

Sts. Peter and Paul Catholic School Parent and Student Handbook 2017-2018

August 2017

Dear Students and Parents,

Welcome to the 2017-2018 school year at Sts. Peter & Paul Catholic School. This handbook is provided to serve as your guide to school policies, procedures and programs. In keeping with the belief that parental support is essential to a successful education, it is expected that all families will carefully read this handbook and abide by the policies outlined herein.

Please take time to review this handbook together. If you have any questions, contact the office at 836-2165.

In Christ,

Patrick Martin
Principal

STS. PETER AND PAUL CATHOLIC SCHOOL

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

Pastor: Rev. Mike Knipe

Principal: Patrick Martin



Let it be known to all who enter here that

CHRIST

Is the reason for this school.
He is the unseen but ever present
Teacher in its classes.
He is the model of its faculty and
The inspiration of its students.

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

SCHOOL INFORMATION

Church Office: 836-2596

Pastor – Rev. Mike Knipe
Office Manager – Joe Howe
Religious Education – Karen Campbell

School Office: 836-2165 or 836-4278

Principal – Patrick Martin
School Secretary – Maria Walsh

Preschool: 836-3114

Director – Rhonda Yates

After Care: 836-2165

Director—Jennifer Stoops

Cafeteria: 836-2165

Director – Jennifer Stoops

Teachers

Mrs. Grant, Kdg.

Mrs. Prater, 1st

Mrs. Pohlman, 2nd

Mrs. Dernbach, 3rd

Ms. Whiteley 4th

Mrs. Sams, 5th

Mrs. Roark, P.E., Computers

Mrs. Mullenax, Teacher Assistant K-2 Grades

Mrs. Wilson, Teacher Assistant 3-5 Grades

Mrs. Martin, Librarian, Reading Tutor

Middle School

Ms. Jaskiewicz (ACE) 6th homeroom, Math, Science

Mrs. Horton 7th homeroom, Language Arts

Mr. Summa, 8th homeroom, Social Studies, P.E.

Mrs. Reneau, Fine Arts

Mrs. Campbell, Religion

MISSION & PHILOSOPHY STATEMENTS

Mission Statement

Saints Peter and Paul Catholic School is committed both to instilling the fundamental beliefs of the Roman Catholic Faith and providing a quality education. Working in partnership with parents and the community, we are dedicated to preparing our students for the future through faith formation and academic excellence while enhancing students' emotional, physical, and spiritual growth.

Philosophy

Saints Peter and Paul is a Catholic Faith community committed to teaching the Gospel Message through education, example, and prayer. Parents, teachers, and students all share the responsibility for forming the whole student to have the courage and wisdom to become a lifelong disciple of Christ and a leader in the community.

RELIGIOUS ACTIVITIES

Weekly Mass

All classes attend 8:30a.m. Mass on Fridays. A different class prepares the Readings each week. Parents are always welcomed and encouraged to attend. Appropriate behavior and gestures are taught for Mass.

Daily Religious Instruction

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

Faculty Religious Instruction

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

Service Projects

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

Special Celebrations and Activities

Advent Services

Living Rosary

May Crowning

Stations of the Cross

Penance Services

Church Tours

ACADEMIC STANDARDS AND CURRICULUM

Homework

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

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

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

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

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

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

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

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

Grading

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

The factors involved in determining grades for achievement include:

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

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

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

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

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

Any score below a 60 is an F.

Promotion / Retention

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

Field Trips

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

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

Standardized Testing

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

Curriculum

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

EXTRA-CURRICULAR ACTIVITIES

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

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

Soccer for boys and girls
Volleyball for girls in Middle School
Basketball for girls and boys
MathCounts League
Geography and Spelling Bees
Diocesan Speech Contest
Diocesan Track Meet
Art Contests
Play Productions
Mass Choir
Cheerleading
Guitar
Tutoring

DISCIPLINE

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

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

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

Unacceptable Behaviors, General

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

Response from Teacher and Office

- The Middle School uses silent lunch and after school detention for disciplinary actions. If problem behavior continues, a parent conference is requested.
- The Principal may suspend the student for any serious violation.
- The Principal may expel the student for any serious violation.

Unacceptable Behaviors, Specific

- Verbal or physical threats to teachers, staff or students
- Weapons—anything used to inflict harm
- Possession or exhibition of obscene materials
- Stealing
- Fighting—pushing, shoving, throwing things...
- Forging parent signatures
- PDA – Public Display of Affection

Response from Teacher and Office

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

Alcohol, Tobacco and Illegal Drugs

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

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

SCHOOL UNIFORMS

KINDERGARTEN - 5TH GRADE

Girls

Jumper: Blue & Gray Plaid: K-4th grade.

Skirt: 5th grade Blue & Gray Plaid.

Jumpers and skirts are to have pressed in pleats.

Length should be just above the Knee (no more than three inches from the ground when kneeling).

If a student persists in violating the skirt length, she will not be allowed to wear skirts.

Blouses: Red long or short sleeve Polo shirts. White Peter Pan blouses only with jumpers.

Blouses are to be tucked in at all times.

No decorations, color, ruffles, elastic or embroidery.

Pants: Solid, Navy blue dress slacks.

Belts: solid black or brown for all grades (1st – 8th).

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

Socks: Solid, white or navy. No lace, decorations, strips, color or patterns. All students must wear socks over the ankle or knee socks.

Shorts: Solid navy blue.

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

Makeup: No makeup or fingernail polish. No fingernail extensions. Fingernails need to be short and neat.

BOYS

Shirts: Solid red short or long sleeve knit.

Pants: Solid navy dress slacks.

Belts: solid black or brown for all grades (1st-8th).

No corduroys. No emblems or tags. Uniforms pants will have straight legs. Belts must be worn if pants have belts loops. No hip-hugger pants allowed. **No skinny pants.**

Shorts: Solid navy.

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

Socks: Solid, white or navy. All students must wear socks over the ankle.

All Students

Sweaters: Solid navy, red or white. No emblems.

School fleece jacket or sweatshirts sold in school office. No other sweatshirts or fleece jackets will be allowed.

Shoes: Tennis shoes with lace and no-mark sole must be worn. No slip on shoes. No lights or neon colors. Absolutely no boots, high-heels, open-backed or opened-toed shoes, or sandals are permitted.

Coats: Suitable winter attire. No coats will be worn during class. Sweaters, Sts. Peter and Paul sweatshirts and/or fleece jacket can be worn if needed for warmth.

