



## 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 & Paul Catholic 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 shared. Sts. Peter & Paul School reserves the right to amend this handbook. Parents will be given prompt notification if changes are made. Any issue not covered in this Parent/Student Handbook will be addressed on an individual basis. You are asked to sign the Parent/Student handbook agreement that states you agree to be governed by this handbook. The information contained in this handbook has been compiled as of July 2023 and will stand until revised.

## Sts. Peter & Paul Catholic School Overview

### 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 Catholic School is located at 210 North Vine Street, in the heart of Haubstadt, Indiana which has a population of ~1,700. Our student population is predominantly white and of German American descent, which reflects the composition of our middle-class community. We currently have 185 students, representing 120 families.

## History

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: classrooms, offices, cafeteria, kitchen, and Kinder Haus Preschool. Our classrooms include kindergarten through fifth grade plus a mobile computer lab, a science lab, and a library space. There is a total staff of 32, including teachers, aides, custodial, cafeteria, and office personnel. The preschool, Kinder Haus, a program of Sts. Peter & Paul School, is for 3- and 4-year-olds and has a staff of four.

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.

## 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.

## Blue Ribbon School

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

## 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.

## School Organizations

**Sts. Peter & Paul School Council:** The Sts. Peter & Paul School Council meets bi-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 policymaking, 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 to coordinate activities for the school year. Anyone can volunteer, including grandparents. All volunteers are required to complete a background check and safe environment training through the CMG Connect program. Contact the school secretary for information about Safe Environment training.

## 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 a 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 can become.

## 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.

## ADMISSIONS

### 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.

### Enrollment Policy

For 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 contributes to the life of the parish through:

- Prayer: We are called to participate in the Mass on Sundays and Holy Days of Obligation. An active parishioner attends Mass regularly.
- Giving: We are called to assist with the financial needs of the Church. An active parishioner contributes financially to the parish according to one's means. While your support, of any size, is greatly appreciated, as Catholics, we are called to sacrificial giving.
- Serves: We are called to share our God-given gifts and talents with one another. An active parishioner contributes to parish life by volunteering time and/or services and talents, assisting with activities, and/or sitting on parish committees. Parishioner involvement is essential in helping our parish thrive, and we ask that each parishioner discern how he/she can best share gifts and talents with the parish.

Our goal is to provide a quality Catholic education to 100% of our parishioners and any non-parishioners who want their children to attend Sts. Peter & Paul School.

Parishioners and non-parishioners are invited to submit completed applications to our school office beginning January 6, 2025. 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, 2025. After February 1, applications will continue to be accepted until all classes are full.

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 1 if space has become available.

Enrollment in the Kinder Haus Preschool program does not automatically ensure enrollment in Sts. Peter and Paul's kindergarten class. 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.

The total cost to educate one child for the fiscal year is approximately \$8,000. School tuition does not cover the full cost of educating a student, and Sts. Peter & Paul Parish subsidizes the amount not covered by tuition and fees. We encourage you to prayerfully consider how you can best support our parish through prayer, giving and service. By tithing and volunteering, your response to Sts. Peter & Paul's stewardship appeals help provide a sustainable funding model for our parish and school. With your support, Sts. Peter & Paul will continue its ability to help every staff member, student and family live like Christ.

### Book & Supply Fee

A book and supply fee is collected at registration in August. This amount is currently \$275 per student.

### Tuition Rates

2024-2025 Parishioner Tuition Rate: \$5,500

2024-2025 Non-Catholic & Non-Parishioner Tuition Rate: \$6,000

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 10<sup>th</sup> of each month to avoid a \$20 late fee. This includes registration fees as well.

### Withdrawal of Students

Parents withdrawing their child/children from Sts. Peter & Paul Catholic School must notify the school office by completing the Withdrawal from School Form.



## ACADEMICS

### 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

Parent-teacher conferences are held at the discretion of the teacher or parents. The teacher or parents can request a conference at any time to help address the needs of a student.

Report 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.

### Academic Testing

Sts. Peter & Paul School participates in Indiana state summative assessments, as well as the Ark Test (Assessment of Religious Knowledge). ILEARN will be administered in grades 3, 4, and 5 as determined by the state. Students in Grade 2 and 3 also take the IREAD test.

Psychological Testing through South Gibson will be provided if needed.

