

Message to Parents

The purpose of this handbook is to acquaint you and your child with the philosophy, policies, and procedures of Saints Peter and Paul School. It is the hope of the faculty and administration that the information contained in this book will be one means of strengthening the bonds between the home and the school. You will also receive a School Directory to aid in communication with other school families. This directory may not be sold or used for commercial purposes.

History

Saints Peter and Paul School was formed in 1989 as a result of the merger of St. Peter School, founded in 1955, and St. Paul School, founded in 1865. This first diocesan school serves the parishes of St. Peter, St. Paul, St. Peter Claver, St. Luke, Holy Spirit (U.K. Newman Center) and Pax Christi. All of the parishes are in Lexington, Kentucky except St. Luke, which is in Nicholasville, Kentucky. In 1996, growth allowed the middle school to move back to the original St. Paul School building. The two school campuses are in historic downtown Lexington, an area where students have walking access to many historic and cultural activities. The Sts. Peter and Paul Elementary Campus is at 133 Barr Street and the Sts. Peter and Paul Middle School Campus is at 423 West Short Street. Approximately 355 children are enrolled in the school.

Mission

Saints Peter and Paul School provides students with Catholic values and high academic standards within a diverse community of lifelong learners who participate in a shared faith.

Philosophy and Goals

Saints Peter and Paul School is a Catholic Christian faith community, which respects and values the cultural and economic diversity of the students of our six parishes and of other denominations. Our school exists to assist parents who are the primary educators of their children. Together we provide for the development of the basic skills of learning in an atmosphere of Christian truth and life. It is in light of the Gospel, with Jesus as the Model, and through the grace of the Holy Spirit, that the school achieves our goals. Saints Peter and Paul School aims to instill in each child the system of Christian Values by providing an atmosphere for the development of leadership qualities. We accomplish these goals by:

- a.) providing the student with the skills required for academic excellence;
- b.) adapting the learning situation to meet the child's individual needs.
- c.) striving to help the child develop interpersonal relationships, a positive self-image, self-discipline, personal responsibility, and internalized standards of behavior, leading to the respect of the rights, feelings, and opinions of others necessary to build a Christian community.

Integral to this process are daily prayers, weekly liturgies, opportunities to receive the sacraments, and the involvement in Christian service projects. The faculty, administration, and school board will work with the parents to achieve the above goals by providing opportunities for each parent to be involved in the school community. (Revised - August 2002)

St. Peter and Paul School Parishes

St. Luke

Pastor: Father William Bush

304 South Main Street Nicholasville, Kentucky 40356 Phone: 885-4892

St. Paul

Pastoral Director: Sister Clara Fehringer, O.S.U. ; Sacramental Minister: Father Chuck Niehaus, S.J.;

501 West Short Street; Lexington, Kentucky 40507; Phone: 252-0738

St. Peter

Pastoral Director: Miss Lisa Boley; Sacramental Minister: Father John List;

153 Barr Street; Lexington, Kentucky 40507 Phone: 252-7551

St. Peter Claver

Acting Pastoral Director: Mr. James Weathers; Sacramental Minister: Father Norman Fischer;

487 West Fourth Street Lexington, Kentucky 40508 Phone: 254-0030

Holy Spirit Parish

(U.K. Newman Center); Pastor: Father Tom Farrell

320 Rose Lane; Lexington, Kentucky 40508; Phone: 255-8566

Pax Christi Parish

Melissa Holland, Pastoral Director; Rev. Richard Edelen, Sacramental Minister;

401 Victoria Way, Lexington, KY, 40415 Phone: 273-9999

Sts. Peter and Paul Board of Education

Feeder Parish Members:

- Each of the six feeder parishes appoint two persons to serve as voting members of the Sts. Peter and Paul School Board. The first representative should be the pastor, pastoral director or their proxy. The second member should be selected from the parish membership and be willing and capable of serving the best interests of the school.

- A maximum of five at-large members may be elected by the Board members
- The principal, teacher representatives and the PTO representative are non-voting members of the School Board.

The Board conducts its business meetings on the third Wednesday of each month at 6:00 p.m. All meetings are open to any member of the school community. Anyone wishing to speak at the board meeting may do so during open forum at the end of each meeting, or may request to be placed on the agenda prior to the meeting. Orientation for new Board members is held annually.

A listing of School Board members will be distributed to parents at the beginning of each school year to insure accuracy of the list.

Standards of Respect and Courtesy

At Saints Peter and Paul School, high standards are maintained for the conduct of teachers, students and parents. Respect and courtesy are the expected norm for interactions between teachers and students, teachers and administrators and teachers and parents.

Grievance Procedures

The Office of Catholic Education has established a grievance procedure to facilitate reconciliation and to maintain unity within each Parish/Mission and within the Diocese as a whole. All grievances should be settled "as close to the problem" as possible. Therefore, the first step of every grievance process requires that the aggrieved person (petitioner) should speak directly and privately with the person with whom he or she has the grievance (the respondent). The grievance must be made within ten days of the incident. The two should make every effort to resolve the problem.

If the petitioner decides to continue the grievance, the petitioner should next speak with the person to whom the respondent is directly accountable. Again, every effort should be made to resolve the problem.

