



Parent and Student Handbook

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Forward

This handbook has been prepared as a means of helping all to understand the policies at Sts. Peter and Paul School. The study of this handbook will provide a mutual understanding among parents, teachers, and students resulting in improved cooperation. Keep this handbook as your child progresses through Sts. Peter & Paul School. As policies change, revisions will be sent home. The school and the principal retain the right to amend the handbook for just cause and parents will be given prompt notification if changes are made. You are asked to sign the attachment in this handbook that states you agree to be governed by this handbook. The information contained in this handbook has been compiled July of 2018 and will stand until revised.

Parish Mission Statement

We, the family of Sts. Peter & Paul Parish, are a Catholic Community guided by the Holy Trinity. We will provide lasting opportunities for:

- The faithful worship of God
- A quality Catholic education
- Responsible stewardship
- Fellowship & Outreach

School Mission Statement

The community of Sts. Peter and Paul guides all students to live like Christ as they fulfill their academic, personal, and spiritual potential in a loving and caring atmosphere.

Philosophy

By teaching the good news of Jesus Christ, through word and action, we develop in the students, a Christian- based moral value system for decision making.

By using creative problem solving skills and group cooperation, daily interaction, and community involvement, we provide a strong foundation of social development and good citizenship.

By acknowledging that each student has individual capabilities of learning and succeeding, we vary our teaching techniques to assure his/her success, which will foster a positive self-image.

History

Sts. Peter & Paul School is located at 210 North Vine Street, in the heart of Haubstadt, Indiana which has a population of 1,529. Our student population is predominantly white and of German-American descent, which reflects the composition of our middle-class community. We currently have 106 students, representing 88 families.

In 1866 a one-story frame structure was built in Haubstadt where our present school now stands. Our school building has gone through many changes. Today's Bedford stone structure is air-conditioned and includes: 10 classrooms, office, cafeteria, kitchen, and Kinder Haus Preschool. Our ten classrooms include kindergarten through fifth grade plus a library, computer lab, fine arts room, and science lab. There is a total staff of 18, including teachers, aides, custodial, cafeteria, and office personnel. A special preschool program for 3 and 4 year olds has a staff of three. The preschool, Kinder Haus, is a program of Sts. Peter & Paul School.

Many of Haubstadt's residents were raised here and have remained here to raise their families. There is a great deal of pride in this community. That pride exhibits itself in many other facets of community life: work ethic, integrity, and support of children's activities. Nearly two-thirds of the community is registered as part of our Sts. Peter & Paul Parish.

Blue Ribbon

Sts. Peter & Paul School has been recognized by the Indiana Department of Education as a Blue Ribbon School of Excellence.

Accreditation

Sts. Peter & Paul School is accredited by the State of Indiana, Department of Education and AdvanceEd. The school is a member of the National Catholic Education Association and the Indiana Non-Public Education Association.

Goals

Sts. Peter and Paul School strives to follow the following guidelines in the development of each student:

1. The staff realizes that children think and learn in various ways and need a variety of options. This is done with each student or group of students through the assistance of the teacher.
2. The staff gives the students specific instruction on productive behavior. The overall mood of the school is supportive of both academic and personal growth.
3. Personal experiences in Christian living through liturgy, sacramental life, prayer and guidance are offered.
4. Good physical and mental habits are fostered and encouraged.

Organizations

Sts. Peter & Paul School Council - The Sts. Peter & Paul School Council meets monthly. Ex-officio, non-voting members include: the pastor and the principal. The pastor will vote in case of a tie.

The function of the Council includes policy-making, policy reviewing, and budget setting. The School Council, with assistance from the Principal, sets policies to meet the needs of the school, considering the school as a whole and as a faith community. All regular meetings are open to interested parties and take place on the second Monday of each month.

Sts. Peter & Paul PTO – The purpose of the PTO is to bring together parents of the children, to acquaint them more fully with the operation of the school, to support and assist with the work connected with the school program, and to develop a closer relationship between the parents and teachers.

Volunteers – All parents are invited to attend and take part in all PTO activities each year. Volunteer sheets are given to parents at the beginning of the school year in order to coordinate activities for the school year. Anyone can volunteer, including Grandparents! All volunteers are required to complete the Youth Protection training program.

KinderHaus Programs

KinderHaus offers a pre-school program for 3 and 4 year olds. The 4-year-old program is in session on Monday, Wednesday, and Friday from 8:00 to 11:00 am for the morning class and 12:15 to 3:15 pm

for the afternoon class. The 3-year-old program is in session on Tuesday and Thursday mornings from 8:00 to 11:00. Call school for more information.

In the event that there is a two hour delay, Kinder Haus will follow a 2 hour delay schedule which will be:

Morning Classes: 10:00-12:00

Afternoon Classes: 1:15-3:15

Parent's Role

We at Sts. Peter & Paul School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, morally and psychologically. Your choice of Sts. Peter & Paul involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into partnership with us at Sts. Peter & Paul, we trust you will be loyal to this commitment. During these formative years your child needs constant support from both parents and faculty. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the students need both understanding and discipline. At times your child may perceive discipline as restrictive. However, it is boundaries and limits that provide a young person with both guidance and security.

It is essential that a child takes responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects and any other assignments. This responsibility also extends to times of absence.

Together let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Communications to & from parent

Communication is vital. Teachers at each grade level will provide regular, two-way channels of communication between home and school. (Friday folders, Take-home folders, etc.)