### Promotion/Retention Policy

Advancement to the next grade 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 advanced 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 the conference between parents and teacher.

If a child enters the next grade level against 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 visit the library bi-weekly. 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.

## Grading Scale

Sts. Peter & Paul Catholic School Grading Scale is as follows:

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

## Distinguished Scholar Award

Students that receive a GPA of 3.75 or higher in the first, second, and third grading periods will receive the Distinguished Scholar Award. This award is given to students in grades first through fifth graders who meet this criteria. Students who obtain this level of achievement will receive a letter notifying them of their award and a medal.

## Counselor

Sts. Peter & Paul partners with Youth First to provide a school social worker in our school. Contact Mrs. Howington for more information about the services provided by our Youth First social worker.

## Kinder Haus Preschool

Sts. Peter & Paul's Kinder Haus offers a preschool program for 3- and 4-year-olds. The 4-year-old program is in session on Monday, Wednesday, and Friday from 8:00 a.m. to 11:00 a.m. for the morning class and 12:15 p.m. to 3:15 p.m. for the afternoon class. The 3-year-old program is in session on Tuesday and Thursday mornings from 8:00 a.m. to 11:00 a.m.

In the event that there is a two-hour delay, Kinder Haus' 2-hour delay schedule is as follows:

Morning Classes: 10:00 a.m. - Noon

Afternoon Classes: 1:15 p.m. - 3:15 p.m.

## 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 Safe Environment Training, an online program. Training information will be shared at the start of the school year, or contact the school secretary for additional information. More information about the Safe Environment program can also be found on the Evansville Diocesan website at [www.evdio.org](http://www.evdio.org) under *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 than 66 people carried on a school bus. All bus drivers and faculty will adhere to this policy.

All

## 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 First 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 First Eucharist are only conferred to students baptized in the Roman Catholic tradition.

## ATTENDANCE

### School Hours

Grades K-5: 7:55 a.m. to 3:15 p.m.

Students should report to their homerooms by 7:55 a.m. Students not in their classroom at 7:55 a.m. are considered tardy. Students who leave before 3:15 p.m. will be issued an afternoon tardy. Parents are to make arrangements for their children to arrive at school on time and be picked up at dismissal time. The school office hours are 7:30 a.m. to 3:45 p.m.

### Make Up Days/Virtual Learning Days

Sts. Peter and Paul will follow the school calendar of South Gibson School Corporation. Regarding make up days, Sts. Peter and Paul School will make up days virtually if needed.

### Absences

If a student is not in attendance, a parent/guardian must contact the school office by 9:00 a.m. each day the student is absent. If your child will be absent or tardy on a given day, the preferred method of communicating the absence or tardy is by sending one email to the principal, secretary, and the student's homeroom teacher. This ensures that all parties involved in attendance recording know of the absence or tardy.

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 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.

### 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 attend 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 attend 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 attend 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.

## 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 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 teacher.

## TRANSPORTATION

### Arrival

No student should arrive before 7:30 a.m. We are not responsible for students before this time. Parents will enter from West Street at the northwest entrance of the campus and drop off students at door number 4, the northwest door of the Family Life Center. Please continue to exit through the parking lot exit between the church and parish center.

Buses will enter Oak Street from the west. Students will enter through door number 5, the northeast door and report to the Family Life Center. As always, please remember the safety guidelines around buses.

Anyone arriving after 7:55 a.m. 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 west end of the Parish Center. Teachers will direct traffic. Teachers will call students to cars. Once all cars are filled, teachers will dismiss cars. Cars are to be dismissed by turning north or south on West Street.

Bus riders will be dismissed out of the northeast side of the school building. Buses will enter Oak Street as they do in the morning and students will exit door number 5. 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 p.m. Parents are asked to park and enter the school building to pick up their child if they are unable to arrive before 3:20 p.m.

### Before Care + After Care

Sts. Peter and Paul School has a Before + After Care Program that is open every day, including two-hour delays. This program is offered to Sts. Peter and Paul PreK-Grade 5 students as well as middle school siblings. This program can be used daily or on an as-needed basis. This program can assist you during special circumstances such as school delays, working late, and/or any unforeseen appointments.