The petitioner may, if necessary, continue the process up the authority line, one step at a time until the final authority on the local level is reached. Every effort should be made to resolve the problem immediately. No step in the process may take more than ten working days. The proper order is: Parent—Teacher—Principal. If all attempts to solve the problem at the parish or local level fail, the petitioner may appeal to the Office of Catholic Education, 1310 West Main Street, Lexington, KY 40508-2040. The petitioner must prepare a written petition. The petition shall include:

- Name, address and telephone number of petitioner
- Name, address and telephone number of respondent
- Description of complaint
- Desired remedy
- Date letter is sent
- Signature

The designated representative at the Office of Catholic Education shall review the petition and decide whether the issue falls within the jurisdiction of the department. If so, the representative will talk with both parties, come to a decision in collaboration with the Director of Instructional Services and/or the Director of Catechetical Services, and shall notify the petitioner in writing of the decision within fifteen working days. A decision at this level may be appealed to the Bishop through Diocesan Conciliation/Arbitration Process.

Tuition

The SPPS Board of Education sets the annual tuition rate schedule and it may be obtained by contacting the school office. Parents are required to sign a tuition payment agreement at the beginning of each school year. To ensure proper management of the school, tuition must be paid in a timely manner. A twelve-month payment schedule has been established for the payment of tuition. The first payment is due in July. The last payment is due in June.

If tuition is greater than thirty days in arrears, you will be required to meet with the principal. If good faith efforts to bring tuition payments up-to-date are lacking, the Board reserves the right to withhold academic records and/or dismiss the student from Saints Peter and Paul School.

Registration and Enrollment Procedures

1. Re-registration for current students is conducted before spaces are made available to new students seeking entrance to Sts. Peter and Paul School. This is typically conducted in late October or November for the following school year. **CURRENT TUITION OBLIGATIONS MUST BE UP-TO-DATE** for returning families in addition to providing an updated Parish Verification Form.
2. Registration for new students will begin once re-enrollment for current students is complete, usually in late November or early December. Advance registration is held for two weeks. After this time period, applications are accepted until all spaces are filled and a waiting list is established. If space is limited in any grade, priority of acceptance will be as follows:
 - a. Siblings of present students enrolled at SPPS
 - b. Children of families registered in one of the six feeder parishes: St. Luke, St. Paul, St. Peter, St. Peter Claver, Holy Spirit and Pax Christi
 - c. Other Catholic students
 - d. Non-Catholic students

3. Registration forms for new students are available in the school offices, or on the school website stspeterandpaulschool.org
4. New student applicants are considered **prospective** students and are included on a class list when their application is received. Student's are not guaranteed space until the following criteria is met:
 - a. Material Fee of \$175 per student is received
 - b. First Month's tuition (1/12th of the appropriate tuition rate) is received
 - c. Intention to seek and/or rely on financial assistance, if available, must be stated
 - d. Parish Verification Form submitted as proof of parish membership
 - e. Birth Certificate – full size (billfold versions are not permitted)
 - f. Up-to-date immunizations, physical exams and eye exams
 - g. Students applying for Grades 2nd – 8th may be asked to submit the previous year's report card and prior standardized test results
5. All new students will be given a grade appropriate assessment. Should areas be identified that may impact the student's success at Sts. Peter and Paul School, a conference will be held to determine the best course of action for the student.
6. Tuition assistance forms are available in the school office. All applicants for assistance are required to file a financial aid form through FACTS. Tuition assistance forms are due to FACTS by April 15, for consideration for the next school year.
7. Students transferring to Sts. Peter and Paul during the school year will be on a probationary condition for the remainder of the school year. Probationary students may be dismissed at any time during the probationary period or failure to meet standards related to behavior and/or academic performance.

Requirements

HEALTH RECORDS REQUIRED BY STATE LAW

All Pre-School Students must have:

- ❖ An up-to-date immunization record
- ❖ A recent physical examination form on file (Preventative Health Care Exam Form)
- ❖ A birth certificate

All Kindergarteners and Newly Enrolled Elementary Students must have:

- ❖ An up-to-date immunization certificate
- ❖ Documentation of an eye exam administered by an optometrist or ophthalmologist
- ❖ A recent physical examination (performed within the past year) on a Preventative Health Care Exam Form
- ❖ A birth certificate

All Sixth Grade Students and Newly Enrolled MS Students are required to have:

- ❖ The hepatitis B Vaccine series
- ❖ A physical exam (Preventative Health Care Exam Form)
- ❖ A second MMR
- ❖ A birth certificate

Please have these on file in the office by the first day of school. Since August 2, 2001, children under the age of 7 (seven) have been required to have the **varicella** (chickenpox) vaccination. This requirement can be waived if a parent, guardian, or physician states that the child already has had chickenpox.

Uniform Policy

The Board requires students to abide by the uniform policy as determined by school administration.

- The uniform policy will be followed from the first day of the school year.
- Kindergarten students are required to wear a uniform beginning the 2007-2008 school year. P.E. uniforms are encouraged for P.E. days, but are not mandatory at this time.

