or embroidery.

Shirts 6th-8th: Solid navy, long or short sleeve knit.

No emblems. Shirts must be tucked in.

Pants K-5th: Solid, navy blue dress slacks.

6th-8th: Solid navy or khaki dress slacks.

Belts: solid black or brown for grades 3-8.

No corduroy. No emblems or tags. Belts must be worn with pants having belt loops. Pants must have straight legs. No hip-hugger pants will be allowed.

Socks K-8th: Solid, white or navy. No lace, decorations, stripes, colors or patterns. All students must wear socks.

Shorts K-5th: Solid navy blue.

6th-8th: Solid navy or khaki.

No emblems or tags. Shorts must be close to the knee and may be worn year round. Cargo shorts are acceptable.

Makeup Girls must not come to school wearing makeup or fingernail polish. Girls are not to wear fingernail extensions.

Tights Girls who wear uniform skirts may wear navy blue opaque or cotton hose (tights). No stirrup pants or leggings are allowed.

BOYS

- Shirts* K-5th: Solid red, short or long sleeve knit.
K-8th: Light blue short or long sleeve Oxford.
6th-8th: Solid navy, long or short sleeve knit
No emblems. Shirts must be tucked in at all times.
- Pants* K-5th: Solid navy dress slacks.
6th-8th: Solid navy or khaki dress slacks.
Belts: solid black or brown for grades 3-8.
No corduroys. No emblems or tags. Uniform pants will have straight legs. Belts must be worn if pants have belt loops. No hip-hugger pants allowed.
- Shorts* K-5th: Solid navy
6th-8th: Solid navy or khaki
No emblems or tags. Shorts must be close to the knee and may be worn year round.
- Socks* K-8th: Solid, white or navy. All students must wear socks.

ALL STUDENTS

- Sweaters* K-5th: Solid navy, red or white. No emblems.
6th-8th: Solid navy or white. No emblems
Lightweight navy, red or white turtleneck may be worn under uniform shirt during winter months.
Office approved Sts. Peter & Paul sweatshirts.
- Shoes* A good Saddle Oxford or lace shoe is suggested. Tennis shoes may be worn, however, no neon colored or patterned shoes or laces. Also, no boots, high-heels or open-backed shoes and no sandals or open-toed shoes.
- Coats* Suitable winter attire. No coats will be worn during class. Sweaters or Sts. Peter & Paul sweatshirts, fleecy jackets or navy or white turtlenecks can be worn if needed for warmth.

Hair No longer than collar length for boys. No hair in the eyes. No hair coloring. No extreme or unusual haircuts. Students will be sent home and will not be allowed to return until hair violation is remedied.

Jewelry Only ear-stud earrings for girls. Absolutely no earrings for boys. One necklace or bracelet at a time (with Christian emblem). One ring per hand. Any jewelry considered a distraction will be prohibited.

Hats No hats, caps or sweatbands inside school building.

GYM K-4th: School uniform and tennis shoes with socks.
5th-8th: Solid gray shorts and t-shirt (or shorts and shirts with Sts. Peter & Paul emblem). In winter months, solid gray, black or navy sweatclothes. Tennis shoes with socks.

8th Grade Graduation: This is a formal occasion that takes place in the Church and requires maturity and respect. Boys should wear a coat and tie and dress shoes. Girls should wear a modest dress. If a spaghetti strap dress exposes the shoulders, a shawl must be worn. No tennis shoes or sandals.

FREE DRESS CLOTHING CODE

On free dress days, students are expected to dress appropriately. Students are **not allowed** to wear sandals, spaghetti straps, hip-hugger pants or any shirt that exposes the stomach. Shorts should extend close to the knees.