Hair: No longer than collar length for boys. No hair in the eyes. **No hair coloring. No extreme or unusual haircuts.** Students will be sent home and will be allowed to return until hair violation is remedied.

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

Hats: No hats, caps or sweatbands inside school building.

Nails: Fingernails need to be short and neat.

Spirit Dress- Students are allowed to wear blue jeans and Sts. Peter and Paul t-shirts on spirit dress days. They should follow the same guidelines for the jeans that they do for uniform pants. Jeans should be denim blue, loose fitting with no holes or tears, and not excessively frayed at the hem. T-shirts must have been issued by Sts. Peter and Paul (walk-a-thon, Buddy walk, Athletic, etc.) or solid white or green. Not tight or form fitting shirts are allowed. No skinny Jeans.

UNIFORMES ESCOLARES

KINDERGARTEN – 5^{TO} GRADO

NIÑAS

Uniforme (Vestido): Azul y Gris estilo escocés: para grados de Kínder al 4to grado.

Faldas: Salón de 5^{to} grado Azul y Gris estilo escocés

Vestido uniforme y faldas tiene que tener los pliegues planchados.

Deben ser a la altura de la rodilla. (No puede pasar más de tres pulgadas del piso al arrodillarse).

Si algún estudiante rompe las reglas de la altura de la falda, se le prohibirá usarlas en el futuro.

Blusas: Blusas estilo Polo Rojas de manga corta o larga. Blancas estilo “Peter Pan” solo para usar con los uniformes (vestido).

Las blusas deben estar fajadas todo el tiempo.

No decoraciones, colores, volante frucido, elásticos, bordados de ningún tipo especial.

Pantalones: Color solido azul marino de vestir.

Cinto: negro o café sólido para todos los salones (1^{ero} – 8^{vo}).

No pana. No emblemas o símbolos. Los cintos deben ir en las hebillas del pantalón. Pantalón estilo “piernas rectas.” Pantalones a la cadera no serán permitidos. **No pantalones ajustados, no ceñidos al cuerpo.**

Calcetines: Solidos, blancos o color azul marino. No cordones, decoraciones, no Cintas especiales o dibujos. Deben usar los calcetines arriba del tobillo o cerca de la rodilla.

Shorts: Azul marino sólido.

No emblemas o símbolos. Los Shorts deben estar cerca de las rodillas y pueden usarse durante todo el año escolar. **No pueden ser estilo Cargo.**

Maquillaje: No maquillaje ni pinta uñas. No extensiones de uñas. Uñas deben permanecer cortas y limpias.

NIÑOS

Camisas: Color rojo solido de corta o larga manga.

Pantalones: de color azul marino y de vestir.

Cinto: negro o café sólido para todos los alones (1^{ero} – 8^{vo}).

No Pana. No emblemas o símbolos. Pantalón de piernas rectas. Los cintos deben ir en las hebillas del pantalón Los cintos deben ir en las hebillas del pantalón Pantalones a la cadera no serán permitidos. **No pantalones ajustados/ceñidos.**

Shorts: Azul marino solido.

No emblemas o símbolos. Los Shorts deben estar cerca de las rodillas y pueden usarse durante todo el año escolar. **No pueden ser estilo Cargo.**

Calcetines: Solidos, blancos o color azul marino. Deben usar los calcetines arriba del tobillo.

TODO ESTUDIANTE

Suéter: Azul marino un solo color, rojo o blanco. No emblemas o símbolos.

Suéter verde de lana y sudadera escolar se venderán en la escuela. Ningún otro tipo de suéter será permitido en la escuela.

Zapatos: zapato escolar y Tennis con agujeta. No zapatos que dejen marcas en el piso. No sandalias o tacones. No luces o colores neon. No botas o botinas, no zapatos abiertos.

Abrigos: Vestimenta apropiada para invierno. Ningún abrigo se podrá usar en el salón. Si necesitan usar algo en el salón podrán usar los de la escuela, la sudadera o suéter.

Cabello: No más largo que al cuello para los niños. No color (permanente) en el cabello. No cortes de pelo inusual o extremos. Los estudiantes serán regresados a sus casas hasta que se solucione el problema.

Joyería: Solo aretes son permitidos para las niñas. Absolutamente no aretes para niños. Una cadena o pulsera a la vez se puede usar (con un símbolo Cristiano). Un anillo por mano. Toda joyería que sea considerada como molestia o distracción será prohibida.

Gorras: Ni Gorras, sombreros o bandas elásticas será permitidas en la escuela.

Uñas: Deben estar cortas y limpias.

Día de "¡vistese con orgullo!" – A los estudiantes se les permitirá usar pantalones de mezclilla y playeras de San Pedro y San Pablo en los días asignados como ¡Vistese con orgullo! Deben seguir los mismos reglamentos que usan para el pantalón de uniforme normal. La mezclilla tiene que ser de azul regular, No pantalón tallado al cuerpo, no agujeros o rotas. No rompa excesivamente desgastados. Las playeras deben ser oficiales de San Pedro y San Pablo (de los eventos escolares) o debe ser blanca o verde sin otros colores. No pantalón ajustado a las piernas.

Sts. Peter and Paul Middle School Dress Code

Girls

Skirt- Blue and gray plaid (school pattern) or khaki must be no more than 3 inches above the floor when the student is kneeling. Both types of skirts are to have pressed in pleats.

Pants- Solid khaki uniform or dress slacks. No tight fitting pants, hip-hugger pants, or pants with rivets or top stitching. **No skinny pants.**

Shorts- Khaki shorts that are no more than 3 inches above the floor when the student is kneeling, no tight fitting shorts, hip-hugger shorts, or shorts with rivets or top stitching. **No Cargo shorts.**

Shirts- Navy short or long sleeve Polo shirt, or light blue button down long sleeve Oxford shirt. No emblem of any kind is to be on these shirts. Shirts must be NEATLY tucked in at all times. Shirts that are too short to stay tucked in will not be allowed. Shirts should not be tight or form fitting.

Girls may wear white or nude colored plain (no lace or colors) camisoles under the shirts.

Make-up-No make-up, finger nail polish or nail extensions.

Hair-Should be neatly styled and should not fall into the students eyes. No extreme, trendy, or unusual haircuts or hair color. Bangs MUST kept out of the eyes and off the face. Clips or headbands may be worn but they cannot be distracting.

Boys

Pants- Solid khaki uniform or dress slacks. No tight fitting pants or pants with rivets or top stitching. No skinny pants.