Apparel Item	Grade Level	Girls	Boys
SHIRT	K-8	White, SPPS logo Polo (long or short sleeve) Must be tucked in with belt visible. Only white T-shirts without writing are allowed to be worn under the uniform shirt. (K & 1 Belts Optional) See #1 below	Same
PANTS	K-5	Navy (traditional cut, long pant with belt loops-no outside pockets. See #1 below	Same
	6-8	Same except Khaki in color	Same
SHORTS	K-5	Navy (traditional cut with belt loops – 3” above knee or no longer than 2” below the bottom of the knee. See #1 below	Same
	6-8	Same except Khaki in color	Same
SKORT/SKIRT	All Grades	Plaid skort or skirt (3” above the knee or longer) See #3 below	None
JUMPER	K-5	Plaid (3” above the knee or longer) See #3 below	None
SWEATSHIRT	All Grades	Navy sweatshirt with SPPS logo. Available through SPPS. (A uniform shirt must be worn under a sweatshirt at all times.) See #4 below	Same
BELT	2-8	A plain brown, black or blue buckle belt must be worn with pants and shorts. End of belt must be tucked into belt loops. No tie belts allowed.	Same
SOCKS/TIGHTS OR KNEE SOCKS	K-8	Solid white or navy crew socks or solid white or navy dress socks. Socks must be easily visible. No logo. Plain white or navy tights or Knee socks or tights for girls only	Same
SWEATERS	All Grades	Navy Logo Cardigan Sweater. See #5 below	None
SHOES	All Grades	Closed heel and toe shoes (e.g. sneakers) No raised heel greater than 1”. Shoelaces must be tied at all times.	Same
JEWELRY	All Grades	Items permitted: One each: watch, necklace, earrings (stud type only), rings. No excessive or overbearing jewelry.	Items permitted: One each: watch, rings, necklace,. No excessive or overbearing jewelry. No piercing.
MAKE-UP	All Grades	Non-obvious or non-noticeable makeup	None
HAIR	All Grades	Clean, neat traditional and conservative styles, cut above eyebrows, natural colored hair. No extreme hair ornaments.	Clean, neat, traditional conservative styles, cut above eyebrows, ears, and collar, natural colored hair.
PE UNIFORM	1-8	SPPS Navy Sweatshirt, SPPS gray Tee shirt with logo, SPPS shorts with logo or plain, navy shorts (no shorter than 3” above the knee or no longer than 2” below the bottom of the knee). Navy sweatpants logo or plain. See #2 below.	Same

1. Uniform **Polos and Pants** may be purchased through **SPPS**, Benedictus Bookstore or Shaheens. This is the first year that the school will carry pants and shorts on campus. Additionally, stores such as Target, Walmart, Dillards, etc. carry specific uniform grade/type pants seasonally (i.e. French Toast). Many times these uniform pants will fit the school's uniform criteria.
2. P.E. uniform shirts are available only through the school. SPPS will carry NON-LOGO mesh shorts and two styles of NON-LOGO sweatpants (elastic leg and straight leg)..
3. Plaid items may be purchased at Benedictus Bookstore or through Shaheens.
4. Sweatshirts with SPPS logo available through SPPS only
5. **NEW** – logo, navy cardigan sweater will be sold through Benedictus Bookstore only.

ALL OUTERWEAR AND HATS MUST BE STORED DURING THE SCHOOL DAY.

Exceptions to the Uniform Policy

On special occasions, the principal may suspend the uniform policy. On “non uniform” days, clothing must be modest and appropriate, as noted in the section below. Boy Scouts, Girl Scouts, Cub Scouts, Brownies, Daisies and Tiger Cubs may wear their club’s uniform on the days they have their meetings, whether they are after school or in the evenings. This applies also to members of Sts. Peter and Paul extracurricular teams or clubs that have uniforms or special events clothing. Uniform shirts or jerseys for school teams only, may be worn on the day of a game or contest. In the case of weekend games, they may be worn on the Friday prior to the game. (Middle School students must have a uniform shirt to wear on Friday Mass days)

DRESS CODE:

Appropriate Clothing for Males:

T-Shirts, polo shirts, sweatshirts, sweaters, jeans, slacks, khakis, etc.

Appropriate Clothing for Females:

T-Shirts, casual tops, polo shirts, sweatshirts, sweaters, jeans, Capri’s, slacks, khakis, etc.

NEVER APPROPRIATE FOR ANY STUDENT AT ANYTIME

- Tank tops of any kind. (Shoulders must be covered). This includes basketball jerseys, spaghetti straps on tops, dresses, or blouses.
- Any clothing with inappropriate language or imagery Any transparent or slightly see-through clothing
- Tube tops or strapless tops
- Miniskirts (i.e. shorter than 3 inches above the top of the knee)
- Shorts should be no shorter than 3 inches above the knee
- Hats
- Bare Midriffs
- Bare Feet
- Flip Flops

Uniform Policy Violations

For the first eight days of school, warnings will be given to students and parents. Dress code violation tickets will be given to children for each violation, with a parent signature required. After five violations, a parent and principal conference is required. Further conferences and possible consequences may be required if improvement is not exhibited. Severe violations may result in the student being removed from class until a change of clothing is brought to school.