Many problems can be avoided if lines of communication are followed. If a parent has a topic of concern, the parent should discuss the issue first with the teacher. Then and only then, if the issue is not resolved, the principal should be contacted. If at this time the issue is not resolved, the School Council and finally the pastor are the proper channels to follow. However, the request must be

submitted in writing as called for by the By-laws of the School Council. Most problems can be corrected in a positive manner if proper channels are followed and sufficient time is given to get to the root of all issues.

Christian Code of Conduct

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

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the School Board. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school as determined by the School Board. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

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

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

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.)

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

Sacramental Programs

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Sts. Peter & Paul School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts. Candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

ADMISSION INFORMATION

Nondiscrimination Policy

It is the policy of Sts. Peter & Paul School that students of any color, race, sex, creed, national and ethnic origin be admitted to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

Since Sts. Peter & Paul is a parish-supported school, non-catholic students are assessed a tuition fee. Please contact the school office regarding fees or registrations.

****Enrollment Policy**

Kindergarten through Grade 5 - The order of enrollment will be as follows:

- Active Sts. Peter and Paul Parishioner
- Catholic Non-Parishioner with siblings in school
- Catholic Non-Parishioner
- Non-Catholic, Non-Parishioner with siblings in school
- Non-Catholic, Non-Parishioner

An active parishioner/Catholic non-parishioner is one who:

- Attends Mass on Sundays & Holy Days
- Participates in Parish ministries, activities, & organizations through contribution of time & talent.
- Contributes to the financial support of the parish by tithing sacrificially (with a goal of 5-7% to the parish, 2-4% to other charities, & 1% to the diocese)

Our goal is to provide Catholic education to every active parishioner who wants their children to attend Sts. Peter and Paul School

Parishioners and Non-Parishioners are invited to submit completed applications to our school office beginning January 7, 2019. Any and all applications will be accepted and marked with the date and time received. Active parishioners will have priority in the application process until February 1, 2019. After February 1, applications will continue to be accepted until all classes are full.

Class Sizes

Classroom enrollment size will be examined each year based on a number of criteria, including, but not limited to: makeup of the class, special needs of individual students, financial status of the parish, space constraints, etc.

Once a classroom is determined to be at capacity, families will be added to a waiting list. Families on the waiting list will be notified by May 1st if space has become available.

Enrollment in the Kinder Haus Pre-School program does not automatically ensure enrollment in Sts. Peter and Paul Kindergarten. A new enrollment process is required.

Any exceptions to this policy may be made at the discretion of the principal and pastor.

Registration, Tuition, Fees

The application process, for new and current students begins in January of the enrolling year. Application forms are available in the school office.

At Sts. Peter and Paul Church, all parish families are encouraged to tithe on their annual income. This generous tithing has allowed us to be a tuition-free school to our parish families from the beginning of Sts. Peter and Paul School—150 years ago. Our hope and prayer is that we can continue this great tradition for many more years.

The total cost to educate one child for the fiscal year is approximately \$6,375. ALL parish families are asked to help support the education of our children. We encourage all families to give special consideration to their tithing opportunities to help keep this tradition alive.

Tithing gifts from parishioners may be made in the Sunday Collection or by signing up for an Electronic Funds Transfer through the Parish Office. Thank you for your generosity to our parish.

A book and supply fee is collected at registration in August. This amount is currently \$260 per student, in which \$60.00 per student will be collected each year at the time the student's application is submitted to the school office. Receipt of the \$60 does not guarantee acceptance, but only holds your child's place on the list for that grade. This fee is nonrefundable unless space in the appropriate grade is not available.

****TUITION RATES for the 2018-2019 School Year**

Non-Catholic & Non-Parishioners are charged tuition as follows:

The rate for the 2018-2019 School Year is:

- \$4,500 for one child
- \$5,500 for a family with two children
- \$6,000 for a family with 3 or more children attending Sts. Peter and Paul.

Catholic Non-Parishioners, who are active in their own parish, will be charged a deanery tuition rate:

The rate for the 2018-2019 School Year is:

- \$4,000 for one child
- \$4,300 for a family with two children
- \$4,500 for a family with 3 or more children attending Sts. Peter and Paul

Prior to enrollment, a tuition contract must be signed by all tuition-paying parents or guardians. Payments for tuition are to be made at the school office. Payment plans and amounts will be stated on the tuition contract form. **Fees are to be paid by the 10th of each month in order to avoid a \$20 late fee. This includes registration fees as well.**

ACADEMIC INFORMATION

Curriculum & testing

Sts. Peter & Paul School follows the curriculum guidelines established by the Catholic Office of Education, Diocese of Evansville, and the Indiana Department of Education. We offer opportunities for growth in:

- Religion
- Language Arts
- Mathematics
- Physical Education
- Social Studies
- Science
- Handwriting
- Fine Arts
- Computer Literacy

Progress/Evaluation

One Parent-Teacher Conference is held each year. Conference schedules will go through the Sycamore System. Parents are required to sign up for conference times.

Reports cards are issued 4 times a year. Midterms or progress reports are left to the discretion of each teacher. The only time these will definitely be sent home is when a student is failing a subject or having a problem that needs the parent's immediate attention.

Counselor

Access to counseling services is available through Catholic Charities (812-423-5466). The counselor is here once a week or as needed.

Academic Testing

ILEARN will be administered in grades 3, 4, and 5 as determined by the state. Students in Grade 3 also take the IREAD test.