Examples of Daily Activities: snack, homework help, individual & group activities, and games

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

### Before Care + After Care Times and Rates:

Before Care	6:30 a.m. – 8:00 a.m.	\$3.00/child per day
Preschool Before Care	6:30 a.m. – 8:00 a.m.	\$4.00/child per day
Preschool Before Care	7:30 a.m. – 8:00 a.m.	\$3.00/child per day
Before Care 2-Hour Delay	6:30 a.m. – 9:30 a.m.	\$6.00/child per day
After Care	3:00 p.m. – 5:30 p.m.	\$6.00/child per day
Before Care + After Care	6:30 a.m. – 8:00 a.m. 3:00 p.m. – 5:30 p.m.	\$8.00/child per day

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

### Bicycles

Students may ride bicycles to school. Arrangements should be made with school administration regarding where to park a bike upon arrival to school. 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.

### School Buses

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 the 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.
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

## COMMUNICATION

Communication is vital. Teachers at each grade level will provide regular, two-way channels of communication between home and school. Many problems can be avoided if lines of communication are followed. If a parent has a concern, the parent should discuss the issue first with the teacher. 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 school council by-laws. 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.

### Office Records

Parents/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 and complete.

## Student Records

Sts. Peter & Paul Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Student records will be kept and maintained in compliance with The Family Educational Rights and Privacy Act of 1974 (P.L. 93 380), as amended. Schools, as custodians of their students' official school records, shall allow parents or legal guardians to inspect their child's records upon written request.

## PowerSchool

Sts. Peter and Paul School uses PowerSchool and Titan. This allows families to check lunch balances, grades, newsletters, and more.

## 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.

## 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 to communicate general announcements or reminders.

# DISCIPLINE

## 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, e-cigarettes, radios, toys, trading cards, pagers, cell phones, iPods, iPads, laser lights, palm pilots, CD's, gaming systems, 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.

### 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 for monitoring this. If a student chooses to not follow school rules, he or she will receive a violation and parents will be notified via email. The violation/detention is based upon a point system. Accumulating six (6) points warrants a detention. A detention can be issued immediately without six points accumulated. A detention will be issued based on the number of violations obtained. Parents are notified when the detention is expected to be served. The day, date, and time of the detention are at the discretion of the principal who monitors the detention.

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. Detention has priority over all other events; any student who fails to report 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.

### Cheating

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

### 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.

### 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.

### Search Policy

The school reserves the right to search anything brought on school property. This includes backpacks, book bags, cell phones, and other electronic devices.

### Smoking and Vaping

Smoking and vaping of any type is not allowed on campus.

### 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.

Notwithstanding more specific school rules, the following are examples of student conduct which is unacceptable wherever it appears. Such behavior may constitute grounds for expulsion of a student from schools:

1. Using violence, force, noise, coercion, threats, intimidation, or other comparable conduct and thereby interfering with school purposes
2. Damaging or stealing school property
3. Damaging or stealing the property of another
4. Threatening or intimidating any student
5. Doing harm to a fellow student
6. Threatening or doing physical harm to a school employee
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind
8. Knowingly possessing, handling, or transmitting any object that might be considered a weapon
9. Engaging in any unlawful activity that interferes with the school process
10. Insubordinate conduct
11. Violation of school attendance policies
12. Sexual harassment

The above mentioned applies to conduct both in and out of school.

### Violation Type and Points:

Violation Type	Points
Warning	0
Disruptive Behavior	1
Dress Code	1
Excessive Talking	1
Failure to Follow Class Rules	1
Failure to Return Library Books	1
Gum or Candy	1
Unprepared for class	1
Missing Homework	1
Running in the Hallway	1
Being Dishonest	2
Defacing School Property	2
Disrespect to a student	2
Disrespect to an adult	2
Physical Contact	2
Throwing Objects	2
Disrespect during prayer/liturgy	3
Failure to follow Christian Code of Conduct	3
Inappropriate Gestures	3
Inappropriate Language	3
Stealing	3
Cheating	3
Damaging or Destroying School Property	6
Fighting	6

- Loss of Next Free Dress: When 3 points of violations have been accumulated.
- Detention: When 6 points have been accumulated.
- Students may lose minutes of recess before violations are issued as a warning.