****** If there are questions regarding the uniform, please ask them before sending your child to school in something that may violate the uniform policy.**

TUITION AND FEES

It is essential to the financial stability of Sts. Peter & Paul Catholic School that each family meets its financial commitments to the school in a responsible and timely manner. The school is dependent on the funds committed in your tuition contract. We will work with families to the extent possible, but each family is expected to meet its financial obligations to the school according to the following guidelines:

1. Tuition is due and payable according to the terms of the F & M Automatic Withdrawal Contract or SMART Tuition Management Payment Contract. If delinquencies occur for those **not** enrolled in F & M or SMART, it is required that the responsible party contact the school to arrange a payment schedule to bring the tuition amount current. Serious delinquencies will result in withdrawal from school.
2. School fees (educational materials and cafeteria) are due August 15th, prior to the beginning of the school term.
3. Sts. Peter & Paul's Parent Participation Program, referred to as "Love Hours", requires that each family perform twelve hours of service to the school or pay a \$75.00 annual participation fee. If service hours are not fulfilled by the middle of May, the fee is assessed and payable by May 25.
4. If an account is delinquent, the student's report card will be held and records will not be released until the account is current.
5. Families with any unpaid balances at the time when re-enrollment begins will not be permitted to enroll for the following school year until that balance has been paid. Re-enrollment at a later date is contingent on availability of grade level openings.
6. The school will charge a late payment fee on delinquent accounts and will charge a penalty for returned checks.
7. In cases where a family has issued one or more returned checks, the school may require money order or cash for payment.

HOME & SCHOOL ASSOCIATION

Purpose

The Catholic Home & School Association has five major purposes:

1. To promote communication among parents, teachers and administration.
2. To provide parents and teachers with the information to aid in all aspects of education and the students' growth and development.
3. To promote good will and cooperation between and among parents, faculty, administration, school board and the parish.
4. To direct and coordinate parental support to the school through specific assistance activities, social functions and fund-raisers.
5. To organize political action of the parents as advocates regarding local, state and federal legislation that affects Catholic schools as well as the lives of students and parents.

At Sts. Peter & Paul Catholic School, each parent and guardian is a member of the H.S.A. The Officers of the H.S.A. and the administration of the school are committed to keeping all parents informed about and involved in the life of the school. The H.S.A. sponsors parent meetings, fund-raisers, and social activities. Parents will be notified of these through the school calendar and school newsletter.

Love Hours

One of the major functions of the H.S.A. is to credit families for the Love Hours served and to provide opportunities for those hours.

Following is a list of common love hours services which could be applied toward the goal of 12 hours per family. If you have a service in mind which you would like to donate but which is not on this list, please contact the H.S.A. Love Hours Coordinator.

Homeroom Parent
Library Helper
Maintenance & Repair
Yearbook Preparation

Lunchroom Supervision
Playground Supervision
Ground Upkeep: gardens, trash
Vision & Hearing Screen

Book Fair	Tchr. Appreciation Lunch
8 th Graduation Helper	Athletic Coaching
Soliciting donations/grants	Babysitting during events
Turkey Bingo	Track & Field Day
Enrichment Programs	Elegant Bites
Tutoring	

Fundraising

Because tuition alone comprises only 63% of the total cost of operating the school, we rely on the larger community and on specific fundraisers for support. We, the school administration and the H.S.A. attempt to have events which bring people together and build our community, as well as raise money. Our Walk-A-Thon, Turkey Bingo, Chocolate and Cookie Dough Sales will be the major fund-raisers this year. The others listed help to support our school, and community charities, to a lesser degree. The H.S.A. also is planning other community-building activities which are not designated as fundraisers.

- **Cookie Dough Sales (early fall):** Students take orders for frozen pastries and cookie dough and then deliver orders and collect money. Goal: \$5,000.
- **Turkey Bingo (late fall):** Homeroom classes create baskets that are auctioned. Patrons can buy dinner and play Bingo for turkeys as the prizes. Goal: \$5,000
- **Chocolate Sales (early spring):** Students sell chocolate bars and collect the money. Goal: \$3,000.
- **Walk-A-Thon (late spring):** Students secure pledges for every mile or lap they walk. Students walk around our ball fields from 1-3:00. Funds this year will be dedicated to playground updates. Goal: \$5,000
- **Garage Sale, Spring.** Donations are sold to the public and the money is used for Library updates
- Peter & Paul Clothing Sales, Fall
- Uniform Closet-used uniform sales, ongoing
- Skate Night—4th Tuesday of each month at Skateland