Psychological Testing through South Gibson will be provided if needed.

Promotion/Retention Policy

Advancement to the next level in Sts. Peter & Paul School is based on a student's daily performance, test results, recommendations of teachers, and his/her ability to complete work successfully on a more advance level.

Promotion to the next grade level depends on successful completion of all subject areas. The administration may recommend the repetition of a level, tutoring, or summer school classes.

Retention will be decided upon after conference between parents and teacher.

If a child enters the next grade over the advice of the professional staff, parents will be required to sign a statement that they realize that the transfer is against the professional advice of the staff. The Permanent Record Card will then indicate TRANSFER to the next grade level.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or extracurricular activities until the grade has improved to a passing grade of D (70% or higher).

Library

The school has an amply stocked, current library maintained through the generosity of volunteer staff. Students are encouraged to use the library for curricular enrichment and pleasure reading. Students will have one scheduled library visit per week. Individual instructors make additional use. Borrowed books are to be returned on time and in good condition.

Homework

Formal homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted. Upon notification by a parent of a student's absence, arrangements can be made for homework pickup (see absences).

Students may receive a % deduction for late assignments turned in. After 3 days of an assignment being late, the student may receive a 0.

The Grading Scale that we follow is:

94-100	A
86-93	B
78-85	C
70-77	D
0-69	F

Academic Excellence

Students that receive an average of **93.0% and higher in the first, second, and third grading period** will receive a letter inviting them to participate in the Academic Excellence Program that is held each May at Gibson Southern High School.

Field Trips

Field trips are designed to correlate with teaching units and to achieve curricular goals. All grade levels do not always have the same number of field trips.

Field trips are privileges afforded to students: no student has an absolute right to a field trip.

Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

A written permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal permission cannot be accepted.

If your child fails to bring his/her permission slip home, you may call the school secretary for information needed to complete a form.

Students must ride to and from the location on the transportation provided by the school. At no time will they be allowed alternate transportation.

It is MANDATORY for all chaperones to have gone through Youth Protection Training. Training dates are given throughout the school year. Dates can also be found on the Evansville Diocesan website at www.evdio.org under Framework for Youth Protection.

Siblings are not permitted to attend field trips. Parents who wish to attend will be considered a chaperone and will be assigned to lead a group of school children.

Bus Regulations state that there is to not be more that 66 people carried on a school bus. All bus drivers and faculty will adhere to this policy.

GENERAL INFORMATION

School Hours

Grades K-5: 7:55 am to 3:15 pm. Students not in their classroom at 7:55 am are considered tardy. Parents are to make arrangements for their children to arrive at school on time and be picked up at dismissal time.

Arrival

No student should arrive before 7:30 am. We are not responsible for students before that time. Parents will enter from WEST STREET at the NORTHWEST entrance of the campus and drop off students at the NORTHWEST door of the Family Life Center. Please continue to exit through the parking lot exit between the church and parish center.

Busses will enter OAK STREET from the west. Students will enter through the NORTHEAST door and report to the Family Life Center. As always, please remember the safety guidelines around busses.

Anyone arriving after 7:55 must report to the office with a parent/guardian to sign in. The student will be marked tardy.

Dismissal

All parents who pick up students must come EAST on Church Street and enter onto Vine Street. Cars should fall into line beginning at the SOUTH door of the Parish Office. Teachers will direct traffic. Teachers will call students to cars. Once all cars are filled, teachers will dismiss cars. Cars are to dismiss by turning North or South onto West Street.

Bus riders will be dismissed out of the NORTHEAST SIDE of the school building. Busses will enter OAK STREET from the WEST as they do in the morning and students will exit the NORTHEAST door. Teachers will walk students to each bus.

Walkers and bike riders are dismissed after car riders and bus riders have left. Please inform the school at the beginning of the year how your child will be getting home. If a change is necessary on some days, please send a note to the teacher or call the office to inform us of the change.

All students are expected to be picked up by 3:20. Parents are asked to park and enter the school building to pick up their child if they are unable to arrive before 3:20.

Bicycles

Students may ride bicycles to school. Students must park bicycles in the bike rack in back of the school upon arrival. Bicycles are not to be ridden on the playground or on the driveway. Bike riders must walk bicycles off the school grounds during the afternoon dismissal or during any other time of heavy pedestrian traffic on the school sidewalks.

Early departure

Parents wishing to pick up a child from school before the regular dismissal time should send a note to school on the morning of the early dismissal. The time and reason for leaving should be included.

When possible, medical and dental appointments should be made outside of school hours. Parents should come to the school office to pick up or return their child and register in the office. Students will not be allowed to meet their ride outside the school building.

Transportation

For a safe ride to and from school, children should be reminded frequently about the rules for good behavior on the bus:

- Remain seated until the bus stops
- Keep the aisles clear
- Use quiet voices
- Follow the directions of the bus driver
- Enter and leave the bus in an orderly manner
- No live animals or glass containers are allowed on the bus.

Students are not allowed to ride a bus other than their assigned bus route, or get on or off at a different house unless notification is made to bus driver and teacher.

For regular pick-up and drop-offs at stops other than the student's home, notification must be made to the school office.

Behavior on School Buses

Safety for all students is extremely important. Sts. Peter and Paul students must follow these rules to ensure safety for all students during transportation to and from school. These same rules apply when students are transported by bus on field trips or class trips.