### Crisis/Confrontation Policy

The safety and well-being of every student, the school staff and the educational and disciplinary environment of our schools are of paramount importance. School authorities, therefore, must often make judgments which are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either has occurred, is underway or may occur absent intervention:

1. A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
2. A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may or would present a risk of physical harm to any person or persons, whether or not on school property;
3. A student has voluntarily participated in or assisted in any conduct which, although not itself illegal, encourages, invites or entices, by word or example, any other person to engage in conduct in violation of the law or in violation of the Code of Christian Conduct;
4. A student has knowingly possessed, used, transmitted or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function;
5. A student knowingly possesses handles, conceals, or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
6. A student knows, but fails to disclose to school authorities, that another student either:
  - a. has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
  - b. has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents or guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public.

The failure or refusal of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student.

## STUDENT DRESS CODE

The purpose of the school uniform is to promote neatness, discipline, a sense of school identity, and to provide an atmosphere of learning that is free from emphasis on clothing. The enforcement of the dress code is a joint responsibility of parents, students, teachers, and administrators. Parents must see that children leave the house properly attired. Teachers and the administrator must see that students follow the uniform policy. Failure to follow the uniform policy will result in violations and detentions. On certain occasions, the student will not be permitted to attend class until the dress code infraction is corrected. Since this handbook cannot make provisions for the continual changing of fads in dress, the school administration reserves the right to decide what is acceptable and appropriate.

### General Dress Code Rules:

1. Hair should be kept clean and properly styled.
2. Boys' hair may not touch the collar in the back, should not be over the eyes, and should not be below the ears on the side.
3. Hairstyles bordering on the extreme (multiple colors, braids, beads, shaved, mohawk, etc.) will not be permitted. Administration reserves the right to determine what is extreme.
4. Solid color means all one color on the entire item. No contrasting color or stripes on body, sleeves, or collar.
5. All parts of the uniform are to be neat, clean, and fit appropriately.
6. Neither coats nor non-dress code sweatshirts are to be worn in the classroom.
7. Label all clothing with the child's name.
8. A plain t-shirt may be worn under polos or turtlenecks.
9. The dress code is to be followed at all times during the school day.

**Make-Up/Jewelry/Hair Accessories:** No make-up is allowed. Girls are allowed to wear fingernail polish, but it must not be distracting. Girls' jewelry is limited to appropriate small, pierced earrings (post type, no dangling earrings or hoops) in lower ear, religious necklaces and watches. Boys' jewelry is limited to religious necklaces and watches. No earrings for boys. Hair accessories must be small, understated, and not distracting to the learning environment. No brand names or logos will be allowed on the hair accessory. Smart watches and exercise trackers, such as Fitbits, will be at the discretion of the classroom teacher.

**Pants and Shorts:** Navy blue uniform style slacks. No extra pockets or loops. No jeans, corduroy or sports pants with pockets on the outside may be worn. Pants must have belt loops and a belt must be worn at all times. No cargo, carpenter, jegging/legging material, or low-cut pants are allowed. Shorts should be an appropriate length and a final decision is at the principal's discretion. Very short shorts are not appropriate and will not be acceptable.

**Shirts/Blouses:** Solid color polo style shirt. Polos may be either long or short sleeved and be made of appropriate fabric. Only the top button of the buttoned shirt may be unbuttoned. Shirts must be tucked in. No transfers or lettering of any kind is acceptable. Plain undershirts may be worn under acceptable uniform shirts. Long-sleeved t-shirts should not be worn under short-sleeved polo shirts. Shirts may have the school logo on them.

**Girls:** Navy blue pleated skirts or skorts (walking-short length) and navy blue pleated jumpers are allowed. If wearing a skirt or jumper, girls may wear plain white or navy blue knee socks or tights. Girls must also wear shorts under their skirt or jumper. Uniform style dresses are not permitted. Shorts can only be worn for the first nine weeks of the school year and the last nine weeks of the school year. Skirts and jumpers may be worn during the second and third nine weeks, but tights must be worn at that time. Principal may use discretion to change the period of time to wear shorts based upon the timing of changing seasons.

**Belts:** Plain, black, brown, or navy blue solid color belts must be worn by both boys and girls. No decorative buckles or cutouts.

**Shoes:** Due to recess and PE, it is important for all students to have acceptable shoes. Acceptable shoes include tennis shoes or shoes like Mary Janes for girls. No sandals of any type may be worn unless a temporary medical reason exists. No crocs, boots, moccasins, slippers, etc. will be allowed. These rules apply to free dress days.