- Thanksgiving Baskets—for needy in Tulsa
- Spaghetti Night with Student Art Auction—for Cafeteria and classroom needs
- Pickles Sales—7th grade sells pickles at lunch to sponsor the 8th grade graduation reception
- Field Day—8th grade sells refreshments to help pay for retreat and diploma costs.
- Ice Cream Sales—Fridays at lunch, for Cafeteria
- **Albertson's Community Partner's Card**—No cost. The cashier will swipe the card at checkout and up to 5% will be given back to the school.
- **Homeland Receipts**—Turn in receipts to office mid-Sept through March.
- **Recycling**—Aluminum can recycling is located at the North West corner of Office building. Please recycle newspaper, magazines, telephone books and paper in the green bins in the front parking lot.
- **Campbell's Labels for Education**—Turn in labels of any Campbell's product to Office.
- **Box Tops for Education** – The school will receive 10 cents per box top. Turn in participating cereal box tops to the school office.
- **Target** —When you use your Target credit card, specify our school and Target will donate a portion of the sale to the school.
- **Office Depot** – Specify our school when you make a purchase and Office Depot will donate a portion of the sale to the school.

PROCEDURES

School Office Hours

The school office will be open from 7:45am until 3:30pm every day that school is in session. Summer hours are 9:00am until 2:00pm.

Early Dismissal

The first Friday of each month, school will be dismissed at 1:00 to accommodate teacher in-services. Extended care will be available on these days.

Emergencies

If a child becomes ill at school, the school secretary will call home or work immediately. If there is no answer, the emergency numbers on the enrollment form will be called. In extreme cases, emergency services will transport the child to the hospital and the parents and the child's doctor will be contacted.

A child may never leave school for any reason unless called for by a parent or an authorized person duly identified in the school office.

Closing of the School

If the Tulsa Public Schools are closed due to inclement weather or any other unforeseen reason, Sts. Peter & Paul Catholic School will be closed. Our school follows Tulsa Public Schools. Sts. Peter & Paul will be announced on Channels 2, 6 and 8 and on radio station KRMG if the school is closed.

Change of Address

A change of address or of telephone number should be reported to the school office immediately. We must also have at least one Emergency telephone number on file.

Withdrawals

If it becomes necessary to withdraw a student, the office should be notified as soon as possible. All school property (textbooks, etc...) must be returned and all fees, tuition and other charges must be paid before withdrawal is complete.

Lost & Found

All misplaced articles found at school are placed in the lost and found box located in the office. Please check that box when something is lost. Unclaimed uniform items are given to the uniform closet to be sold. Other articles, left unclaimed, are donated to Catholic Charities. Please mark all items of clothing with your child's name.

Brown Envelopes

A newsletter and sundry information will be sent home in a brown envelope every other Thursday with a family's oldest enrolled child. Please return the envelopes promptly. Twenty-five cents will be charged for any envelope not returned.

Attendance & Tardies

Prompt and regular attendance at school is essential for success. Classroom doors open at 7:45 am with classes beginning at 8:00. Children arriving after 8:00 are tardy and must go to the office for a tardy slip before reporting to class. **Excessive tardiness will not be tolerated.**

Illness and Homework

If a child is absent from school, please call the office (836-2165) before 9:00am on the day of the absence. When your child returns to school after an absence, a note should be sent to the teacher stating the reason for the absence. Requests for homework must be made before 9:00am on the day of an absence. Do not request homework unless it will be picked up between 2:00 and 4:00 on the day it is requested. Parents are asked to avoid scheduling family vacations during times when school is in session; as prolonged absences can have a detrimental effect on a student's

academic progress. Teachers cannot be expected to give assignments in advance of a significant absence.