RULES:

1. Go to your seat immediately and allow other students to take a seat next to you (No saving seats)
2. Be seated and remain in your seat for the duration of the trip. If this is not followed, seat selection may be determined by the driver.
3. Do not have your arms or head outside the window at any time.
4. There will be no screaming, fighting, tripping, or abusive language on the school bus.
5. No food, gum, or liquid is to be consumed on the bus.
6. No electronic devices (radios, cell phones, recorders, etc) may be used while students are in transport

CONSEQUENCES:

First Offense:	Warning
Second Offense:	Off the bus for 3 days
Third Offense:	Off the bus for 1 week.
Fourth Offense:	Permanently dismissed

Attendance

Students should report to their homerooms by 7:55 A.M. Students who arrive to the classrooms after 7:55 A.M. will be counted as tardy. Upon receipt of the 15th tardy in a school year, a letter will be sent to the parent regarding excessive tardies. Upon the 18th tardy, the Associate Superintendent will be notified and an Attendance Truancy and Violation Notification Hearing will be held in accordance with Diocesan Policy.

Absence

If a student is not in attendance, a parent/guardian must call the school office by 9:00 A.M. each day the student is absent. Sts. Peter and Paul School will call to verify an absence if we have not heard from the parent/guardian by 9:00 A.M. Students must be fever free and non-contagious for 24 hours before returning to school.

If a student signs in after 10:00 A.M. or signs out on or before 1:00 P.M., the student will be considered absent for one-half day.

In the event of an absence due to illness, arrangements must be made with teachers regarding tests and homework. Homework should be picked up in the school office by the parent between 3:00 P.M. – 3:30 P.M., unless other arrangements have been made.

The school encourages parents to schedule appointments outside of school hours as much as possible. Students are responsible for all work missed due to appointments. The completed work is expected upon the return to school.

An excuse for a known future absence (appointment, vacation, etc.) should be written in advance and presented to the office, the homeroom teacher, and any other teacher whose class will be missed. Students must make arrangements with their teachers regarding tests, class work and homework.

Students who are absent from school are not permitted to attend school activities that afternoon or evening. Funeral attendance is an exception; other exceptions must be approved by the principal.

The parents must sign out students leaving school during the day (appointment, illness, etc.) at the office. If they return during the school day, they must sign back in at the office.

EXCUSED ABSENCES

Excused absences will be defined as absences the school regards as legitimate reasons for being out of school, as included in the diocesan/school policy. These absences could include but are not limited to the following:

- Illness or appointment verified by a note from a physician or other qualified professional
- Illness of three or fewer consecutive days reported/verified by communication from a parent/guardian

- Attendance at a family funeral
- Absences related to deployment and return for military connected families

UNEXCUSED ABSENCES

An unexcused absence is defined as any absence not covered under the diocesan's definition of excused or exempt absence.

VACATION POLICY

Sts. Peter and Paul School **STRONGLY** encourages parents to refrain from taking family vacations while school is in session. It is very difficult for a student to miss school and still keep up with studies. Exceptions to this policy must be cleared with the principal and a note is required from the parent or guardian. Your cooperation in this matter will be greatly appreciated. Absences due to vacations and out-of-town sporting events are considered **UNEXCUSED** according to state law.

If a child is absent for an extended period of time, the child must expect to have class work to make up within five days upon returning to school. Please do not expect the teacher to plan a week of work prior to the vacation. The teacher may be able to give some assignments in advance, but the student who chooses to be gone must realize that there will be work to make up. Missed tests must be made up at a time that meets the discretion of the individual teachers.

CHRONIC ABSENTEEISM

A student is considered to have **Chronic Absenteeism** when he/she has been absent from school for ten percent (10%) or more of a school year **for any reason**. A school year consists of 180 days, thus ten percent (10%) is 18 days of absences, regardless of whether they are excused or unexcused.

- When a student has reached 15 absences, for any reason, the parent/guardian will be notified.
- If the student reaches 18 absences, for any reason, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student who is considered to have Chronic Absenteeism and sustains any further illness, is required to provide a note from a physician or other qualified professional to verify the illness.
- The principal is required by Compulsory Attendance Law to report a child who is chronically absent from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

HABITUAL TRUANCY

A student is considered a **Habitual Truant** when he/she has been absent from school ten (10) days or more without being excused.

- When a student has reached 8 unexcused absences, the parent/guardian will be notified.
- If the student reaches 10 unexcused absences, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student who is considered to be a habitual truant may only miss additional days of school if the absence is excused.
- The principal is required by Compulsory Attendance Law to report a child who is habitually truant from school to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

CHRONIC TARDINESS

A student who has **Chronic Tardiness** is defined as being tardy, or late to school, for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of tardies, regardless of whether they are excused or unexcused.

- When a student has reached 15 tardies, the parent/guardian will be notified.
- If the student reaches 18 tardies, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- The principal will report a child who is chronically tardy from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System.

Visitors

For everyone's safety all visitors should report to the office. Forgotten lunches and assignments should be brought to the office where the secretary will see that the child receives them.

Parents should not call students to cars during recess time. If you must speak to a student, please get out of vehicle and go to the teacher on duty. We cannot always see who is in the vehicles and this could be a very dangerous situation. Please remember that visitors entering the building must report to the office. We will be able to help you faster. We do not like to interrupt a class if it is not necessary. Also, any student arriving late or leaving early must be accompanied by an adult and must register in the office. This is a safety measure.