Shorts- Khaki shorts that are no more than 3 inches above the floor when the student is kneeling. NO Cargo shorts.

Shirts- Navy short or long sleeve Polo shirt, or light blue button down long sleeve Oxford shirt. No emblem of any kind is to be on these shirts. Shirts must be NEATLY tucked in at all times (even when worn under a sweatshirt or sweater). Shirts that are too short to stay tucked in will not be allowed. Shirts should not be tight or form fitting.

PLAIN navy or white t-shirts may be worn under the uniform shirts (navy t-shirts can only be worn with navy polo shirts). Sleeves of the t-shirt should not hang below the uniform shirt.

Hair- Should be above the ear and not touching the collar. Hair should not fall into the students eyes. No extreme, trendy, or unusual haircuts. Students will be given notice if their hair needs to be cut. They will be allowed one weekend time period to comply. If they do not comply they will not be allowed to return to school until the hair is cut. **No facial hair.**

Girls and Boys

Belts- Solid black or brown leather belts with no large or ornamental buckles.

Socks- Solid white, navy or no-show socks, no other color or emblem can be on the sock. (For example: Nike Swoosh). Socks MUST BE WORN at all times.

Shoes- Khaki or beige colored Sperrys or tennis shoes with lace and no-marks sole must be worn. No slip on shoes No lights or neon colors. No boots, high-heels, open-backed or opened- toed shoes, or sandals are permitted.

Sweaters- Navy, white, or red Crew neck or Cardigan style sweaters may be worn. Sweaters are not to be tied at the waist.

Sweatshirts / Fleece Jackets- School fleece Jacket or sweatshirts sold at the school. No other sweatshirts or fleece jacket will be allowed.

Coats-Coats may be worn during cold weather at recess. If temperatures are extreme students will be allowed to have a coat with them to wear while changing classes. Students cannot wear their coats in the classroom.

Jewelry- One pair of stud earrings for girls, boys are not allowed to wear earrings. One necklace or bracelet with a Christian emblem, and one ring per hand. Any jewelry considered a distraction will be prohibited.

Hats-No hats, caps, or sweatbands are allowed in classrooms or buildings.

Spirit Dress- Students are allowed to wear blue jeans and Sts. Peter and Paul t-shirts on spirit dress days. They should follow the same guidelines for the jeans that they do for uniform pants. Jean should be denim blue, loose fitting with no holes or tears, and not excessively frayed at the hem. T-shirts must have been issued by Sts. Peter and Paul (Walk-a-thon, Buddy Walk, Athletic, etc.) or solid white or green. Not tight or form fitting shirts are allowed. No Skinny Jeans.

All other dress code rules are in effect.

All students should come to school with neat and clean uniforms. No ripped, torn, or excessively frayed clothing will be allowed. Consistent uniform violations will result in disciplinary actions.

Escuela de San Pedro y San Pablo

Código de vestimenta para estudiantes de Secundaria

Niñas

Falda- Azul y Gris estilo escoces (estampado escolar) o color Caqui. No mas de tres pulgadas arriba de la rodilla. Ambas faldas deben ser estilo escoces y tener pliegues planchados.

Pantalones- Color caqui de vestir. No pantalones apretados o ajustados a las piernas. No pantalones a la cadera, No pantalones remachados. **No pantalones estilo “skinny.”**

Shorts- Color Caqui no más de tres pulgadas arriba de la rodilla al arrodillarse, no shorts apretados o ajustados al cuerpo. **No shorts estilo “cargo”.**

Blusas- Blusas color azul marino (Navy) de mangas cortas o largas estilo Polo, o azul claro de botones larga manga estilo “Oxford.” No emblemas, ni bordados de ningún tipo. Las blusas deben ser fajadas a todo momento. Las blusas muy cortas que no se pueden fajar no serán permitidas. No deben ser entalladas al cuerpo.

Ninas pueden usar una camiseta blanca o color piel debajo de sus blusas (no colores o bordados)

Maquillaje – No se permite usar maquillaje, pinta uñas o extensiones de cabello.

*Cabello-*El cabello deber ser peinado y no tapar los ojos de la estudiante. No colores de cabello o cortes de cabello unusual. Tupe o copete puede ser pero sin tapar los ojos o el rostro de la estudiante Clips del pelo y bandas elásticas pueden ser usadas pero que no sean una distracción.

Niños

Pantalones- De vestir color Caqui. No pantalones apretados o ajustados a las piernas. No pantalones a la cadera, No pantalones remachados. **No pantalones estilo “skinny.”**

Shorts- Color Caqui. No largos, que no tengan mas de 3 pulgadas abajo de la rodilla al incarse. NO shorts Estilo cargo.

Camisas- Estilo Polo color azul –Navy de mangas cortas o largas o camisas de color azul cielo de botones, manga larga estilo –Oxford. No emblemas de ningún tipo. Las camisas deben estar fajadas durante el tiempo de la escuela (fajadas aunque tengan un suéter o sudadera arriba). Si las camisas están muy cortas para ser fajadas no se les permitirá usarlas. Las camisas no deben ser muy entalladas al cuerpo.

playeras de color azul- navy o blanca pueden usarse abajo de las camisas de uniforme (Las playeras color navy-azul deben usarse solo con las camisas de color navy). Las mangas de las playeras no deben salir de las mangas de la camisa del uniforme.

Cabello –El cabello debe estar arriba de la oreja y no puede tocar el cuello. El pelo no debe caer en los ojos del estudiante. No cortes extremos, muy modernos o inusuales. Se les avisara a los estudiantes cuando necesiten cortarse el pelo. Se les dara un fin de semana para que se solucione el problema. No se les permitira volver a clases hasta que se cumpla la regla. **No cabello facial permitido.**

NIÑOS Y NIÑAS

Cinturones- color Negro o café Solido que no tengan hebillas grandes ni decorativas.

Calcetines- Un solo color: blancas o azul navy. No simbolos (por ejemplo: la marca del Nike) a menos que no se visible por el pantalón. Deben usar calcetines todo el tiempo.

Zapatos- Color Caqui o color Beige, zapato estilo “Sperrys” o tennis con agujeta que no dejen marca en el suelo. No sandalias, chancletas. No botas, no tacones, zapatilla o zapato abierto. *Sweaters-* Navy, white, or red Crew neck or Cardigan style sweaters may be worn. Sweaters are not to be tied at the waist.

Sudaderas/Suéter de Lana escolares se compraran en la escuela. Ningún otro tipo de suéter o sudadera será permitido en la escuela.