The maximum a student may be absent and still receive credit for a semester will be 15 days. This limit includes excused and unexcused absences. The only exception will be in the case of extended illness when the student has been able to do makeup work at home.

Any child who has not been present for the required number of school days, may need to attend summer school prior to receiving promotion.

Medications

NO MEDICATION CAN BE ADMINISTERED TO ANY CHILD BY SCHOOL PERSONNEL WITHOUT AUTHORIZATION. NO PHONE CALLS OR FAXES MAY BE SUBSTITUTED FOR THE AUTHORIZATION FORM.

Parents are encouraged to schedule medications such as decongestants so that they can be administered at home. The school may not administer antibiotics. Medications given three times a day should be given in the morning before school, after school and at bedtime, unless advised otherwise by a physician. If a student needs to have medication during school hours, the medication must be brought to the school office with the following:

- 1) the prescription vial/bottle/container which correctly states the name of the patient, the name of the medication, the name of the doctor and directions for administration.
- 2) The parent must fill out the authorization form, available in the office, requesting the school to administer the medication at the times the prescription indicates.

School staff members are not liable for damages to the student which result from administering medicines. We ask that only essential medication be given at school. If the medication could be given at home or if it is not vital to the child's health and/or wellness (cough drops), please do not request that it be dispensed at school. Over-the-counter medicine cannot be dispensed by office personnel for more than 10 consecutive days without written permission from a physician.

Respiratory Care Treatments

By law, school personnel cannot provide respiratory care treatments to students. Such treatments must be provided by a licensed respiratory care practitioner. This does not prohibit self care by a patient or care by a family member or friend.

For students who use Meter Dose Inhalers, the inhaler should be labeled with prescription, physician name, address, phone and student's name.

Contagious Diseases

Any student who is liable to transmit a contagious disease through day-to-day contact (such as measles, chicken pox, tuberculosis) shall not be permitted at school or school-sponsored activities as long as the possibility of contagion exists. To determine the diseased condition or the liability of transmitting the disease, the principal may require a student to be examined by a physician.

Head Lice

If a child is found to have head lice, the following procedure must be followed before the child may return to class:

- 1) Students with head lice must be treated with special medicated shampoo as directed by a physician or pharmacist. Proof of treatment will be required—the box from an appropriate medication should be brought.
- 2) All students must be rechecked before returning to class.
- 3) A parent should accompany the child when he/she returns to school to be rechecked.

NO STUDENT WILL BE ADMITTED TO CLASS WHO HAS EITHER EGGS (NITS) OR LICE LEFT IN THE HAIR. PARENTS MUST NOTIFY THE SCHOOL IF THE CHILD HAS HEAD LICE.

Traffic & Safety

Student safety is the responsibility of every driver on our school grounds. We ask that you drive slowly, carefully and courteously at all times.

Please respect the authority of our Safety Patrol on duty and follow these rules:

A.M. ALL children, regardless of grade, are to be dropped off in the CHURCH parking lot only. Do not drive to the back parking lot in the morning.

P.M. Kdg. 1st and 2nd grades are to be picked up in the back parking lot only. If children from other grades ride with these, they all are to be picked up in the back parking lot.

All other children are to be picked up on the Church parking lot, in the designated pick-up area. Students will not be allowed to enter the parking lot during afternoon pick-up, except in the designated pick-up area. Please take your turn when evacuating both lots.

Once students have been dismissed and have left campus for the day, they are not allowed to return unless accompanied by a supervising adult. Students may not go off campus unsupervised during the break between dismissal and after school activities.

Early Arrival

Students should not arrive at school before 7:45 unless they are buying breakfast. Students who do arrive 7:00-7:45 must go to the cafeteria for a.m. supervision. Students must not be dropped off prior to 7:00am.

Late Pick Up

Students who have not been picked up from school by 3:15pm will be sent to Extended Care. Parents will be charged the daily rate for Extended Care once the child signs in at 3:15. Please make every effort to ensure that students are picked up right after school, as teachers often have after school conferences and meetings and students must be supervised.