Non-Custodial Parent

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order and rights for pick up.

Security

Our school's front door, hallways, and school grounds are equipped with a monitored security system. All parents and visitors should enter the front door. The office personnel will release the door lock upon recognition of the party seeking admission. All doors are locked at 7:55 am.

Weather

In case of weather or disaster emergencies the public media will advise what the school situation will be for that day. Please follow the media information for South Gibson School Corporation. If severe weather develops after the children have arrived at school and necessitates early dismissal, such dismissal will be announced by the public media (WRAY FM 98.1). School Messenger will also be activated. Please be aware that your children will be dismissed at the announced time and will be on their way home. Inform your child ahead of time what to do in such an emergency. Fire and disaster drills are conducted as required during the school year. The teachers and pupils are trained to know what must be done in the event of a particular type of drill or disaster. Students will remain indoors for recess if the temperature or windchill is at 32 degrees or below. If the students go outdoors for recess, then all students will go outdoors. Please be aware of the weather report before sending your children to school.

Health

The school does not have the daily services of a resident nurse. Immunization certificates will be required for all students entering school for the first time and those who transfer from other school districts to schools in this county.

Medical examinations are required prior to entering Kindergarten. Speech and vision screenings are conducted in Kindergarten.

Vision screening is conducted in Grades 1 and 3. Hearing is tested in Grades 1 and 4. Scoliosis screening is conducted in Grade 5.

The following guidelines will be followed when considering whether a student should remain at or return to school when experiencing health problems. Students recovering from pink eye (conjunctivitis) must be on medication for at least 24 hours before returning to school.

The child's parents will be contacted and will be asked to pick up their child when any of the following conditions exist:

- Temperature of 100 degrees or more. Students should be fever free for 24 hours before returning to school.
- A child with an unidentified rash
- Any inflamed eye condition. Parents will be advised to seek medical attention.
- All discharging ears until medically treated and evaluated.
- Head lice until clean of lice and nits.
- Skin disease such as scabies until medically treated and evaluated.
- An accident involving bodily fluids, parents will be asked to bring fresh clothes and take soiled clothes home. Then, the child will be able to remain at school.

Student Medication Policy

Sts. Peter & Paul School follows the South Gibson School policy for medication as described below:

- All prescription medication given in the schools must be brought to school in the original container. The prescription label on the original container will suffice for the physician's directions to the parent and/or school personnel dispensing the medication. The parent's written permission must also accompany the original labeled container and must include the time the medication is to be given by the secretary or principal.
- All non-prescription medication must be brought to school in its original container. A physician's and/or parents written instructions on how to administer the medication must be given to school personnel in order for them to administer the non-prescription medication. No medication in excess of the label's recommended dosage will be administered by school personnel. Sts. Peter and Paul assumes no liability for the proper administration of non-prescription medication as requested by the parent letter.
- Any medication brought to school without the physician's directions or parental permission will not be administered by the school personnel, and the parent or guardian will be notified. However, medication without the physician's directions or parent's permission may be given to the student by the parent or guardian provided they come to school and administer it themselves.

Any student caught taking medication in school will immediately be sent to the principal's office and a parent will be notified.

Any teacher or school personnel who knowingly allows a student to carry medication on his person or who allows a student to take medication without the physician's directions and parental permission will be held legally responsible.

In the event that a student has an illness that requires self-medication (asthma, for example), the student may possess the medication for timely use as long as written notification by the parents is made to the school office.

Non-prescription drugs or products – any drug or product purchased over the counter or without a prescription. Non-prescription drugs include:

- Cough drops (Ludens, Vicks, Throat Disc, Sucrets and Halls)
- Eye products (Visine, Murine, etc.)
- Topical products (Solarcaine, Caladryl, Calamine, Camphor, Neosporin Ointment, Blistex)
- Cough products (Robitussin, Vicks Formula 44)
- Analgesic/Pain killers (Tylenol, Bufferin, Excedrin, Anacin, Aspirin, Midol)

Prescription drugs – Those medicines or drugs obtained from a licensed pharmacist by means of a physician's prescription.

Student Dress Code

Shorts/Skorts -- Shorts and Skorts can only be worn for the first nine weeks of the school year and the last nine weeks of the school year. They must be Navy blue uniform only. No Cargo shorts or shorts with oversized pockets. They must have belt loops. They must be walking-short length (they must be longer than the finger tips. Exceptions will not be made. Parents will be called to bring in a suitable pair or students will be given a dress code pair if it is available); no jean shorts.

Pants - Navy blue uniform style slacks. No brand names visible, no extra pockets or loops, no outside stitching.

Shirts - Solid color polo style shirt with buttons, sleeves (short or long) and collar. Shirts may have the school logo on them or they may be plain. Solid color basic oxford dress shirt. Solid color long-sleeved turtleneck shirt (for winter).

Sweatshirts/Sweaters - Solid color sweatshirt; solid color sweater (v-neck, pull-over, sweater vest, or cardigan) - A shirt with collar must be worn under a sweater or sweatshirt. Girls Uniform Sweaters with hood will be allowed. Sweatshirts may have the school logo on them or they may be plain. Regular sweatshirt Hoodies may not be worn in the classroom but may be worn outside for recess only. T-shirts worn underneath clothing must be white. All shirts and blouses must be tucked in.

Belts - PLAIN, black, brown, or navy blue solid color belts must be worn by both boys & girls. No decorative buckles or cut-outs.