Curriculum

Sts. Peter and Paul School complies with and follows curriculum guidelines established by the Diocese of Lexington. Saints Peter and Paul School is fully accredited by the Non-Public School Commission, Inc. Certified faculty on all grade levels teach language arts, math, science, social studies, and religion. Classroom teachers incorporate art as an important part of their weekly lessons. Certified teachers in music, band, computer, PE, guidance, Spanish, and library conduct regularly scheduled classes with students. A reading specialist works with children in the primary grades.

Academic Policies

Religious Education

All sacraments are received in the family’s home parish. Parents must check with their parish for details. Saints Peter and Paul School provides for a comprehensive religious education program for all students. Students attend Mass or a prayer service each week. Parents are encouraged to attend. The Elementary School attends Mass at St. Peter on Thursday at noon. The Middle School Mass schedule will be published at a later date. Several times during the year we have an all-school Mass.

Grading

The school year is divided into three twelve-week grading periods. Report cards are issued approximately one week after each trimester ends and are sent home with the students (the final report card is mailed in June). The first mid-term report card may be distributed at parent-teacher conferences. Faculty may schedule the conferences and parents are requested to attend. All subsequent reports will be sent home. Report cards may be supplemented by progress reports, letters to parents, samples of your child's work, or request for conferences. You may request a conference with your child's teacher by calling the school office or sending a note to the teacher. The teachers are always willing to make appointments to talk with you regarding your child's progress at school. However, the teachers are not permitted to hold conferences during school hours due to their immediate obligation to classroom instruction and supervision. An explanation of the grading system is found at the top of the report card form. Emphasis is placed on progress according to the individual child's ability. Below is the grading scale that is assigned by the diocese. Parents will be notified regarding any variation in this scale. A = 93 –100, B = 85 –92, C = 76 –84, D = 70 –75, F = below 70.

Homework

The purpose of homework is to help the child thoroughly grasp and master the work already presented. Repetition and reflection promote better understanding and retention. Parents can assist the student by providing a quiet place and a regular study time each evening, and by making sure that assignments are neat, complete, and accurate. Time allotments for various grade levels are not specified because of consideration for individual ability and rate of performance. Parents who are concerned about homework should contact their child's teacher. Please also review the planned absence section for instructions about missed homework.

Make Up Work

Students/parents must request make up work upon return to school. Students will have the same number of days missed plus one to complete make up work. An exception is made in cases where only one day is missed and a test or quiz was announced prior to the absence. These tests or quizzes must be made up on the day of return or according to the teacher's make up schedule.

HOMEWORK/ASSIGNMENTS FOR ABSENT STUDENTS

- Parents must request homework for absent students by calling the office by 8:00 am
- At the Middle School, parents will also be required to collect books and papers from student lockers if needed.

MAKE-UP TESTS FOLLOWING ABSENCES

- Elementary teachers will have procedures established in each classroom for make-up testing and other assignments.
- Middle School students will be required to take make-up tests on Monday or Wednesday afternoons, unless other arrangements have been made with the teacher.

Wellness Policy

Snacks served during the school day and during After Care will make a positive contribution to the students' diet and health, with an emphasis on serving fruits and vegetables as the primary snack and water as the primary drink. Candy/sweets/soft drinks will not be used as rewards for academic achievement or good behavior. Celebrations that involve food during the school day will be kept at a minimum. If a parent chooses to bring in a birthday treat it should be a nonfood item or healthy snack. Soft drinks are not permitted at lunch.

School Day

- School hours for the pre-school (half-day) are 7:50 a.m. to 11:15 p.m. (Extended Day hours are 11:15 to 2:35).
- School hours for the elementary campus are 7:50 a.m. to 2:35 p.m.
- School hours for the middle school campus are 8:00 a.m. to 2:55 p.m.
- The school buildings open daily at 7:30 a.m. for early arrival. Children gather in a designated place with their classmates and may sit quietly and talk.
- At 7:45 a.m. elementary school students should be dismissed to their classrooms. Middle school students should report to homeroom upon arrival.
- Elementary students will be counted tardy if they are not seated and prepared for class at 7:50 a.m. Middle school students are considered tardy at 8:00 a.m.
- All elementary school and extended day students must be picked up by 2:55 p.m. and middle school students must be picked up by 3:15 p.m. Students who arrive at school after 11:15 or leave school prior to that time will be considered absent for a half day.
- Teachers often have conferences or other commitments after school. We ask that parents honor their time and pick up students prior to the time above.

Tardy Policy

MORNING:

- A tardy slip will be issued to be taken home
- Excessive tardies will result in a conference and/or disciplinary action..

LATE PICK-UP::

- All students must be picked up by 2:55 at the Elementary School and by 3:15 at the Middle School. If late, parents will be required to pay a \$1.00 fee for the first five minutes. After five minutes, the cost is \$1.00 per minute late. Parents will be given a warning for the first offense in lieu of the charge. If there are questions, please contact the principal.

After School Care

Saint Peter and Paul School offers after school care five days a week until 6 p.m. Students in the Pre-school and Kindergarten are cared for in the Pre-school building. Students 1st through 5th grades are cared for at the elementary building. Students in grades 4 and 5 with siblings at the Middle School may choose to attend after school care at the Middle School. Students in grades 6 through 8 are cared for at the Middle School building. The St. Luke bus transports students in grades 4 and 5 to the Middle School. There is a charge for this service. Contact St. Luke Church for information. Parents may contact the appropriate office in the building where your child attends for information about fees, times and availability.