Parents in Classrooms

In order to maintain both security and an undisturbed learning environment, parents are asked not to go directly to classrooms during school hours. Messages and/or items for students are to be brought to the

school office and the student will be notified. ALL VISITORS MUST REPORT TO THE SCHOOL OFFICE.

Social Activities / Parties

All social activities should be closely monitored and supervised by parents. Problems relating to social activities can spill-over into the classroom and quickly destroy the effort being made in teaching values of Christian behavior. Please be sensitive to other children's feelings.

Simple birthday treats may be brought for all classmates at the discretion of the classroom teacher. These will be distributed during lunch or the last 20 minutes of the school day. Gum should never be included as part of the treats.

Holiday greeting cards may be distributed in school if all students in the class receive one. Birthday party invitations should be mailed. If they are distributed in school, all girls and/or boys must be invited.

Homeroom parties are planned by the homeroom mothers and teachers at special times of the year. Easter parties are not held during Holy Week.

New Fads

Each year there are a few new "fads" that show up at school. These, of course, cannot all be listed, nor a regulation be devised to specifically cover them. When a "fad" interferes with the appropriate learning atmosphere or becomes a nuisance, then that nuisance will be eliminated. Just because something is not covered in the handbook does not mean that it will be acceptable at school. The Principal will make those decisions as necessary during the course of the year.

Pagers / Cell Phones/ CD Players

Students are not allowed to use pagers, cellular phones, or CD Players on campus during school hours. If a student uses any of these items at school, they will be confiscated and kept in the office until retrieved by a parent/guardian.

Love Hours

Love Hours is a program that was designed by parents to increase family involvement in the everyday work and needs of the school. The program helps defray costs of running the school and helps to foster a feeling of belonging in our school community.

Every family at Sts. Peter & Paul Catholic School is required to either work a minimum of 12 hours in service to the school or pay a \$75.00 fee. For a general description of Love Hours opportunities, look in the H.S.A. section of this handbook. The Love Hours Ledger is kept in the school office and at an accessible location during all school events. In this book, please record your name, service area and time in/out each time you work for the school. Love Hours should be completed by Mid-May. Billing for Love Hours will be sent home.

Cafeteria

Each month a lunch menu for the following month will be sent home. Parents are welcome to eat with their children but please let the cafeteria know in advance (832-1336). All meals meet or exceed government nutrition standards. If a student does not buy a hot lunch, he/she must bring one—all students will eat lunch. Lunches may be purchased daily, weekly or monthly.

All families will be given an application for the Free-or-Reduced Federal Lunch Program. The criteria for acceptance are listed in the application; all qualifying families are encouraged to apply. This federal program assists families and assists the school. Applications for the Free-or-Reduced Lunch Program are available year-round.

**NOTIFICATION OF AVAILABILITY OF PLAN
TO ALL PARENTS, TEACHERS AND EMPLOYEES OF STS.
PETER & PAUL CATHOLIC SCHOOL
AUGUST 2004**

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document that inspection. A copy of this plan is available at this school and at the Catholic Schools Office.

This notification is being provided to you by annual inclusion in the Faculty Handbook and the Parent/Student Handbook.



**NOTIFICATION OF ASBESTOS ACTIVITY
TO ALL PARENTS, TEACHERS AND EMPLOYEES OF STS.
PETER & PAUL CATHOLIC SCHOOL
AUGUST 2004**

Sts. Peter & Paul Catholic School will notify all parents, teachers and other employees of any asbestos in buildings (including assumed asbestos) and of information concerning inspections, reinspections, response actions and post-response action activities (including periodic reinspection and surveillance activities that are planned or in progress). This notification will occur on an annual basis.

Sts. Peter & Paul Catholic School will annually notify all parents, teachers and other employees of the availability of the management plan by inclusion of this information in the Faculty Handbook and the Parent/Student Handbook. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by notes sent home with students and given directly to employees.