Socks - PLAIN, solid color (white, navy or black) socks are required. No symbols or logos are allowed.

Shoes -- Due to Recess and PE, it is important for all students to have acceptable shoes.

ACCEPTABLE SHOES INCLUDE:

Sneakers (Tied or Velcro) Mary Janes for girls

UNACCEPTABLE SHOES INCLUDE: **These rules apply to FREE DRESS days as well**

Sandals Heelies
Clogs Flip-Flops

Cross Boots of any kind
Platforms Shoes with Glitter or lights

Accessories - No necklaces (with the exception of a religious medal or cross) may be worn. No make-up (including face glitter) is to be worn. A plain-faced watch may be worn. No bracelets or other types of pins/trinkets are permissible. Girls may wear small, studded earrings but no dangling earrings. **Hair Accessories must be small and understated and not distracting to the learning environment.** Boys may wear no jewelry associated with body piercing. Rubberband bracelets may be worn on FREE DRESS days. Only ONE per neck or wrist.

Girls - (in addition to above) Navy blue pleated skirt or skort (walking-short length). Navy blue pleated jumpers. If wearing a skirt or jumper, the girls may wear plain white or navy blue knee socks or plain white or navy blue tights or plain navy leggings (no lace, no designs) Girls must also wear shorts under their skirt or jumper. Capri pants are not permitted except on Free Dress Day.

Free Dress – The first Thursday of each month will be considered Free Dress Day. Dress is to be Catholic School appropriate. Sloppy clothes, styles that do not adequately cover the body or have advertising on the seat of the pants are never appropriate attire. Free Dress does NOT include the following: mini-skirts, short shorts, arm gloves, tops with bare midriffs, tank tops, sundresses, net shirts, and torn frayed jeans. Leggings are permitted but must be worn with an appropriate length top that must be longer than the finger tip. Accessories worn on Free Dress Days must also follow the Accessories guidelines for regular dress days. (see Accessories above in the Handbook)

T-Shirt Tuesday - T-shirt Tuesday will be every Tuesday. Any T-shirt with the Sts. Peter and Paul name can be worn, including Sts. Peter and Paul Hoodies. These shirts must be worn with a uniform pant, skirt, or short. All Dress Code rules apply with the exception of the shirt style.

The first time an infraction is noticed your child will receive a verbal reminder. A note will be sent home for a repeat infraction and age-appropriate discipline will be administered by the classroom teacher.

All uniform and free dress regulations and guidelines are subject to the discretion of the principal

Discipline Policy

All behaviors are to be based on and exemplify respect. All students are expected to abide by the rules of appropriate behavior. If a student chooses not to follow the rules, he/she will receive a punishment appropriate to his/her age group. All generally accepted forms of discipline can be expected, namely oral reprimands, deprivation of pupil privileges, written assignments, detentions, parental consultation, suspension and in extreme cases expulsion. (Suspension and expulsion will be made in accordance with due process procedures).

It is the responsibility of the parents not only to be aware of the discipline policy, but to encourage children to conform to acceptable behavior patterns.

Because we want to teach our children to be thoughtful and sensitive to all, we will not allow party invitations to be passed out here at school if not all children in the class or all girls or all boys in the class are not invited to attend. No gifts are to be exchanged at school for Christmas, Valentine's Day, birthdays, etc. except according to the directives of the teacher and principal.

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

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, iPods, iPads, laser lights, palm pilots, CD's, Game Boys, or anything that will detract from a learning situation are not allowed at school at any time.

We must encourage the proper care of books. If a book is damaged, there will be a fine or if it is irreparable the cost of the book will be charged.

Rules of appropriate behavior must be adhered to during all functions held on school property or during school-sponsored events.

During events held during non-school hours (PTO, Dinners, etc.) the parents are responsible for the appropriate behavior, safety, and health of all children on premises.

A Detention will be issued based on the number of violations obtained. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

Parent will be notified of a violation via email or note sent home.

Types of Violations

A violation/detention is the school's way of communicating to parents that their child has behaved inappropriately. The principal, teacher or any member of the staff may write a violation or detention to any student during school or a school related function. Parents will be responsible in monitoring this. The violation and detention is based upon a point system. A detention can be issued immediately without six points accumulated. Detentions will be served from 3:15-4:00 on the assigned day. If a student doesn't report for detention on the assigned date without notifying the principal/principal designee and receiving an extension, the detention time will be doubled. All students must notify the principal/principal designee at the beginning of the school day if they cannot stay for the assigned detention. Detention has priority over all other events; any student who fails to stay for detention other than illness will have the detention doubled. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion. The following are the violations:

Violation Type Points

Warning	0 points
Disruptive Behavior	1 point
Dress Code	1 point
Excessive Talking	1 point
Failure to follow class rules	1 point
Failure to return library books	1 point
Gum or Candy	1 point
Unprepared for class/missing homework	1 point
Running in the hallway	1 point
(Each one point violation will also equal 5 minutes of walking at recess)	
Being dishonest	2 points
Defacing school property	2 points
Disrespect to a student	2 points

Disrespect to an adult 2 points
Physical Contact 2 points
Throwing objects 2 points
(Each two point violation will also equal 10 minutes of walking at recess)

Disrespect during prayer/liturgy 3 points
Failure to follow Christian Code of Conduct 3 points
Inappropriate gestures 3 points
Inappropriate language 3 points
Stealing 3 points
Cheating 3 points
(Each three point violation will also equal 15 minutes of walking at recess)

Damaging or destroying school property 6 points
Fighting 6 points
(Each six point violation will also equal a loss of recess)

DETENTION: Six points in violations have been accumulated
LOSS OF NEXT FREE DRESS: 3 points of violations have been accumulated

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face age appropriate discipline measures determined by the teacher.