**Sweaters/Sweatshirts:** Solid white, navy blue or gray cardigans, white, navy blue or gray pullovers, and white, navy blue, or gray crewneck sweatshirts may be worn. Uniform shirts must always be worn under sweaters and sweatshirts.

**SPP Sweatshirts and SPP Half Zips:** Sts. Peter & Paul sweatshirts and half zips purchased through school fundraisers may be worn. Uniform shirts must be worn under sweatshirts or half zips.

No other sweatshirts, fleeces, or jackets will be permitted. Jackets and sweatshirts may be worn outside and to and from church but not during Mass nor during class time. Students will be expected to keep those items at their seats during Mass and in their lockers or on their coat hangers during the school day.

**Socks:** Plain white, navy blue, or black socks must be worn. No symbols or logos are allowed.

**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 or frayed jeans. Leggings and jeggings are permitted but must be worn with an appropriate length top that must be longer than the fingertip. Accessories worn on Free Dress Days must also follow the accessories guidelines for regular dress days. See *Accessories* above.

**T-Shirt Tuesday:** T-shirt Tuesday will be every Tuesday. Any t-shirt with the Sts. Peter & Paul name can be worn, including Sts. Peter & Paul hoodies. These shirts must be worn with uniform pants, skirt, or shorts. All dress code rules apply with the exception of the shirt style.

**Ink Markings:** Students may not have any visible printed ink markings or drawings on their skin.

The first time an infraction is noticed, your child will receive a verbal reminder. A note will be sent home for a repeat infraction. Future infractions may result in a discipline violation.



## HEALTH & MEDICATION

The school does not have the daily services of a resident nurse. Prior to entering school, every student shall be immunized in accordance with Indiana State Department of Health regulations. 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. Records will be maintained as part of the student's health record in the school office. Medical examinations are required prior to entering kindergarten. Speech and vision screenings are conducted in kindergarten. Vision screenings are conducted in grades 1 and 3. Hearing is tested in grades 1 and 4.

The following guidelines will be followed when considering whether a student should remain at or return to school when experiencing health problems.

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.
- Students recovering from pink eye (conjunctivitis) must be on medication for at least 24 hours before returning to school.
- All discharging ears until medically treated and evaluated.
- Head lice until clean of live lice.
- 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 medication policy 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 parent's 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/Painkillers (Tylenol, Bufferin, Excedrin, Anacin, Aspirin, Midol)

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

### 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.

### 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.

### 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 ensure 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.

## LUNCH + WELLNESS

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 alternative, 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 posted on Titan but is subject to change.

Hot lunches are served each school day in the cafeteria. The cost of each student lunch is \$2.65/student. Extra entrees can be purchased for an additional \$1.75. Please note that due to the increasing cost of food products, Sts. Peter and Paul may review and change lunch prices. Families will be notified of changes. Payment for lunches may be made by the week or month. Money should 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.

Parents must provide a sack lunch for any child arriving after 10:00 am unless school is notified at the beginning of the day. Unless notified, students may be charged. Parents should not bring lunches from carryout restaurants.

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 available in the school office or on Titan. 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. 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 more than 30 days old and/or any account with a balance more than negative \$50 will not be allowed to purchase a la carte items and the cafeteria then reserves the right to serve 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 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. If you have a balance at the end of the year and your student will be returning, the credit will stay in your account for the following school year. If you are graduating or leaving Sts. Peter & Paul, and have a positive balance, you will be issued a refund.

Parents/guardians should utilize the Titan Family Portal to check lunch/snack account balances. Instructions on setting up your family's account are distributed at the beginning of the school year. Contact the school secretary for assistance throughout the school year.

If you have any questions or concerns, please feel free to contact Kathleen Ziliak at [stspcafeteria@evdio.org](mailto:stspcafeteria@evdio.org). The USDA and this Institution are an equal opportunity provider and employer.

#### Lunch Schedule

Grades K-2 Lunch will be served from 10:55 a.m. - 11:20 a.m.

Grades 3-5 Lunch will be served from 11:35 a.m. - 12:00 p.m.

#### Snack Program

A snack is offered to each student every day. Snacks are optional. Due to the rising cost of food, milk and snacks, milk and snack items purchased in the morning will range from \$0.50 to \$1.00.