EXTENDED CARE

Program Hours: Monday – Friday 3:00-6:00pm

The Extended Care program is a part of Sts. Peter & Paul Catholic School. It operates under the goals of the school and is planned, organized and coordinated by the director of the program under the guidance of the principal.

Goals:

- To provide convenient and safe after school care for children of working parents who attend Sts. Peter & Paul Catholic School.
- To help students develop a set of values and attitudes which reflect Christian behavior.
- To continue helping students develop respect and appreciation for others and fair play.

Note: The Extended Care program is not geared toward academic enrichment. Though students may find help on homework and time is set aside to do homework, the focus is on social skills and having fun.

Costs:

- 1 child \$115 per month
- 2 children 190 per month
- 3 children 230 per month
- 4 children 260 per month

Drop Ins are welcome. Cost for Drop Ins is \$3.00 per hour or \$7.00 per day.

Telephone: 836-4278 or 836-2165

Registration Fee: \$20.00 per family (non-refundable). Forms available in the front office or from Director.

Any students who have not been picked up from a club meeting, sport practice or other after-school activity will be sent to Extended Care and billed for any of the time they were there. Starting charge will be \$3.00 from the minute they are signed in up to the first hour. After the first hour, they will be charged \$7.00 for the full day. Families with delinquencies in Extended Care will not be allowed to attend Extended Care until the delinquency corrected.

STS. PETER & PAUL PRESCHOOL

Director: Rhonda Yates, 836-3114

Principal: Patrick Martin, 836-2165

Program Description

Sts. Peter & Paul Preschool serves children three-years-old (as of September 1) to five-years-old. The preschool operates Monday through Friday 8:30-2:30. The preschool is closed on days Sts. Peter & Paul School (K-8th) is closed. Children in the class for three-year-olds attend on Tuesday and Thursday. Children in the classes for four- and five-year-olds attend either three days a week (Mon., Wed, Fri.) or five days a week. Preschool classes for the 2003-2004 school year begin September 3, 2003; the final day for class is May 16, 2004.

The developmental program features centers that encourage creativity, independence and imagination. The children explore new themes, objects and concepts through learning centers such as creative arts, listening, blocks, science, math, books, and housekeeping. Additionally, the day is filled with outside play, songs, stories and activities that develop fine and gross motor skills. Teachers carefully plan each day to include a balance of active play and quiet times. Opportunities for both group and individual activities are also provided. Each child is assessed using the Early Prevention of School Failure program to help the teachers plan appropriate activities designed around each child's developmental needs.

Staff

Sts. Peter & Paul Early Childhood Program employs a quality team of experienced teachers and professional staff members. All teachers are active members in local parishes/churches. Each believes that serving children is an important way to glorify God and is a ministry of love and nurture. Through personal dedication and well-planned programs, our teachers provide loving guidance and set realistic goals for each child. Each staff member is certified in CPR and First Aid.

Policies

Birthdays

Children are welcome to share their birthdays by bringing a special snack to share with their school friends. All food for birthday treats must be commercially prepared and packaged. Please let your child's teacher know in advance if you plan to bring a birthday snack to share. Cookies, small cupcakes, or non-sweets work well. If you are planning a birthday party outside of school, we ask that you send invitations to be passed out only if you intend to invite the entire class.

Lunch and Snacks

Children bring their own lunches including a drink. Beverages should be sent in a non-breakable container. Please NO POP or TEA. In keeping with our goals of teaching nutritious eating habits we ask that you send grown food and limited fun food. If your child should forget his/her lunch, lunch will be provided for him by the Preschool.

Snacks will be provided by the program. A variety of cooking is done within the theme that is being taught that week.

Toilet Training

It is the policy of Sts. Peter and Paul Early Childhood Program that all children enrolled in our classes for the three year olds and older be toilet trained. At such time as it becomes obvious that this requirement has not been met, the parents will be notified by the director, in writing, that the child is to be placed on a six week probation and a parent/teacher/director conference will be scheduled. At the close of the six weeks if the child remains unable to care for his bathroom needs he will be dropped from the class.