Suspension/Expulsion

In the event of disciplinary issues that have not been corrected through procedures, the school reserves the right to suspend and/or expel a student to maintain the environment expected at Sts. Peter & Paul School.

Harassment/Bullying/Cyberbullying

Sts. Peter & Paul School provides a safe environment for all individuals. Bullying is an intentional act of aggression causing embarrassment, pain, or discomfort to another person. It is a consistent pattern of disrespect of one or more students by another. It is an abuse of power which can take many forms; physical (hitting, kicking, shoving, spitting); verbal (taunting, teasing, degrading social or sexual comments, rumor spreading); non-verbal (threatening gestures, exclusion, Internet, text messaging via cell phones, Instant Message). Bullying may constitute grounds for detention, suspension, or expulsion.

Our school embraces the following as school rules against bullying:

- We will not bully others
- We will help students who are bullied
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

Blogs

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

Electronic Devices

Bringing electronics to school such as Cell phones, iPods, MP3 Players, CD players, headsets, and electronic games is strongly discouraged unless they are needed for a classroom activity. They are never to be used during the school day, including Before and After School Care, without permission. Cell phones and other electronics must be kept in lockers and/or backpacks and be turned off until after 3:15 p.m. Students caught with such devices will turn them in to the principal. The principal will then notify the parents that the device(s) will not be returned until the parent(s) pick them up.

Drugs/Alcohol

Students who possess drugs and/or alcohol at school or at any school function, face disciplinary action up to and including suspension and/or expulsion.

Child Abuse

Every diocese must identify, train, and certify all adults who are in ministry to youth with an approved youth protection program. The Diocese of Evansville has in place a policy that requires that any allegation of child abuse must be reported to civil authorities. If an allegation involves the sexual abuse of a minor by diocesan personnel, the bishop's office must also be informed. The Catholic Diocese of Evansville is not only obligated to comply with state law in its mandates to report child abuse but is committed to do so as a matter of social justice.

AIDS Policy

Persons employed by or served by the Catholic Diocese of Evansville who have been diagnosed with an HIV infection including Acquired Immunity Deficiency Syndrome (AIDS) shall not be discriminated against because of their illness.

Such persons shall be received with the same care and compassion as any other person with a catastrophic condition. Adjustments in the working conditions or in the delivery of services, if required, shall be based on sound medical information and shall be established for the welfare of all, including the infected persons.

School Property

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

Lunch Program

Sts. Peter and Paul Catholic School serves lunches each day in the school cafeteria based on the nutritional values set by the United States Department of Agriculture. We operate by the National School Lunch Program and are governed by the rules and regulations of the Indiana Department of

Education and the USDA. Under the current guidelines for the National School Lunch Program, school lunches must include a choice of fat free flavored or low fat unflavored milk, fruits and vegetables, 51% whole grains and proteins. In addition, weekly vegetable servings must be offered to include dark green or leafy (broccoli, kale, spinach, romaine), red/orange (carrots, sweet potatoes, tomatoes), beans/legumes (edamame, baked beans, refried beans, hummus), starchy (corn, peas, potatoes) and other (green beans, cauliflower, cucumbers). Students are “offered” a lunch choice of a meat/meat alternate, grain, fruit, vegetable and milk. Of the five food components offered, a student may select all five but must choose at least three components for their tray. One of the components “must” be a ½ cup of fruit or ½ cup of vegetables. Some of the choices may count as two food groups such as pizza, hamburger or chef salad. To give the students more fruit and vegetable choices, we offer a hot vegetable, a selection of fresh veggies/dip and two fruit choices, including fresh fruit. In addition, we also offer free unlimited water to all students. The lunch menu is sent home monthly and posted on Sycamore, but is subject to change. Parents should not bring lunches from carryout restaurants. Parents are welcome to eat lunch with their son/daughter. Please notify the school by 9:00 am to make a reservation (768-6775)

Parents must provide a sack lunch for any child arriving after 10:00 am unless school is notified at beginning of day.

Hot lunches are served each school day in the cafeteria. **The cost of each student lunch is \$2.45/student. A guest/child guest lunch will cost \$3.45.** Extra Entrees can be purchased for an additional \$1.50. Payment for lunches may be made by the week or month. We ask that the money be sent in an envelope at the beginning of the week/month with the following information on the outside:

Student Name(s) & Grade(s)

\$ amount enclosed _____

\$ amount enclosed for snacks _____

Students who go home for lunch are required to have a written permission slip on file in the office.

Updates are sent home occasionally indicating how many milk/snack tickets that children owe for or have extras.

Reduced or free lunches are available through the School Nutrition Program for those who qualify. Applications are sent home at the beginning of the school year and are also available in the school office or on Sycamore. Families are encouraged to apply anytime during the year. The Federal Program pays for these lunches and does not come from school or cafeteria funds, so please use this program if you think you may qualify.