Abrigos/Chamarras –Los abrigos o chamarras pueden usarse durante la temporada del invierno y podran usarlos en el recreo. Si el frio es extremo también lo podrán usar al cambiar de salones. No podrán usar las chamarras durante la clase.

Joyería- Un par de aretes para las niñas, no se permite arete para los niños. Una cadena o pulsera puede usarse con un símbolo Cristiano. Cualquier tipo de joyería que sea considerada distraccion sera prohibida.

Gorras/Cachuchas-No gorras, no cachuchas no bandas elasticas seran permitidas en la escuela.

Día de "¡vistese con orgullo! (Spirit Dress Day)" – A los estudiantes se les permitirá usar pantalones de mezclilla y playeras de San Pedro y San Pablo en los días asignados como *¡Vistese con orgullo!* Deben seguir los mismos reglamentos que usan para el pantalón de uniforme normal. La mezclilla tiene que ser de azul regular, No pantalón tallado al cuerpo, no agujeros o rotos. No ropa excesivamente desgastada. Las playeras deben ser oficiales de San Pedro y San Pablo (de los eventos escolares) o debe ser blanca o verde sin otros colores. No pantalón ajustado a las piernas.

Durante este día todas las otras reglas se aplican igual.

Se exige que todos los estudiantes vengan con uniformes limpios y bien arreglados. No rompidos, o excesivamente desgastados. Si rompen las reglas del uniforme se tomara consecuencias disciplinarias.

TUITION AND FEES

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

1. Tuition is due and payable according to the terms of the FACTS. Please contact the Principal if unforeseen events occur resulting in serious delinquencies.
2. School fees (educational materials and cafeteria) are due August 15th, prior to the beginning of the school term.
3. Sts. Peter & Paul's Parent Participation Program, referred to as "Love Hours", requires that each family perform 20 hours of service to the school or pay a \$200.00 annual participation fee. If service hours are not fulfilled by the middle of May, the fee is assessed and payable by May 25.
4. If an account is delinquent, the student's report card will be held and records will not be released until the account is current.
5. Families with any unpaid balances at the time when re-enrollment begins will not be permitted to enroll for the following school year until that balance has been paid. Re-enrollment at a later date is contingent on availability of grade level openings.
6. The school will charge a late payment fee on delinquent accounts and will charge a penalty for returned checks.
7. In cases where a family has issued one or more returned checks, the school may require money order or cash for payment.

HOME & SCHOOL ASSOCIATION

Purpose

The Catholic Home & School Association has five major purposes:

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

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

Love Hours

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

Following is a list of common love hours services which could be applied toward the goal of 20 hours per family or \$200. If you have a service in mind which you would like to donate but which is not on this list, please contact the H.S.A. Love Hours Coordinator.

Homeroom Parent	Lunchroom Supervision
Playground Supervision	
Maintenance & Repair	Ground Upkeep: gardens, trash
Vision & Hearing Screen (when Prevent Blindness comes)	
Teacher Appreciation Lunch	Morning Care
8 th Graduation Helper	Athletic Coaching – Soccer, Basketball, Track, Volleyball
Soliciting donations/grants	Babysitting during events
Turkey Bingo	Track & Field Day
Enrichment Programs	Elegant Bites
Tutoring	Trivia Night

Fundraising

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

- **Popcorn Sales (early fall)** Students sell popcorn from a brochure or on the internet. Goal: \$3,000.
- **Candle Sales (early fall):** Students sell candles from a brochure or on the internet. Goal: \$3,000.
- **Turkey Bingo (late fall):** Homeroom classes create baskets that are auctioned. Patrons can buy dinner and play Bingo for turkeys as the prizes. Goal: \$5,000
- **Chocolate (spring):** Students sell chocolate bars. Goal \$4,000
- **Walk-A-Thon (late spring):** Students secure pledges for every mile or lap they walk. Students walk around our ball fields from 1-3:00. Funds this year will be dedicated to playground updates. Goal: \$5,000
- Uniform Closet-used uniform sales, ongoing
- Skate Night—Once a month on Tuesday 6-8pm (See schedule) at Skateland, 21st and Sheridan.
- Ice Cream Sales—Fridays at lunch, for Cafeteria
- **Recycling**—Blue container is located next to the office: please recycle newspaper, magazines, telephone books, paper and plastic.
- **Campbell's Labels for Education**—Turn in labels of any Campbell's product to Office.
- **Box Tops for Education** – The school will receive 10 cents per box top. Turn in participating cereal box tops to the school office.
- **Target** —When you use your Target credit card, specify our school and Target will donate a portion of the sale to the school.
- **Office Depot** – Specify our school when you make a purchase and Office Depot will donate a portion of the sale to the school.

PROCEDURES

School Office Hours

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

To avoid classroom disruption and instruction after 8:00am, all parents and students must check in at the office. Parents do not go directly to the classroom.

Emergencies

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

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

Closing of the School

Our school normally follows Tulsa Public Schools closings due to inclement weather or any other unforeseen reason. Normally, if TPS is closed, we are closed. However, in some cases, we may be open even if TPS is closed. In any case, we will send out an "all call" or recorded message to all families. If you change phone numbers during the year, please advise the school office or you will not receive the call. If it is possible to have school and the roads are passable, we may have school. Please listen to the recorded message and make sure the school office has your correct phone number. We will also announce it on social media FB.

Change of Address

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

Withdrawals

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

Lost & Found

All misplaced articles found at school are placed in the lost and found box located by the double glass doors outside the gym in between 2nd and 1st grade classrooms. Please check that box when something is lost. Unclaimed uniform items are given to the uniform closet to be sold. Other articles, left unclaimed, are donated to Catholic Charities. Please mark all items of clothing with your child's name.

Brown Envelopes

A newsletter and sundry information will be sent home in a brown envelope once a month with a family's youngest enrolled child. Please return the envelopes promptly. Fifty cents will be charged for any envelope not returned.

Attendance & Tardies

Prompt and regular attendance at school is essential for success. Classroom doors open at 7:45 am with classes beginning at 8:00. Children arriving after 8:00 are tardy. The teacher will mark them tardy upon arrival in the classroom until 8:15. After 8:15, they must go to the office for a tardy slip before reporting to class. **Excessive tardiness will not be tolerated.**

Illness and Homework

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

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

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

Medications

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

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

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

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

Respiratory Care Treatments

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

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

Contagious Diseases

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

Head Lice

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

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

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

Traffic & Safety

Student safety is the responsibility of every driver on our school grounds. We ask that you drive slowly, carefully and courteously at all times. Please respect the authority of our teachers on duty and follow these rules:

A.M. Before 7:45, ALL children, regardless of grade, are to be dropped off in the back parking lot to the cafeteria. After 7:45, children can go be dropped off in front or back and go directly to their classrooms.