Clothing

Simple, easy to manage, washable play clothes are appropriate for preschool. Our activities require closed shoes with some support and soles that are not slick. Tennis shoes, oxfords or other tie shoes (or velcro) are recommended for safety reasons. We do not allow sandals, thongs, party shoes, cowboy boots or flip flops.

Be sure clothing is appropriate for the weather. In cold weather the clothes should be layered for outdoor play. We go outside everyday unless there is rain or high winds. A child who is too ill to go outside should not attend school.

Beautiful Table

Everyday the children may bring a 'beautiful item' from home to show and tell. A beautiful item can be anything except a toy. A beautiful item can be a rock, leaf, pictures of self, family, friends, trophies, etc.. The children will share their beautiful item at the end of each day. This will help with their receptive and expressive language skills.

Field Trips

Children in the four and five year old class may take occasional educational or recreational field trips on our school bus. Parents will be notified, in writing and by posting a notice on the classroom bulletin board, in advance of all scheduled field trips for each month. These field trips will be held on Mondays. Permission slips for the field trips will be sent home at the beginning of each month. Parents are to sign the forms and keep the top portions for your information. A reminder will be posted on the communication board for the upcoming field trip.

- All children must wear a seat belt at all times. If a child refuses to wear a seat belt, that child will not be allowed to go on the field trip unless the parent provides the transportation.
- Siblings may not ride on the school bus. Parents if you bring siblings, you can drive your child and the sibling to the event scheduled.
- If your child arrives after the class has left the school on a field trip you will be given directions to the trip site so that your child may join his class group.

Reporting of Child Abuse

We are required by law to report any suspected incidents of possible child abuse or neglect.

Medications

Sts. Peter and Paul Preschool will administer medication as prescribe by a licensed physician. Written permission must be secured from the child's

parent or legal guardian and physician before any prescription medicine can be given to a child. Medication must be presented original container with a label attached containing the following information: Child's name, current date, time and dose to be given, number of days to be given and pharmacy name. If appropriate, we recommend that your child's physician prescribe a 12-hour dose of medication so that the parent can control the administration of the medication. Over the counter medications can only be administered with the written permission of the child's parents and physician. Medication will be stored in a lock container in the file cabinet that will be lock at all times. Only that day's dosage will be administered by the director. Please do not put medicine or vitamins in lunch boxes or bottles. We appreciate your help as we try to maintain a healthy environment for all our students.

Lost and Found

If your child has lost something, please check the lost and found box located in the classrooms. Items clearly labeled with you child's name are much easier for us to return. Unclaimed items will be donated to Catholic Charities after a reasonable length of time.

Rest Time

All the children are required to rest after lunch. Children who do not sleep will be asked to rest quietly for a short while so that their bodies can rest from the day's activities and so that their classmates who need to sleep can do so.

Immunizations

We adhere to state regulations regarding immunization records for your child. We require that proof of immunization be provided prior to the first day of school and that immunization records be kept current.

Behavior and Guidance

Sts. Peter and Paul Early Childhood Program believes that children who are busily engaged in appropriate activities with adequate supervision will have few discipline needs. The staff uses positive guidance techniques which are designed to help solve problems. We believe in consistent, logical rules and clearly defined limits. Our teachers are trained to respond in caring ways to inappropriate behavior. We work to help children understand why certain behaviors are inappropriate and to help them learn

to change those behaviors. We strive to have the children become increasingly more responsible for themselves and for their actions. If problems persist, parents will be informed and a conference arranged if necessary.

Rarely would a child need to be removed from the program. A child could be removed if :

- The child poses a threat to self, staff or other children in the program.
- The child behaves in a manner that is difficult to manage in a large group.
- The child or parent(s) use abusive language or threaten other children or staff.
- The child or family continue to act against policies as explained in this hand-book.