To help with costs, we rely on sales from meals and government reimbursements for each meal purchase, as well as the sale of ala carte items. Our a la carte pricing is comparable to restaurant and vending machine prices to comply with the federal guidelines. The cafeteria operates as a self-supporting business and does not receive funds from the school. Therefore, it is important that students have money in their accounts to make their purchases. The USDA requires all cafeterias to set a meal charging policy and to adhere to those guidelines. Students with a negative balance over 30 days old and/or any account with a negative balance over \$50 will not be allowed to purchase a la carte items and will be served an alternate lunch until the account is replenished with funds. When the school year ends in May, all lunch accounts with a negative balance of any amount must be paid in full by June 1, in order to complete our year-end processing. All accounts that remain negative will be charged a \$10 past due fee. The custodial parent will be the responsible party for making the lunch account payments. Weekly emails are sent to notify you of the account balance.

If you have any questions or concerns, please feel free to contact Kathleen Ziliak at stppcafeteria@evdio.org.

The USDA and this Institution are an equal opportunity provider and employer.

Snack Program

A snack is offered to each student everyday. Snacks are optional. Due to the rising cost of food, milk and some of these items will cost **50 cents** while higher priced items will cost **75 cents**. Parents may send in money for snacks periodically and balances will be sent out at least once per 9 week period.

*** If the Lunch/Snack balance falls below \$50 and is not paid within 5 days of being notified, then students will not be allowed to have a snack until it is paid. Different arrangements can be made by contacting the principal.**

Birthday Policy

With the new federal guidelines, Birthday Treats will NOT BE ALLOWED. We will celebrate student's birthdays in the following ways:

1. Students will be allowed to get a birthday prize from the office
2. Students will receive a free dress to wear on a day during the month of their birthday
3. Students will have the opportunity to sit with other birthday month students during a Birthday Lunch.
4. Students will be recognized on the morning news

Please note: If snacks are brought in, the teacher will NOT be able to pass them out to the class.

Classroom Celebrations

Students will receive 1 classroom celebration at Christmas and will also participate in an all-school celebration at Easter. Room moms will be in charge of the Celebrations and will adhere to the Smart Snack Policy.

Athletics

Sts. Peter and Paul School will offer students various sports programs. Programs offered will be:

- Boys 4th and 5th Grade Basketball
- Girls 4th and 5th Grade Cheerleading
- Girls 4th and 5th Grade Basketball
- Boys 3rd Grade Basketball

Sts. Peter and Paul will have their own team and will combine with Holy Cross School if numbers are low.

Lockers

Each student is assigned a locker in which to store clothing and supplies. The school reserves the right to inspect lockers at any time.

Office Records

Parent/Guardians are requested to notify the school office in writing of any change of home telephone numbers and/or addresses, business telephone numbers, and telephone numbers of emergency contacts so that office records may be accurate, complete, and up-to-date.

Telephone

Each classroom at Sts. Peter & Paul is equipped with a telephone. Students may use the phone with permission of the teacher in emergency situations only or at the discretion of the teacher.

Wellness Policy

In the interest of promoting healthier habits in students, the U.S. Department of Agriculture recently verified that all school, including private school, which participate in the National School Lunch Act or the child Nutrition Act, must develop a School wellness Plan and evaluate and update each school year. Each school in the Diocese of Evansville will engage students, parents, teachers, food service staff, and health professionals in developing, implementing, monitoring, and reviewing school nutrition and physical education policies. To achieve these goals, schools will form wellness committees, set campus nutrition guidelines, and determine nutrition education and physical activity opportunities. Copies of the plan can be found in the school office and on our school website at www.stspps.school.com

School Messenger

School Messenger is used to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders

Student Directory

A school directory of each family may be found through the Sycamore System

Before and After Care

Sts. Peter and Paul School has a Before and After Care Program that is open every day and even on 2 hour delays! This program will be offered to Sts. Peter and Paul PreK-Grade 5 students as well as Middle School siblings. This is a great program that can be used daily OR on an as-needed basis!

Before Care 6:30-8:00 am daily \$3.00/child

FOR PRE-K 7:30-8:00 am daily \$3.00/child

6:30-8:00 am daily \$4.00/child

Before Care for 2 Hour Delays

6:30-9:30 am \$6.00/child

After Care 3:00-5:30 pm \$6.00/child

Before and After 6:30-8 & 3-5:30 \$8.00/child

Activities will include: Homework Help, Enrichment, Snack, and Daily Activities.

This service can help you out during special circumstances such as school delays for weather, working late at your job, and any unforeseen appointments.

*** If the balance falls below \$50 and is not paid within 5 days of being notified, then students will not be allowed to participate in the daycare program until it is paid. Different arrangements can be made by contacting the principal.**

The principal reserves the right to dismiss any student from the Before and After Care program.

Outside Sales

Students who wish to sell items that are outside of school fundraising must get approval from the Principal before doing so.

Sycamore

Sts. Peter and Paul School uses Sycamore Education System. This allows families to check lunch and daycare balances, grades, newsletters, and more.

Sycamoreeducation.com

Log on – 2286

Code –

Password –

To Check Lunch Balance

My Accounting

Cafeteria/childcare

Account

To check grades/library book

Click on child's picture

Grades tab on top

Library tab on side

To Update Information

My family

Update medical information

To check School Calendar

Click on School

Calendar

To check School Menu

School

Info Center

Cafeteria

Seclusion and Restraint Policy

Sts. Peter and Paul School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Make Up Days/eLearning

Sts. Peter and Paul will follow the school calendar of South Gibson School Corporation. In regards to make up days, Sts. Peter and Paul School may use the option of eLearning or Virtual Learning days.