Arrival and Departure

- All elementary school children shall be dropped off at the rear of the school building (doors facing Pleasant Stone). Please enter the parking lot **by turning right onto Pleasant Stone from North Limestone and turn right as you enter the parking lot.** Exit by turning right toward Martin Luther King. Please have your children exit the car once your car is next to the sidewalk. (Four or five cars can safely drop off at the same time. Please do not attempt to only drop off at the door unless severe weather conditions are encountered.
- Directions for middle school pick up and drop off will be provided separate from this document.
- If you are picking up both middle school student(s) and elementary student(s), please pick up the elementary students first.
- If you park your car at dismissal, and personally pick up your child, you must walk your child to the car. Your cooperation in this traffic flow arrangement ensures the safety of the children and helps avoid traffic congestion.

Attendance

Parents should see that their child's attendance at school has priority over all other activities. Regular attendance is vital for successful progress. If a child is absent from class for illness or another legitimate reason, parents are asked to notify the school office by 8:00 a.m. Assignments and books for children absent from school should be requested early in the day (by 8:00 a.m.) to be picked up after school. Kentucky attendance laws require a signed, written note from parents or guardians stating dates and reasons for absence from school. This note is required upon the child's return to school. Vacations and medical appointments should be planned for after school hours or during school holidays. If it becomes necessary to have your child excused from classes early, please send a note informing your child's teacher of your plans. No teacher is permitted to dismiss a child from the classroom without approval from the principal. **PLEASE PICK YOUR CHILD UP FROM THE OFFICE.** It is required that you sign your child out at the school office.

Students absent during a school day will not be permitted to practice or participate in any school activities that may occur on that day. This includes after school activities.

Planned Absences:

Planned absences are those absences that are known in advance. Examples of planned absences are family vacations, student trips associated with sports leagues, theatre, and other similar situations. Attendance at school is very important and parents should make every effort to maximize student attendance. However, when absences are unavoidable, proper procedures must be followed to insure that school performance will be impacted as little as possible.

When it is known *in advance* that a student at Saints Peter and Paul School will be absent from school, the following procedures are to be followed:

1. At least **five days** prior to the anticipated absence, parents will advise the school principal in writing of the absence(s). The note should be delivered to the school office.
2. Teacher(s) will be advised of the absences by the office.
3. Teacher(s) may provide the student with any information required prior to the absence.
4. Upon return to school, the teacher(s) will provide the student with a listing of assignments completed by the class during the absence.
5. All work is to be completed following the absence. The student will have the same number of days plus one to complete the work.

Students who miss more than 20 full days of school during the year will not be recommended for promotion. Students missing more than 20 meetings of a single class will not receive credit for successfully completing the class. Both of these situations may be reassessed if there is a valid medical reason for the absences.

Incllement Weather

Sts. Peter and Paul School makes every effort to be open on bad weather days. In cases of extreme weather conditions, at 6:00 a.m., tune to WKYT (Ch. 27), WLEX (Ch. 18), WTVQ (Ch. 36), or AM radio WVLC (590) & WLAP (630) for any changes in our normal schedule. Please refrain from calling the office or faculty at home. Please note that school will be held whenever possible and only be closed for significant snowfalls or extremely dangerous conditions.

Field Trips

Field trips, which enhance educational experiences and classroom learning, are planned during the year. Parents may be asked to help chaperone and private cars may be used. Parents must sign a permission slip stating that their child may make the trip. Students may NOT leave the building unless a written permission slip is on file in the school office. Since we want to take advantage of our downtown location, parents, K-8, are also asked to sign a walking permission slip for walking trips that may be taken during the year.

Testing

SPPS gives Terra Nova, (the second edition) Achievement Tests, to students in grades 3, 5, and 7. Parents will receive the test results for their children. Teachers use results for skills placement, and to identify curricular and instructional needs. School test results, by grade, are available in the office.

Student Conduct

In the spring of 2000 the SPPS Board of Education adopted the following criteria to ensure a safe environment:

Crisis Management

We will comply with Diocesan policy regarding students threatening violence and implement the Emergency Management Guide that develops protocols for SPPS consistent with Diocesan recommendations. The Principal will make an annual report to the Board.

Guidance

We have implemented a comprehensive program that includes but does not limit the following curriculum areas: Anger and Conflict Resolution, Issues of Harassment and Bullying Behaviors and Safety Issues. The Principal will make an annual report to the Board on the status of this program.

Physical Security and Safety

The Principal will make a Security and Safety report semi-annually to the Board.

Discipline

The Principal will present to the Board a review of discipline infractions at mid-year and at the end of the year so as to monitor the effectiveness of the discipline policy and to develop appropriate strategies to maintain discipline.

As a school community we share a faith in God and a value system, which is Christ centered. It is the goal of the teachers, staff and principal to teach these values in every aspect of the daily routine of our students, through words and example. Students are expected to show respect to their teachers and each other. Students are expected to respect the gifts they find within themselves and to do their best in class.