Financial Information

Tuition may be paid yearly, by semester, or in 9 equal installments due September through May for the school year. There is no tuition reduction for absence or school changes due to inclement weather. Tuition installments are due on or before the first of each month and are past due after the tenth. A late payment fee of \$10.00 will be charged for tuition payments received after the 10th of the month. We do not send out bills. Your check should be made payable to Sts. Peter and Paul Preschool. Please write your child's name on your check to insure proper credit. One month's written notice is required before cancellation of tuition obligation.

There is a \$25.00 registration fee per family, which will reserve a place for your child in our preschool. For current tuition fees, please request a copy of Sts. Peter and Paul Preschool tuition schedule.

Returned Checks

Sts. Peter and Paul Early Childhood Program will assess a \$15.00 charge on all returned checks.

Arrival

Please bring your child to the classroom door. You are responsible for your child until he or she has been received by his/her teacher at their classroom. Our school day runs from 8:30 until 2:30 PM. Please arrive no

earlier than 8:20 am. Our teachers use this early morning time for devotions and to prepare their classroom for the day.

We ask parents to be on time. Children who arrive after daily activities begin, often find it difficult to become involved in the classroom routine and to make friends. Children will be dismissed individually from their classroom teachers at 2:30 and may leave only with those authorized by parents on the enrollment form. The school may require presentation of a photo i.d. of anyone picking-up a child. This is to ensure the safety of your child. Please notify us in writing of any changes or additions of those who are authorized to pick up your child. We are concerned about your child's safety. Please keep your child(ren) with you until you are safely to your car. Running in the halls, and outside are parking lot can be very dangerous.

Extended Care

There is a courtesy care in the morning from 7:00 until 8:00. There the Extended Care teacher will walk the preschoolers to their class. Those children enrolled in after school care will be taken to the gym at 2:35 PM. There will be an Extended Care teacher available until 6:00 PM. There is an additional cost for the afternoon program. For a list of fees please see the Director of Extended Care. This service is available Pre-K 4 through 8th grade.

Inclement Weather

During inclement weather please watch for school closings on Channel 2,6, 8 and KRMG 740. Sts. Peter and Paul School does not follow the Tulsa Public School inclement weather policy. Please use your own good judgment about the severity of the road conditions in your area.

Injuries

Our staff has received training in First Aid and the staff is trained in CPR. A first aid kit is located in each classroom and on the school bus.

Emergencies

In the event that an injury occurs requiring immediate medical treatment, either while at school or on a field trip, the following will occur.

- First Aid will be administered.

- The parent or legal guardian will be notified. If the parent or guardian is unavailable, the person listed as the emergency contact on the enrollment form will be notified.
- If the designated emergency contact is unavailable, the child's physician will be contacted for instructions.
- If the situation warrants, an ambulance will be called (911). A Sts. Peter and Paul Preschool staff member will accompany the child to the hospital emergency room bringing the child's emergency medical care authorizations form. Sts. Peter and Paul Preschool can not provide emergency medical transportation.

Illness

Please notify the school if your child will be absent due to illness or if he or she has contracted a contagious disease. Parents will be called to pick up children who develop symptoms of illness during the school day. This includes, but is not limited to, a child who develops a contagious skin rash or eye infection, who vomits at school, has a temperature of 100degrees F or greater, who has three or more loose stools during the day, or who is obviously not feeling well. The Preschool Director will determine if a child is too ill to stay at school. The Preschool reserves the right to send a sick child back home.

Please keep your child at home if :

- He/she has symptoms of a possible communicable disease, contagious skin or eye infection.
- He/she is obviously not feeling well.
- He/she has a cold or allergy symptoms with other than a clear nasal discharge.
- He/she has a persistent cough.
- He/she has had a fever within the last 24 hours.
He/she has vomited or had diarrhea within the last 24 hours.
- He/she has a rash.

We must have a physician's written statement that a child is not contagious if he/she returns to school while any of these conditions are still present or while the child is taking prescribed antibiotics. A physician's written statement is also required if a child comes to school with a broken bone.