

**August 2009**

Dear Students and Parents,

Welcome to the 2009-2010 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. If you have any questions, please contact the office at 836-2165.

In Christ,

Patrick Martin  
Principal



**STS. PETER AND PAUL CATHOLIC SCHOOL**

1428 N. 67<sup>th</sup> East Avenue  
Tulsa, Oklahoma 74115-5667  
(918) 836-2165  
email: stspeterandpaul@gmail.com  
website: peterandpaulschool.org

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.*

## **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 – Maria Walsh

### **Preschool: 836-3114**

Director – Rhonda Yates

### **After Care: 836-2165**

Director—Jennifer Stoops

### **Cafeteria: 836-2165**

Director – Jennifer Stoops

## **Teachers**

Mrs. Grant, Kdg.

Mrs. Prater, 1st

Mrs. Shawver, 2<sup>nd</sup>

Ms. Dunbar, 3<sup>rd</sup>

Mrs. Kelley 4<sup>th</sup>

Mrs. Balletto, 5<sup>th</sup>

Mrs. Dowdell 6<sup>th</sup> homeroom, Math, Science

Mrs. Story 7<sup>th</sup> homeroom, Social Studies, Science

Mrs. Reneau, 8<sup>th</sup> homeroom, Fine Arts

Mrs. Veerekee, Language Arts

Mrs. Campbell, Religion

Mrs. Roark, P.E., Computers, Resource Teacher

Mrs. Young, Teacher Assistan K & 2<sup>nd</sup> Grade

## **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., 1<sup>st</sup> and 2<sup>nd</sup> graders are matched with an older Mass Buddy who assist the younger students at Mass.

### **Daily Religious Instruction**

Religion classes are taught in each grade. Second graders prepare for the Sacraments of First Reconciliation and First Communion by the parish's Religious Education Director, the Pastor and the 2<sup>nd</sup> 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 8<sup>th</sup> 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)

## 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.-2<sup>nd</sup> 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 3<sup>rd</sup>-8<sup>th</sup> 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.

### **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 2<sup>nd</sup>–8<sup>th</sup> 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  
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-4<sup>th</sup>.

*Skirt* 5<sup>th</sup>-8<sup>th</sup>: Blue & Gray Plaid.  
6<sup>th</sup>-8<sup>th</sup>: 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-8<sup>th</sup>: White, long or short sleeve Peter Pan or Polo style.

K-8<sup>th</sup>: White, long or short sleeve Oxford style.

Blouses are to be tucked in at all times.

No decorations, color, ruffles, elastic or embroidery.

*Shirts* 6<sup>th</sup>-8<sup>th</sup>: Solid navy, long or short sleeve knit.

No emblems. Shirts must be tucked in.

*Pants* K-5<sup>th</sup>: Solid, navy blue dress slacks.

6<sup>th</sup>-8<sup>th</sup>: 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-8<sup>th</sup>: Solid, white or navy. No lace, decorations, stripes, colors or patterns. All students must wear socks.

*Shorts* K-5<sup>th</sup>: Solid navy blue.

6<sup>th</sup>-8<sup>th</sup>: 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-5<sup>th</sup>: Solid red, short or long sleeve knit.

K-8<sup>th</sup>: Light blue short or long sleeve Oxford.

6<sup>th</sup>-8<sup>th</sup>: Solid navy, long or short sleeve knit

No emblems. Shirts must be tucked in at all times.

*Pants* K-5<sup>th</sup>: Solid navy dress slacks.  
6<sup>th</sup>-8<sup>th</sup>: 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-5<sup>th</sup>: Solid navy  
6<sup>th</sup>-8<sup>th</sup>: Solid navy or khaki  
No emblems or tags. Shorts must be close to the knee and may be worn year round.

*Socks* K-8<sup>th</sup>: Solid, white or navy. All students must wear socks.

### **ALL STUDENTS**

*Sweaters* K-5<sup>th</sup>: Solid navy, red or white. No emblems.  
6<sup>th</sup>-8<sup>th</sup>: 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-4<sup>th</sup>: School uniform and tennis shoes with socks.  
5<sup>th</sup>-8<sup>th</sup>: 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.

**8<sup>th</sup> 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 15<sup>th</sup>, 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	Lunchroom Supervision
Library Helper	Playground Supervision
Maintenance & Repair	Ground Upkeep: gardens, trash
Yearbook Preparation	Vision & Hearing Screen
Book Fair	Tchr. Appreciation Lunch
8 <sup>th</sup> 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—4<sup>th</sup> 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—7<sup>th</sup> grade sells pickles at lunch to sponsor the 8<sup>th</sup> grade graduation reception
- Field Day—8<sup>th</sup> 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.

### **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. 1<sup>st</sup> and 2<sup>nd</sup> 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/iPods**

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.

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**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.

## NOTIFICATION OF MENINGITIS MENINGITIS

### **TO ALL PARENTS, TEACHERS AND EMPLOYEES OF STS. PETER & PAUL CATHOLIC SCHOOL AUGUST 2007**

Meningococcal meningitis is a rare but potentially fatal illness that can strike at any time. Research has shown that teens and young adults are at an increased risk. Symptoms include severe headache, high fever, stiff neck, nausea and vomiting, numbness and loss of feeling, light sensitivity, confusion, rash, and seizures. A person may not have all the symptoms or may not have them all at the same time. Meningitis can be caused by close contact with a person who is sick with the disease. There are also people who can carry the bacteria in their nose or throat, but never become sick. Contact with these carriers can also cause someone to catch the disease. Risk factors for contact with the disease include living in close quarters, such as college dormitories, being in crowds for long periods of time, sharing drinking glasses, bottled water, or eating utensils, kissing, smoking or being exposed to smoke, being run-down due to staying up late or having irregular sleeping patterns: Meningitis may be prevented by avoiding the behaviors that spread it. There is also a vaccination that can help prevent it. Ask your child's health care provider about how to protect your child.

## **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 \$150 per month
- 2 children 240 per month
- 3 children 280 per month
- 4 children 300 per month

Drop Ins are welcome. Cost for Drop Ins is \$3.50 per hour or \$10.50 per day per child. These costs are subject to change.

Telephone: 836-4278 or 836-2165

Registration Fee: \$20.00 per family for students who attend more than 3 days a week.

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 \$3.50 from the minute they are signed in up to the first hour. After the first hour, they will be charged \$10.50 for the full day. Families with delinquencies in Extended Care will not be allowed to attend Extended Care until the delinquency corrected