Good education is very much dependent upon the maintenance of effective learning conditions within the classroom and school building. Classroom rules will be used as a systematic method to solve behavior problems that may arise during the school day. The classroom teacher will notify parents and students of the classroom rules. Students **may not use** recreational equipment at school. This includes but is not limited to: audiovisual equipment, video games, motorized equipment, athletic equipment, radios, cellular telephones, pagers, boom boxes, tape and CD players and IPODS. Only the principal may make any exception to this restriction.

All students:

- Must obey school, classroom and playground rules.
- Must not eat candy in school or on the playground without the teacher's permission.
- Must not chew gum at school at any time.
- Must be in uniform as stated in the uniform policy.
- Must remain in their seats if a teacher is called from the classroom for any emergency.
- Are expected to be at school on time.
- Are expected to come to class prepared each day with proper materials and homework.
- Are expected to be participants in all class activities.
- Are expected to walk on the stairs and in the hallways.
- Are to speak in quiet voice at all times.
- Are expected to uphold the Catholic faith.

Disciplinary Procedures

Pink slips

1. Once classroom rules and consequences have been exhausted, the teacher or principal may issue a pink slip. Parents are asked, through these written notices, to reinforce the teacher's efforts to correct the misbehavior. When a pink slip is issued, the teacher will send the pink slip home. It is to be signed by the parent and returned to the teacher the next school day. A parent-teacher conference will be held if requested by the parent or the teacher. If the signed slip is not returned at the beginning of the next school day, the teacher will contact the parent on that same day.

Examples of infractions for which pink slips might be issued are as follows:

- verbal, nonverbal or written disrespect of students, faculty or staff
 - disrespectful/inappropriate behavior in class, church or other school areas
 - repeated talking during prayers or announcements
 - not following teacher instructions
 - chewing gum; unauthorized eating in the classroom
2. The pink slips are written in multiple form. Two copies are given to the student. One is for the parent to sign and return, the parent keeps the other. The teacher and the principal also keep additional copies on file.
3. For grades 4-8, when students receive three pink slips, they will be required to serve a morning detention from 7:15 a.m. to 7:45 a.m.

White Slips

Some behaviors are more serious and will immediately result in students receiving a white slip. Students who receive white slips will automatically serve morning detention. Other punishments, appropriate to the infraction, may also be required. Some examples of behavior for which white slips might be issued are the following:

- major class disturbance (i.e. excessive talking, throwing things)
- disrespect/disobedience to teachers or supervising adults
- obscene language, gestures, notes, etc.
- verbal, physical or sexual harassment of other students
- cheating
- disregard for adult authority
- physical contact that could result in injury
- destruction/vandalism of property
- forgery/falsifying of any signature
- cruel or excessive ridicule toward any student
- leaving seat when teacher is out of the classroom
- failure to serve an assigned detention
- threats, whether serious or in jest

The list of infractions is not all-inclusive. The principal reserves the right to determine the seriousness of a student's actions. In addition, the school has the right to amend rules and/or waive rules and procedures in cases, which warrant such action.

Morning Detention

Those students who have earned a morning detention in grades 4-5 will report to the school cafeteria. Middle School students will report to the library. Report time is promptly at 7:15 a.m. on a designated day of the week. Parents will be notified at least a day in advance by a written detention form which students are responsible for giving to their parents to sign and return the next school day. Students who are absent on the designated detention day or whose parents have requested a date change due to an emergency will stay the next designated detention day. Students who miss detention without valid cause will have an additional detention added. Detention will be served from 7:15 a.m. to 7:45 a.m. After two detentions students will meet with the principal and his/her teacher to discuss concerns and develop steps to improve behavior. Parents will be notified of this meeting.

Suspension and /or Expulsion

1. Suspension: Students who are issued three detentions will serve a one-day suspension (in or out of school) and must attend a conference with the principal, teacher, and parents. A fourth detention will result in a two-day suspension (in or out of school) and a second parent conference. All work must be completed during in school suspension. A fifth detention will result in the student being expelled from Sts. Peter and Paul.

2. **Very serious behavior may result in automatic out-of-school suspension or expulsion from school.** Examples of behaviors that may result in out-of-school suspensions or expulsions are the following.

- possession of dangerous objects: guns, knives, lighters, matches, etc., Even toy weapons and look-alike weapons are prohibited.
- stealing
- behavior which results in injury to another student (physical or verbal)
- destroying or marring property, whether school or personal
- leaving the school grounds without permission
- possession or use of tobacco, alcohol, or drugs
- false fire alarm, bomb threat, or emergency call
- repeated violations of school rules

The lists of infractions are not all inclusive. The principal reserves the right to determine the seriousness of a student's actions. Also, the school has the right to amend rules and/or waive rules and procedures in cases which warrant such action. A student who has been expelled from Saints Peter and Paul School will not be re-admitted. The school may expel a student by following the process for expulsion as detailed by the Diocesan Office of Catholic Education Policy on Expulsion (Section 504), which is as follows:

- Students may be expelled for serious cause.
- The decision to expel a student rests with the principal.
- Whenever a student is expelled from school, the Superintendent of Catholic Schools should be notified.
- Expulsions may be appealed through the Diocesan Office of Education "Grievance Procedure." This procedure is outlined in the Diocesan Education Guidelines, on file in the school office.