If a student's lunch/snack balance exceeds negative \$50 and is not paid within 5 days of being notified, then the student will not be allowed to have a snack until the balance is paid. Different arrangements can be made by contacting the principal.

#### Wellness Policy

In the interest of promoting healthier habits in students, the U.S. Department of Agriculture recently verified that all schools, including private schools, 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.stspsschool.com](http://www.stspsschool.com). Parents are welcome to be part of the wellness committee. Please contact the principal if you are interested in the wellness committee.

## Birthday Policy

Due to federal guidelines, birthday treats will not be allowed. We will celebrate student's birthdays in the following ways:

1. Students will receive a free dress pass to wear on a day during the month of their birthday.
2. Students will be recognized in their individual classrooms.

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. PTO class representatives will oversee the celebrations and will adhere to the Smart Snack Policy.

## Water Bottles

Sts. Peter & Paul has phased out the use of water drinking fountains. Therefore, all students are required to bring a water bottle to school each day. We have convenient water bottle filling stations located throughout the building. Water bottles must have a secure, leak-proof lid. Water bottles with straws will not be allowed. Please consider opting for a bottle designed to minimize condensation.

# SAFETY + SECURITY

## 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 a.m.

## Surveillance Cameras

Sts. Peter & Paul School recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy. Only authorized personnel, as determined by the one responsible for the property will be involved in, or have access to, surveillance camera images and data.

## 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. 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.

Any student arriving late or leaving early must be accompanied by an adult and must register in the

office. This is a safety measure.

### Custodial Rights

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

### 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.

### Harassment/Bullying/Cyberbullying

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

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). Sts. Peter & Paul School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Bullying is prohibited in all schools in the Catholic Diocese of Evansville. It must not be tolerated on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of "love your neighbor as yourself", and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

Bullying, as defined by the Catholic Schools Office, is any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on or off school grounds where acts are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, digital or electronic

expressions/threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

Any person who has a complaint of bullying must bring that complaint to the attention of the school principal. All such complaints will be properly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all bullying investigations and allegations and take appropriate and corrective action including disciplinary action measures if justified to remedy violations. A copy of an Incident Form must be sent to the superintendent as soon as possible.

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 someone is being bullied, we will tell an adult at school and an adult at home.

### Crisis Plan

Sts. Peter & Paul School has a crisis plan in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your child safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to secure designated locations.

### Disaster Drills

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.

### 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, parents will be notified. 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.

Recess temperature guidelines (please be aware of the daily forecast before sending your child to school. If the students go outdoors for recess, all students will go outdoors.):

- Students will have indoor recess if the heat index reaches 95 degrees and above.
- If the *feels like* temperature is above 30 degrees, students will go outside for the entire recess.
- If the *feels like* temperature is between 25 - 29 degrees, teachers may make the decision to go outside for a full or partial recess.
- If the *feels like* temperature is below 25 degrees, inside recess is required.
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## STUDENT LIFE

### Athletics

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

Boys: 3rd, 4<sup>th</sup> and 5<sup>th</sup> Grade Basketball

Girls: 3rd, 4<sup>th</sup> and 5<sup>th</sup> Grade Basketball

Sts. Peter and Paul will have its 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.

### Outside Sales

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

## TECHNOLOGY

### 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) picks them up.

### CATHOLIC DIOCESE OF EVANSVILLE INTERNET USE POLICY AND AGREEMENT:

We are pleased to bring internet access to Sts. Peter and Paul Catholic School and believe the internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

If a student violates any of the terms and conditions described below, his or her internet privileges will be terminated, and future access may be denied. Furthermore, a student may be subject to disciplinary action, including expulsion, for abuse of the use of the Internet. This includes communications originating in or outside of the school by mobile devices of any kind (including, but not limited to, cellular telephones and other similar devices) which threaten other students or school personnel, violate school rules or disrupt the educational process promoted by the school. Abuse of Internet communications may include, for example, the posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote or encourage:



- The use of any illegal or controlled substance, including alcoholic beverages;
- Violence or threats of violence, intimidation, or injury to the property or person of another; or
- Lewd, offensive, sexually suggestive or other inappropriate behavior.

#### STUDENT AGREEMENT:

1. Personal Responsibility: I will accept personal responsibility for my misuse of the Internet and electronic information system. "Misuse" may be considered any message sent or received that indicates or suggests racism, sexism, and inappropriate language, harassing or insulting messages, inappropriate sexual content or intentionally wasting limited resources.

