



STS. PETER AND PAUL FAMILY HANDBOOK 2022-2023

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 faith formation and academic excellence while enhancing students emotional, physical and spiritual growth.

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MESSAGE FROM THE PRINCIPAL

Dear Parents and Students,

Welcome to Sts. Peter and Paul Catholic School! In choosing Sts. Peter and Paul, you have demonstrated a commitment to the values and philosophy of a Catholic education. The Parent/Student Handbook reflects the policies of Sts. Peter and Paul for the 2022-2023 school year.

The Sts. Peter and Paul Handbook is available online and hard copies are available in the school's main office. In keeping with the belief that parents are the primary educators, we rely on you to make the educational experience successful. It is expected that all families will carefully read this handbook and abide by the policies outlined herein. All school families must read this document carefully and have a signed handbook agreement form on file. By signing this agreement form, you and your student(s) agree to abide by the policies of Sts. Peter and Paul Catholic School during the 2022-2023 school year.

As we embark on this 71st year as a school, we are driven by the mission that inspired our origin – to reach the heart, minds, and souls of our students by providing an outstanding educational experience rooted in the Catholic faith. We are blessed to continue to embrace our mission to instill the fundamental beliefs of the Roman Catholic Faith and to provide a quality education.

We are dedicated to preparing our students for the future through faith formation and academic excellence. We appreciate your partnership in this mission to enhance your students' emotional, physical, and spiritual growth.

Further, we are thankful for your commitment to support a respectful atmosphere where our students learn, serve, lead, and succeed.

The faculty and staff of Sts. Peter and Paul look forward to working with you to promote the authentic formation of your child. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Sincerely in Christ,

Thomas Cody McDonald

DIOCESE OF TULSA

Diocesan Mission Statement

The mission of the Tulsa Diocese Catholic Schools is to provide for the on-going development of the Christian person as a whole person—spiritually, intellectually, emotionally, socially and physically. The Catholic Schools of the Tulsa Diocese provide the most intensive, most life-integrated experience of holistic Catholic education in Eastern Oklahoma.

Diocesan Philosophy

Catholic Schools exist primarily to participate in the educational mission of the Catholic Church, to respond to the mandate from Jesus Christ to teach all nations. Catholic Schools form a partnership with parents who are the first and foremost educators of their children.

This ministry of Catholic Christian education is designed to help others to:

1. Mature in their understanding and love for the Gospel and to translate this into action;
2. See the dignity of the human person with the vision of Jesus;
3. Build the Christian community and the entire human community; and
4. Relate all human culture eventually to the news of salvation, so that the light of faith will illuminate the knowledge which students gradually gain of the world, of life, and of humanity.

Although various agencies within the Church cooperate in this educational mission, the Catholic School is uniquely qualified to affect the lives of the young by:

1. Integrating the Gospel message into all areas of knowledge;
2. Striving to form a community of faith;
3. Calling forth great personal commitment from all those in the educational community - faculty, parents, students, and parishioners;
4. Making prayer and liturgical celebration a regular part of schooling.

STATEMENT OF NONDISCRIMINATORY POLICY

The Catholic Schools of the Diocese of Tulsa do not discriminate on the basis of race, sex, religion, or economic status.

SAINTS PETER AND PAUL CATHOLIC SCHOOL

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 faith formation and academic excellence while enhancing students emotional, physical and spiritual growth.

Philosophy

Saints Peter and Paul Catholic School 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.

SAINTS PETER AND PAUL SCHOOL ADVISORY BOARD

The School Advisory Board is a consultative and advisory body, which provides assistance to the school administration. It shall recommend to the Pastor and Principal long and short-range programs or policies aimed at assisting in the growth, development, and utilization of resources of the school. The School Advisory Board shall be responsible to follow the mission for Catholic Schools.

SS PETER AND PAUL HOME AND SCHOOL ASSOCIATION Purpose

The 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 SS. 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.

Athletic Coaching – Soccer, Basketball, Track, Volleyball
 Babysitting during events
 Development: Donations and Grants
 Elegant Bites
 Enrichment Programs
 Ground Upkeep: gardens, trash
 Homeroom Parent
 Lunchroom Supervision
 Morning Care
 Maintenance & Repair
 Playground Supervision
 Teacher Appreciation Lunch
 Track & Field Day
 Trivia Night
 Turkey Bingo
 Tutoring
 Vision & Hearing Screening
 8th Graduation Helper

Fundraising

Because tuition alone comprises part of the total cost of operating the school, we rely on the larger community and on specific fundraisers for support. 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. The others listed help to support our school, and community charities. The H.S.A. also is planning other community-building activities which are not designated as fundraisers.

- **Merchandise Sales (early fall)** Students sell items from a brochure or on the internet.

- **Turkey Bingo (late fall):** Homeroom classes create baskets that are auctioned. Patrons can buy dinner and play Bingo for turkeys as the prizes.
- **Merchandise Sales (spring):** Students sell items from a brochure or on the internet.
- **Walk-A-Thon (late spring):** Students secure pledges for every mile or lap they walk
- **Uniform Closet**-used uniform distribution, ongoing
- **Skate Night**—Once a month as scheduled.
- **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

ACCREDITATION

Saints Peter and Paul Catholic School is accredited through the Oklahoma Conference of Catholic Schools Accrediting Association, and is an affiliate of the National Catholic Educational Association. Saints Peter and Paul Catholic School offers a rigorous and responsive academic program focused on continuous development with religion as a core subject.