P.M. ALL grades are to be picked up in the back parking lot only. Dismissal begins at 3:00. Gates open at 2:50 for cars to enter the back parking lot.

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

Early Arrival

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

Late Pick Up

Students who have not been picked up from school by 3:10pm will be sent to Extended Care. Parents will be charged the daily rate for Extended Care once the child signs in at 3:15. Please make every effort to ensure that students are picked up right after school, as teachers often have after school conferences and meetings and students must be supervised.

Parents in Classrooms

In order to maintain both security and an undisturbed learning environment, parents are asked not to go directly to classrooms during school hours. Messages and/or items for students are to be brought to the school office and the student will be notified. **ALL VISITORS MUST REPORT TO THE SCHOOL OFFICE.**

Social Activities / Parties

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

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

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

Homeroom parties are planned by the homeroom mothers and teachers at special times of the year: Halloween, Christmas, Valentine's, etc.

New Fads

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

Pagers / Cell Phones/ CD Players/iPods

Students are not allowed to use pagers, cellular phones, or CD Players on campus during school hours 8:00-3:00. If a student uses any of these items at school, they will be confiscated and kept in the office until retrieved by a parent/guardian. The office will charge \$5 to return the device.

Cafeteria

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

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

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

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

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

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

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

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

NOTIFICATION OF MENINGITIS MENINGITIS

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

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

EXTENDED CARE

Program Hours: Monday – Friday 3:00-5:30pm

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

Goals:

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

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

Hours: 3:00-5:30

Costs:

- 1 child \$200 per month
- 2 children \$300 per month
- 3 children \$370 per month

Drop Ins are welcome. Cost for Drop Ins is \$5.00 per hour or \$15.00 per day per child. These costs are subject to change. There is a \$20.00 registration fee for students that attend 3 days a week or more. After 5:30 there is a \$10.00 fee and then \$1.00 per minute after that.

Telephone: 836-4278 or 836-2165

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

Any students who have not been picked up from a club meeting, sport practice or other after-school activity will be walked to Extended Care and billed for any of the time they were there. Starting charge will be \$5.00 from the minute they are signed in up to the first hour. After the first hour, they will be charged \$15.00 for the full day. Families with delinquencies in Extended Care will not be allowed to attend Extended Care until the delinquency corrected

USDA Nondiscrimination Statement

For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

INDICATORS OF PHYSICAL ABUSE

✓ call if you suspect anything

One or more of these indicators or if they are happening in a pattern could be a possibility of abuse.

PHYSICAL INDICATORS:

Questionable bruises or welts

- ◆ On face, lips, mouth, torso, back, bottom or thighs
- ◆ Human bite marks
- ◆ Reflecting the shape of the article used to inflict (fly swatter, belt, electric chord)
- ◆ In various stages of healing
- ◆ Marks are often new after a weekend, or absence.
- ◆ Bruises on several of the questionable surface areas

BURNS:

Questionable burns

- ◆ Cigar, cigarette burns on the bottom, back and palms of hands.
- ◆ Immersion burns (sock-like or glove like) doughnut-shaped on the bottom or genitalia) This is seen a lot during potty training when a child has an accident.
- ◆ Patterns like a rope burn or from an iron

FRACTURES:

Questionable fractures

- ◆ To the skull, nose, or face
- ◆ Multiple fractures in different stages of healing.

CHILD BEHAVIORAL INDICATORS:

- ◆ Doesn't want to go home
- ◆ Wears extra clothes regardless of the weather.
- ◆ Afraid of parents
- ◆ Behavioral extremes: aggressiveness or withdrawal
- ◆ Arrives at school late or stays after school to avoid going home.
- ◆ Complains of soreness and moves uncomfortably.
- ◆ Runs away (older children)
- ◆ Reports abuse or injury by parent or caretaker

Source: Miller, Karen. *The Crisis Manual For Early Childhood*. Gryphon House, Beltsville, MD. 1996.
Kathy Sinms and Esther Rider-Salem: Child Protective Services, Oklahoma City, OK. 1997

INDICATORS OF EMOTIONAL MALTREATMENT

One or more of these indicators could be a possibility of abuse

PHYSICAL INDICATORS:

- ◆ Speech disorders
- ◆ Lags in physical development
- ◆ Failure to thrive (a condition where the child has failed to gain weight expected for normal growth)
- ◆ Ulcers, asthma, severe allergies

CHILD BEHAVIORAL INDICATORS:

- ◆ Habit disorders (rocking, thumb sucking and biting—in an older child)
- ◆ Behavior extremes: passive and compliant or aggressive and rageful.
- ◆ Developmental lags
- ◆ Self-destructive, attempted suicide.

CARETAKER CHARACTERISTICS:

- ◆ Withholds love
- ◆ Blames or belittles the child
- ◆ Rejects the child
- ◆ Seems unconcerned about the child
- ◆ Treats siblings unequally.

Sources: Kathy Simms and Ester Rider-Salem. Child Protective Services. Oklahoma City, OK 1997.
Hyde, Margaret. *Cry Softly! The Story of Child Abuse*. Westminster Press, Philadelphia, PA 1986.

INDICATORS OF NEGLECT

One or more of these indicators could represent a pattern

- ◆ Low self-esteem and very poor social skills
- ◆ Child is often hungry and will eat just about anything
- ◆ Poor expressive language skills
- ◆ Overly compliant
- ◆ Anti-social behavior
- ◆ Parent is never around or available
- ◆ Clothes are worn over and over and are very dirty along with the child's physical appearance (dirty face, skin, hair)

Source: Miller Karen. *The Crisis Manual for Early Childhood Teachers*. Gryphon House, Beltsville, MD 1996.

INDICATORS OF SEXUAL ABUSE

One or more of these indicators or if they are happening in a pattern could be a possibility of abuse.

PHYSICAL INDICATORS:

- ◆ Difficulty in sitting down or walking
- ◆ Genital or rectal problems—itching or pain in these areas. Blood in the underwear, problems going to the bathroom. A young child might say “it hurts down there” while pointing to the genital area.
- ◆ Frequent urinary or yeast infections
- ◆ Venereal disease or pregnancy especially in pre-teenagers.