Miscellaneous Information and Expectations

Church

Full attention and reverence is required. Students should demonstrate this reverence by avoiding talking or other distractions. Students shall enter and leave church in a quiet orderly fashion.

Cafeteria

Food must only be eaten in the cafeteria unless the teacher or principal gives other directions. Students must be appropriately seated while eating. Trash is to be thrown away and tables kept clean. Good manners shall be used. Students shall stay in the cafeteria area during the lunch period, unless permission to leave is granted by the supervising adult. Students are to talk quietly and line up to be dismissed in an orderly fashion. Running is not allowed.

Lunch Program

The school provides a hot lunch program supported by federal funds. The cost of lunch is \$2.00. Drinks are also sold to those who wish to bring their lunch. **Carbonated beverages are not to be included in lunch brought from home.** Parents are asked to either pre-pay for their child's lunch or send the money on the day they eat.

Playground

Use of the Elementary playground is permitted only under adult supervision.

Lost and Found

Lost clothing and articles are abundant! Please put your child's name on everything brought to school. Lost items are kept in a storage area for a short while and then if unclaimed, donated to an appropriate charity.

Textbook Replacement

Students are provided with textbooks and workbooks that are new or in good condition at the beginning of the school year. It is the student's responsibility to take care of his/her textbooks so that they do not get lost or torn up. Should students lose, tear or damage pages in textbooks or workbooks, their teacher should be notified. Reasonable efforts will be made to repair the textbook/workbook. If a textbook is damaged beyond normal wear and tear (as determined by the teacher) or lost, the parents are expected to pay the full cost of replacing the textbook or workbook.

Telephone

Routine use of the telephone by students is discouraged. When necessary, students may request permission to use the telephone in the office. It is important for students who are ill, to come to the office. Calling parents from the classroom or from a cell phone is not permitted. Students may not use the telephone in the cafeteria. If students bring cellular phones to school they are to be kept in lockers in the off position and are not to be used at school without teacher permission. Students may not give cell phones to other students during the school day.

Health and Safety

Any medication to be taken during the school day must be stored in the office. Please address the following requirements prior to sending medication to school. Written instructions must be made available to the office, giving the following information:

1. Time the medication needs to be taken.
2. Medicine properly labeled and in the original container.
3. Amount of medication to be given.
4. Parent's signature.

Health screening will be held each year through the use of volunteers in conjunction with community health agencies.

- Head lice are a serious problem in a school setting. Therefore, Sts. Peter and Paul School has a "no nit" policy. Your child will not be permitted to return to school until he or she is 100% nit free. Any child with nits will be sent home until they comply with the 100% nit free policy. A written statement from a health care professional stating that a student is nit-free is required before returning to school.

- Conjunctivitis or pink eye is a very contagious illness. Children will be sent home and asked to remain home until they have received three doses of a physician prescribed eye drop. Conjunctivitis is usually not contagious after 24 hours of treatment.

- Do not send your child to school if they have had the following symptoms within the past 24 hours: fever, nausea or vomiting, earache, abdominal cramps, diarrhea, sore throat, unidentified rash conjunctivitis (pink eye), head lice, any infectious disease your doctor has diagnosed. If your child is sent to school with any of the above symptoms, you will be contacted to pick up your child.

Fire, Tornado and Earthquake Drills

The principal, throughout the school year, conducts regularly scheduled fire and tornado drills. Exit routes are posted in each classroom. Students should be aware of the exit plan and move rapidly and quietly to the designated area. Preparation for an earthquake is part of our school emergency planning.

Asbestos Inspection

This notice is to advise parents, teachers and all school employees that our school has been re-inspected as required by the AHERA federal legislation for the presence of asbestos in our school facility. Air-Source Technology, Inc., of Lexington, has performed the re-inspection and has developed a management plan for our school. A complete asbestos management plan for the Catholic Schools of the Diocese of Lexington is on file at the Catholic Center, 1310 West Main Street, Lexington, KY 40508, and individual building plans are also available at the elementary and middle school offices.

Requests for Student Placement

Parent requests for student placement should be made only in writing with strong rationale. Those requests must be received by May 1 to be considered for the next school year. Classroom placement is taken very seriously as the principal and faculty evaluate each child's needs along with the total class makeup, in order to achieve greater classroom success. Individual placements may affect the overall balance of a classroom and therefore affect the harmony of personalities and study habits. Changes in classroom placement are rarely made after classes begin.

Emergency Contact Numbers

An emergency file is kept on each student so that you or someone of your choosing can be reached in case of illness or emergency. You will be requested to update this information each spring at registration. Be sure to notify the office when this vital information changes. Hospitals will not treat children without parental permission, so it is important for us to be able to reach you.

Records Policy

To safeguard the privacy of our students and the integrity of our records, school records will be distributed only if a written request is made from the school where the child will be attending.