2. Acceptable Use: My use of the Internet and e-mail will be in support of educational research and the education goals and missions of Sts. Peter and Paul Catholic School as defined by the teacher in charge. I understand that "surfing" the Internet can result in congestion of the school network slowing it down for others.

3. Network Etiquette: I will be polite and will not send or encourage others to send abusive messages. I will use appropriate language and realize that I am a representative of my school community. I will never use swear words, vulgarities, or other inappropriate language.

4. Privacy: I will not reveal my home address or my personal or family phone numbers or those of any member of my school community to anyone over the Internet at any time.

5. E-mail: I understand that electronic mail is not guaranteed to be private. I will not send anything that I do not want others to read.

6. Security: Under no circumstances will I order any material over the internet. I will not download and/or attach file from any user or users I am not familiar with.

7. Copyright: I understand that to copy another person's work on the Internet and call it my own is a violation of copyright law. This pertains to all text, graphics, and sound. When using other people's work, I will ask permission when possible and credit the author accordingly.

Use of the Internet and e-mail at our school is a privilege and not a right. I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the Internet Use Agreement may be unethical and may constitute a criminal offense. Any violation of my internet use or access privileges may be revoked and school disciplinary action may be taken.

#### PARENT AGREEMENT:

The parent or guardian will read and discuss the Internet Use Policy and Agreement with his or her child. The parent or guardian understands that Internet access is provided by the school for education purposes only. However, the parent or guardian also recognizes it is impossible for the school to restrict access to all controversial materials and will not hold the school or faculty responsible for materials acquired from the Internet. The parent or guardian gives permission for the student to access the Internet pursuant to the attached Agreement while supervised at school.

### Social Media

Engagement in online social media such as, but not limited to, Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's social media page may result in the children of the parent being separated from school.

No parent should open a Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. account under the name of the school or a particular grade or school organization. The only official Sts. Peter & Paul Catholic School Facebook®, Twitter®, or Instagram® page are the ones created and monitored by the school/parish. A parent who chooses to create such an account may result in the children of the parent being separate from school.

## COVID-19 + EXTENDED LEARNING

### General Statement – Public Health and Safety

The COVID-19 pandemic has led Catholic schools to plan for continuing operations in cases of public health and safety emergencies and disastrous events. The schools will, where possible, follow state and local public health directives related to public health and safety emergencies, including severe weather events. As in the case of the COVID-19 pandemic, schools may be closed as a social distancing practice recommended by government officials to interrupt the spread of a contagious disease. In the event of an outbreak or any circumstances determined to be a threat to the health or safety of students, students may be excluded from attending school and school-related activities (in some cases for an extended length of time). Or, a school building may be closed as a part of school, Diocesan or community response to a public health, safety or severe weather event. The school will then transition to its extended learning format to provide continuing education services to students who are impacted, whether that be a select number of students or an entire student body.

### Academic Integrity and Grading during Extended Learning

Students will continue their respective academic exercises remotely, should that become necessary. The school's expectations of all students' academic integrity and performance will be upheld and enforced during periods of extended learning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments. Academic integrity also charges us to demonstrate responsible stewardship of our gifts and a strong work ethic. Students and families who find challenges during extended learning periods must initiate communications about those challenges to the classroom teachers and school principal in a timely manner. The school grading policies and practices remain intact and continue during any extended learning period.

**Tuition:** In case of an extended virtual learning period related to any public health and safety, or severe weather event, the school will provide continuous education services remotely for students. Tuition agreements, policies, and practices will remain in effect.

### Attendance

- In the event of an extended virtual learning period arising out of any public health and safety, or severe weather event, daily attendance for remote instructional days will be required. The principal will communicate how attendance will be taken. During such extended virtual learning periods, current attendance policies will remain in effect and enforceable.
- In the event a student's doctor recommends the student not return to the school building should his or her health be compromised related to a contagious disease event, the school may provide reasonable alternative accommodations for this student. The school shall determine the level and character of any such reasonable accommodations. Reasonable accommodations may depend on various factors, including class size, grade level, staffing, financial concerns, etc.

*\*Policies and guidelines listed in this handbook may be changed or edited as necessary, based on recommendations from the CDC, Indiana Department of Education and the Diocese of Evansville.*