CHILD BEHAVIORIAL INDICATORS:

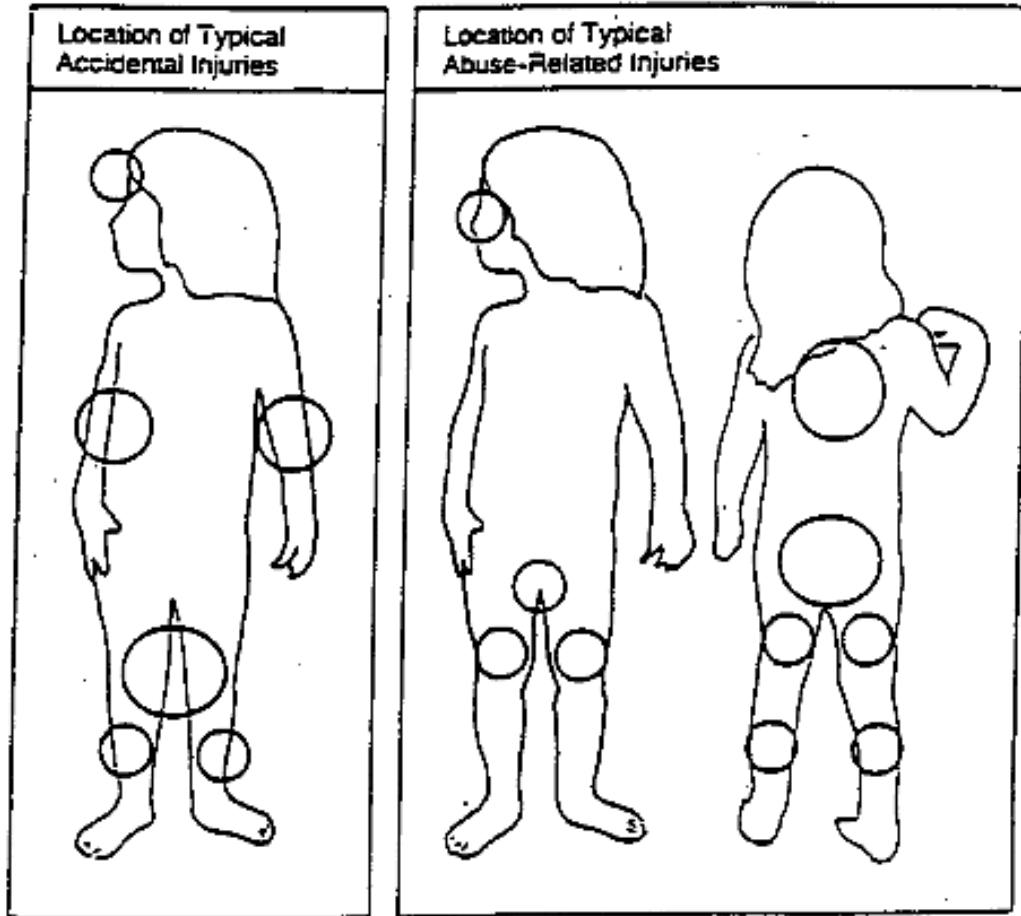
- ◆ Re-enactment of the events. Children often act out in play situations what they are unable to express verbally.
- ◆ Unusual or bizarre sex themes in their play or art.
- ◆ Reluctance to undress in front of anyone
- ◆ Sleep problems
- ◆ Unusual absences
- ◆ Precocious sexual knowledge. The child’s vocabulary might include sexual words not used by other children.
- ◆ Unusual interest in sexual matters.
- ◆ Regression in toilet use, speech patterns, bed wetting, and other areas in which they once had mastered.
- ◆ Indirect hints about “mommy’s new friend” or a houseguest.
- ◆ Revelation. The child might say something like “my brother wouldn’t let me go to sleep last night” or, “my babysitter keeps bothering me”.
- ◆ Remember—some children show no signs and with the exception of the child reporting the incident, all of these behaviors may indicate problems not related to sexual abuse.

CARETAKER CHARACTERISTICS

- ◆ The non-abusing caretaker is frequently out of the house, which permits the perpetrator access to the child
- ◆ Abuser was abused as a child and has never learned what is appropriate
- ◆ Encourages children to engage in sexual acts or pornography on front of the caretaker.

Sources: Miller, Karen. *The Crisis Manual For Early Childhood Teachers*. Gryphon House, Beltsville MD. 1996.
Kathy Simons and Esther Rider-Salem. Child protective services, Oklahoma City, OK 1997.
Neiburg-Terkel, Susan and Renee Janice. *Feeling Safe and Strong: How to Avoid Sexual Abuse and what to Do If It Happens To You*. Lerner Publications, Minneapolis, MN. 1984.

LOCATION OF INJURIES



WHAT WILL HAPPEN WHEN I CALL AND REPORT?

- ◆ When you call, the referral is documented on writing then screened by a supervisor to determine if the referral is within the scope of DHS (Department of Human Services) responsibility. If it is accepted into investigation, it is assigned a priority and given to a worker for investigation.

I THINK ALL CALLS ARE IMPORTANT! HOW IS IT DECIDED WHAT PRIORITY IS GIVEN?

- ◆ There are three priority levels and the decision is based on the risk to the children.

PRIORITY ONE:

- ◆ Indicates imminent danger of serious injury. Response is generally within hours of receipt of the referral but no longer than 24 hours.

PRIORITY TWO:

- ◆ Indicates that there is no imminent danger of serious injury but the child will not be safe without intervention. Response is within 48 hours to 15 calendar days depending on risk to the child.

PRIORITY THREE:

- ◆ Indicates that there is no imminent danger or injury alleged. Response is within 15 to 30 calendar days.

A determination is then made about whether the allegations are confirmed and the level of risk to the children in the home. The worker will make one of the three findings: confirmed, uncertain or ruled out.

Source: Kathy Simms and Esther Rider-Salem. Child Protective Services. Oklahoma City, Oklahoma. 1997.