Parent Teacher Organization

Parents are expected to be a part of the active and dynamic Parent Teacher Organization. Four formal meetings are held each year to keep you informed of school activities. In addition, fundraising is a principle focus of the PTO and help is expected from all families on each project. The PTO projects include UK basketball ticket raffle, a "Mardi Gras Gala" with auction and other fund raising activities. Please make every effort to donate some of your time to one or more of these projects to greatly benefit your child's school.

Booster Club

The mission of the Booster Club is to promote extracurricular programs through fundraising, assisting coaches, obtaining facilities for games and practices, purchasing uniforms and encouraging high academic performance, good sportsmanship and Christian attitudes. Parent assistance is critical to the success of the Booster Club.

Extracurricular Activities

The following activities are available through SPPS:

Basketball Grades 5 to 8

Cheerleading Grades 5 to 8

Brownies Grades 1 to 3 Girl Scouts Grades 4 or age 9

Cub Scouts Grades 1 to 5

Math Counts Grades 6 to 8

Y-Club Grades 6 to 8

Academic Team Grades 4 to 8

Flag Football Grades 2-3, 4-5

Math Team Grades 6 to 8

Girls Volleyball, Grades 6 to 8

Track, Grades 5 to 8

Future Problem Solving Team, Grades 4-8

Standards for Eligibility for Extracurricular Activities

1. Student must maintain an overall "C" average during the grading period when the team begins its season. If the overall average at midterm is below "C" the student will be penalized with a two (2) week suspension from participation. At the end of the two-week period, grades will be re-evaluated. If at that time the overall average has been raised to a "C", the suspension will be lifted. If the average is still below a "C", the student will be suspended from participation for two (2) additional weeks. At the end of the second two-week suspension, grades will again be re-evaluated. If the overall average at that time is a "C" or better, the suspension will be lifted. If the average remains below a "C" the student will be removed from the team. Any student removed from a team in this manner will be eligible to participate in other extracurricular activities, when the overall grade average for a subsequent grading period or mid-term reaches the required overall "C" average.
2. Students who are absent from school may not participate in extra-curricular activities on that same day.
3. Habitual school absenteeism may result in ineligibility.
4. No student under suspension will be allowed to participate while suspended.
5. Classroom behavior deemed inappropriate by individual teachers may be grounds for ineligibility, after consultation with the principal.
6. In addition to the above standards, each teacher may have additional requirements for their respective classes/team.
7. The principal will make final judgments regarding enforcement of these standards. Grievance procedures as established by the SPPS handbook apply to these standards.

School Volunteers

A school volunteer is anyone who is willing to give time and talent to help as a member of the educational team. Parents, retirees, business and professional people, college students, young adults, high school students, grandparents and those who have a special talent or who can help as a resource person are encouraged to volunteer. Volunteers must submit a Criminal Records check to Kentucky State Police. This record will be kept on file in the principal's office. Volunteers must also attend Virtus Training, offered by the diocese, if they plan to work with children. This training is in place to provide a safe environment for children.

Volunteers will receive a copy of the Diocese of Lexington Statement of Policy and Procedure on Sexual Abuse. Volunteers must sign a form verifying that they have received and accept the policy. This form is kept on file in the principal's office.

Volunteers should discuss a student's progress or behavior with the supervising teacher only. All parental questions related to performance or behavior should be directed to the supervising teacher. It is not the responsibility of the volunteer to contact parents concerning student progress or behavior. Volunteers should not contribute to the questioning of school policies either in the presence of students or outside school.

Personal appearance of volunteers should reflect the Christian values taught by Jesus in the Gospel. In achieving this goal we must place much emphasis on the Christian values of modesty and neatness in apparel. Extreme fads or unusual forms of dress are distracting to the students, therefore, not suitable for the classroom atmosphere. We ask only that our volunteers dress appropriately for the occasion.

Each job is important, therefore, planning your time to fit the schedule to which you agree is essential. Please contact your supervising teacher in advance if you cannot keep your scheduled time.

For more information on volunteering, please contact the principal or any teacher.

Parent Mentoring Program

This program is to provide families new to SPPS a mentor to help them become familiar with all of the various activities of Saints Peter and Paul School. Each new family will be matched with a volunteer parent that is well established at SPPS. The volunteer parent will be available to answer questions and when possible, to meet at or accompany to PTO meetings, volunteer activities, opening school picnic, parties, etc. to introduce them and make sure that there is someone present that they know. Often new families hesitate to become involved in the various activities that are available to them simply because it is uncomfortable to go places where you don't know anyone. Our hope is that this mentoring program will help all new families feel at home.

Parent Authorizations

On the first day of school parents will be sent a form for each child to authorize Internet use, picture, or video use and confirming your understanding of the policies and procedures printed in this handbook. This authorization should be sent back to school the day after it is received.

Notice of Nondiscriminatory Policy as to Students

Diocesan policy states, "No person shall be refused admission to any church, school, or institution or membership in Catholic society or organization solely on the grounds of race or nationality. "In keeping with this policy, the schools under the auspices of the Diocese of Lexington do not discriminate on the basis of race, color, national or ethnic origin. Students of any race who meet the individual school's eligibility requirements are admitted to all the rights, privileges, programs and activities generally accorded to students at the school and that school does not discriminate on the basis of race in administration of its educational policies, admission policies, scholarships, and loan programs, and other school-administered programs.