FIRE

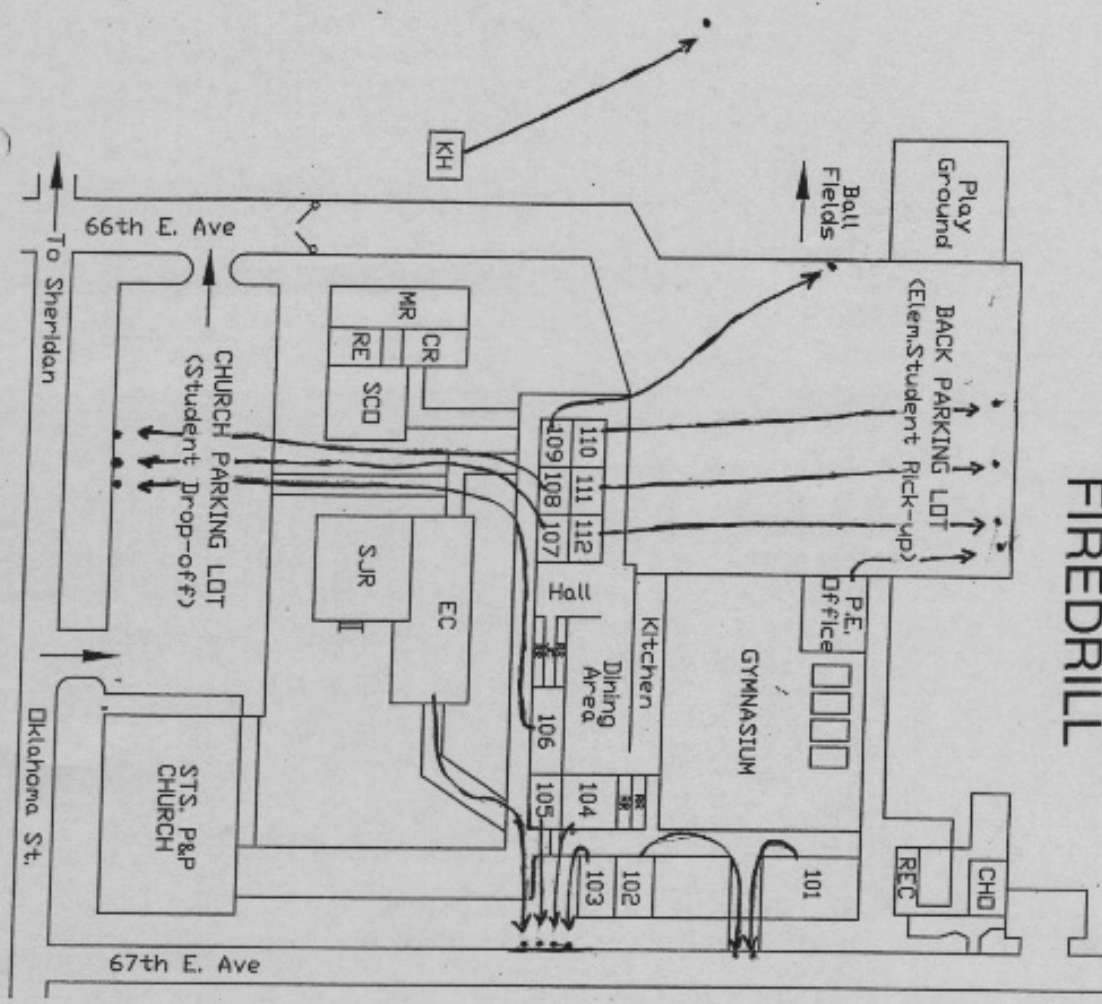
After the class has followed the Fire Drill Guidelines

1. Move all students to designated "Safety Zone" – the ball fields
If this location has been rendered unusable, go to a gathering place designated by authorities—the Church
2. Report all injuries to administration at once when class reaches the Safety Zone.
3. Keep track of your students.
 1. List students who are injured.
 2. List students who are removed from your group for treatment of injuries.
 3. If parents/guardians arrive to take students home, list students who leave and WITH WHOM they leave.
4. IF Evacuation from the Safety Zone is to occur:
 1. Await evacuation by school district buses.
 2. Let students know that evacuation is planned
 3. Do everything you can to calm and reassure students.
5. At the Evacuation Site: Follow instructions, stay with your class, continue to keep track of your students.
6. Await further instructions and information with your class at the Evacuation Site.

SAINTS PETER AND PAUL
PARISH AND SCHOOL

FIREDRILL

FLOOR PLAN

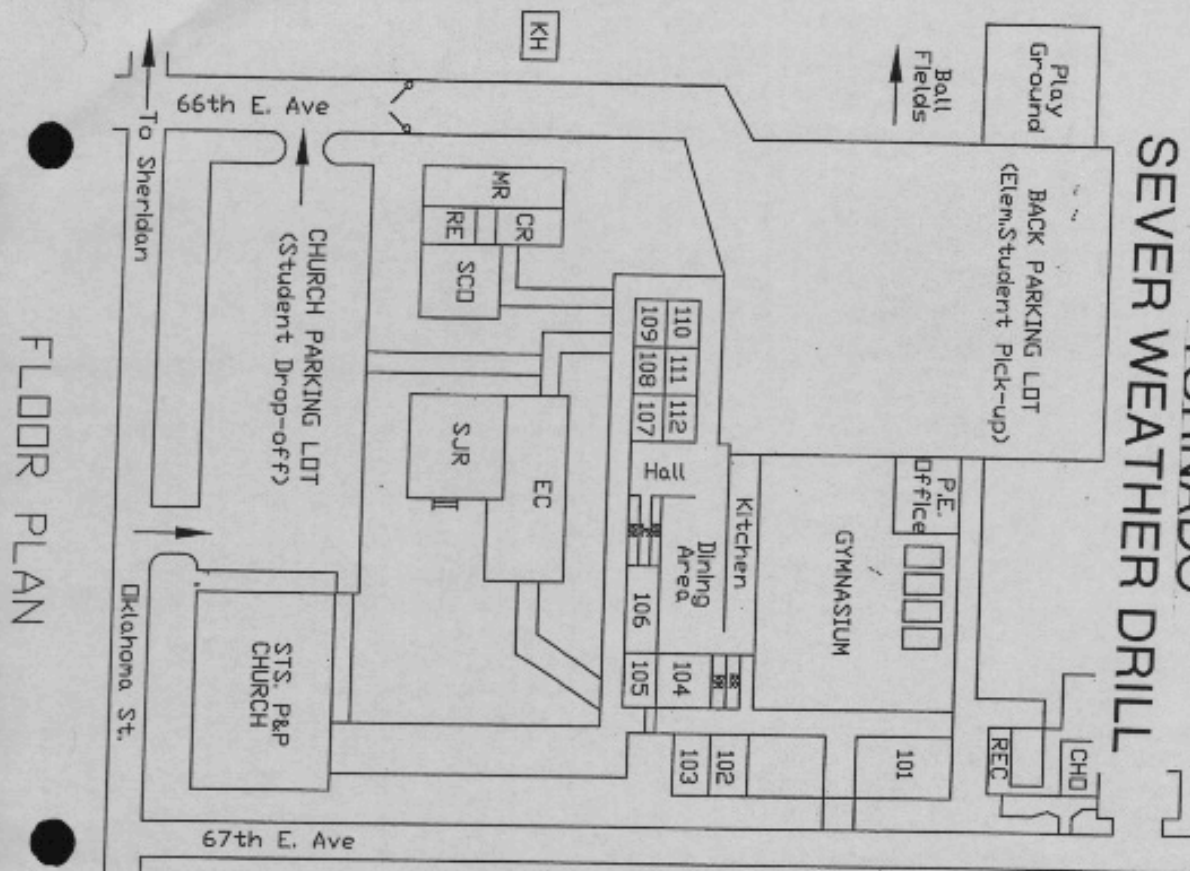


INSTRUCTIONS:

1. Fire Alarm will sound continuously.
2. Lead class to designated area at least 300feet from building
 - Students must be quiet and orderly
 - Teachers bring class roster
 - School Secretary will check outside restrooms
 - Secretary or aid will check inside restrooms
 - Teacher hold up gradebook or attendance clip board if all students are present
3. While outside, report any missing students to office or other designated person immediately.
4. Do not return to building until the fire alarm is turned off.
5. Roll is to be taken again upon return to the building.
6. Report any problems to the office.

SAINTS PETER AND PAUL
PARISH AND SCHOOL

TORNADO
SEVERE WEATHER DRILL



FLOOR PLAN

Teacher	Class Room	Grade	Go to
Mrs. Rhonda	103	Pre-K	Cafeteria Hallway
Mrs. Grant	104	Kindergarten	Stay in Classroom
Mrs. Prater	102	1 st	Primary Hallway
Mrs. Pohlman	101	2 nd	Cafeteria Hallway
Mrs. Durnbach	107	3 rd	Primary Hallway
Miss Crawley	108	4 th	Primary Hallway
Mrs. Sams	109	5 th	Primary Hallway
Miss Jaskiewicz	112	6 th	Primary Hallway
Ms. Horton	111	7 th	Primary Hallway
Mr. OH	110	8 th	Primary Hallway
Mrs. Reneau	Krafft Hut	Music/Fine Arts	Primary Hallway
Mrs. Campbell	Sister Theresa	Religion	Primary Hallway
Mrs. Walsh	Sister Theresa	Spanish	Primary Hallway
	Sister Jamesetta	Special Class	Primary Hallway

Over the intercom you will hear: "THIS IS A SEVERE WEATHER DRILL. Please go to your designated area".

Students must be moved immediately to designated area (see map). They MUST TAKE COVER AGAINST AN INSIDE WALL AWAY FROM WINDOWS. Students are to be kept in protected area until an "all Clear" message is given.

TORNADO

After the class has followed the Tomado Drill Guidelines,

1. Move students and staff out of any damaged portion of the building to undamaged portion of the structure. If weather permits, the "Safety Zone" can be used—the ball fields.
2. GO TO the "Safety Zone" if the school is damaged severely. Keep your class together at all times.
3. In case of injuries:
 - Assess the extent of injury: restore breathing and stop serious bleeding as a FIRST PRIORITY.
 - GET HELP if first priority injuries occur—alert the office, or if you're in the Safety Zone, report the nature of the problem to the administrators and/or rescue officials.
 - Make all other injured persons as comfortable as possible; keep injured persons warm.
 - Be sure that authorities know if you have injured individuals with you.
4. Enlist the support of your students, where possible, to calm fellow students and to help you.
5. EVACUATION
 - If necessary and if transportation can gain access to the site, evacuation may be ordered by authorities.
 - Keep students together and follow instructions in the event of evacuation from the school or Safety Zone.
 - Your school will evacuate, in most cases, to the designated Evacuation Site.
5. If NO structural damage has occurred, but if a tomado has caused extensive damage in our Township:
 - It may be necessary to remain at school for some time.
 - Reassure students; encourage them to talk, or write, about their concerns.
 - Let students know that when information is available, it will be shared.
 - Establish a system for bathroom breaks.
 - Listen for instructions and a possible order to evacuate the building.
 - IF students are called from the room by the office or other authorities, make a list of students who leave and why.

CUSTODY POLICY

Parent must bring a court order to the office in order pick up a child.

DIOCESE OF TULSA – CATHOLIC SCHOOLS
GRIEVANCE FILING FORM

Name of Teacher _____

Home Address _____

Home Telephone _____

Number Years in System _____

Position Held _____

Name and Address of School _____

Principal _____ School Telephone _____

Provision of the school policy or contract allegedly violated: _____

Statement of grievance: _____

Action requested _____

Signature of Teacher

Date

My Rules for

Internet Safety

Intermediate

I will use the Internet responsibly. That means making smart decisions about what I look at, who I talk to, and what I say. I pledge to be safer online by following these rules:



1st I will tell my trusted adult if anything makes me feel sad, scared, or confused.

2nd I will ask my trusted adult before sharing information like my name, address, and phone number.

3rd I won't meet face-to-face with anyone from the Internet.

4th I will always use good netiquette and not be rude or mean online.



signed

signed

NetSmartz Workshop
NATIONAL CYBER SECURITY CENTER

Watch videos and play games at NetSmartz101.org
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6-8

INTERNET SAFETY RULES

Middle School • High School

1
I WILL THINK BEFORE I POST.

I agree not to post information and images that could put me at risk, embarrass me, or damage my future, such as

- cell & home phone numbers
- home address
- sexual messages
- inappropriate pictures and videos

2
I WILL RESPECT OTHER PEOPLE ONLINE.

I will not

- post anything rude, offensive, or threatening
- send or forward images and information that might embarrass, hurt, or harass someone
- take anyone's personal information and use it to damage his or her reputation

3
I WILL BE CAREFUL WHEN MEETING ONLINE FRIENDS IN PERSON.

I agree to

- ask my parent or guardian's permission
- have a parent or guardian accompany me
- meet in a public place

4
I WILL PROTECT MYSELF ONLINE.

If someone makes me feel uncomfortable or if someone is rude or offensive, I will

- not respond
- save the evidence
- tell my parent, guardian, or another trusted adult
- report to the website, cell phone company, cyberbully.com, or the police



Watch videos and play games at [AskTheExperts.org](http://www.AskTheExperts.org)
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SIGNED _____
SIGNED _____