ADMISSION POLICY

Students will be accepted in the school according to the following priorities:

1. Students currently attending SS. Peter and Paul Catholic School.
2. Siblings of students currently attending SS. Peter and Paul Catholic School.
3. Children of full time staff teaching at SS. Peter and Paul Catholic School.
4. Members of SS. Peter and Paul Parish will fill the remaining openings (by a lottery if necessary).
5. Members of a parish that does not have a school will fill any remaining openings by a lottery.
6. Siblings of non-Catholic students currently attending SS. Peter and Paul Catholic School who were not attending the school.
7. Members of a parish that does have a school, but the

student has applied to SS. Peter and Paul Catholic School.

8. Children of non-participating parishioners and non-Catholics.
9. In all cases, the Pastor and Principal have the final decision.

In all cases involving Catholic students, their pastor may certify that they are parishioners in good standing.

Registration of Students: Registration for students attending Sts. Peter and Paul Catholic School and siblings of students currently enrolled and new families will begin no later than March. If tuition payments are not current, registration will not be accepted until the account is resolved. Notification dates will appear online and in the weekly bulletin of the area parishes for registration of new students.

Age and Registration Requisites: Children must be four by September 1st and fully toilet trained i.e.: no pull-ups and able to use the toilet independently to enter Prekindergarten. Children must be five years old by September 1st to enter kindergarten. All new students must present birth certificates as well as a complete record of immunizations. Catholic Students must present baptismal certificates.

AFTER SCHOOL CARE / MORNING CARE

Saints Peter and Paul Catholic School offers before and after school care on school days.

Telephone: 836-4278 or 836-2165

Before and After School Care may be modified due to policies resulting from the COVID-19 crisis. Please contact the school office for current status.

Before School Care:

Hours: 7:00-7:45am

There is no charge for before school care. Supervision is not available until 7:00 am.

After School Care:

Hours: 3:00 – 5:30 pm

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.

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.

ARRIVAL & DISMISSAL PROCEDURES

Arrival and Dismissal Procedures may be modified due to the COVID-19 crisis. As of July 31, 2020, students may arrive no earlier than 7:20 am and will go directly to homeroom. Students will be dismissed from the gym. Students will be called to cars by family tag number which will be distributed before school begins August 13th.

Regular school hours are 8:00am to 3:00pm. Students arriving in homeroom after 8:00 are marked tardy by the teacher. Students may be dropped off in the back lot from 7:00 am to 8:10 am. Students may enter the building at 7:00am through the back lot doors for before school care in the cafeteria. Students are released to homeroom from before school care at 7:45 am. The gates to the parking lot will be closed at 8:10. Students arriving after 8:10 must report with a parent to the school office for a tardy slip.

Dismissal begins at 3:00 pm. Gates will open to the back lot at 2:50 pm. All K-8 students will be in the loading zone following the directions of staff. The Parish Office parking lot should not be used at dismissal. Students not picked up at 3:15 will be escorted to Extended Care in the Cafeteria. Walkers and students staying for practices will be released at 3:15 from teacher supervision.

Parents may park in the school office lot only for students being dismissed early (before 2:50pm) to sign out their students.

The school assumes responsibility for students from the designated arrival time to the designated dismissal time. **As of July 31, 2020, arrival is after 7:20 and dismissal ends at 3:20. There is no after school care service for drop ins until further notice.**

School Office Hours are 7:45am – 3:15 pm during school days. All visitors, including parents/guardians, must sign in at the school office when on campus. All parent-teacher conferences are scheduled in advance.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Because Saints Peter and 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:

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

Many of these sports and activities require a volunteer coach or moderator and cannot be provided unless such a volunteer comes forward. Volunteers interested in assisting with these or initiating other activities may contact the principal.

ATTENDANCE POLICY

Prompt and regular attendance in all classes is an integral part of a student's performance in school. Parent/Guardian is to notify the school in the case of all absences and tardiness.

The maximum number of days a student may be absent and still receive credit for a semester will be 15 days. This limit includes excused and unexcused absences. An exception may be made in the case of extended illness when the student has been able to complete make up work at home. Students not present for the required number of days may be required to attend summer school and/or may not be promoted to the next grade. Consideration of any exceptional circumstance is at the discretion of the principal. **Consideration will be given to students experiencing quarantine or COVID 19 related circumstances.**

Reporting Absences: A parent should report the absence by calling the office (836-2165) before 9:00 am 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.

Make-up Work: 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 3:30 on the day it is requested.

Students are responsible for making up work missed due to absences or vacations, excused or unexcused. Please consult with your child's teacher to determine a reasonable completion date for make-up work. Teachers will give assignments in advance of a significant absence. Parents should inform the teacher and office as soon as the possibility of a significant absence is known.

Tardiness: All students must be in their homerooms at 8:00am. Parents will receive a notice about their child's tardiness if it becomes an issue. Please support student success by having your children at school on time. Excessive tardiness will result in a Parent/Principal Conference.

Release during the School Day: The student will be called to the School Office to be signed out by an authorized adult. No student will be permitted to leave the school premises without written permission. No student may be picked up outside the building. Students will not be released to anyone not listed on the Emergency Form.

If a student is signed out before 10:00am and will not be returning, the student is considered absent for the entire day. If a student is signed out of school after 10:00am and will not be returning, the student is considered absent for ½ day. If the student is signed out of school before 1:00pm, the student is considered absent for ½ day. If the student is taken out of school for an appointment and returns back to school the same day, the student is considered present for the school day.

Attendance is important for all students. Personal development and academic success are related to regular school attendance. 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. Parents who wish to take their child out of school for personal reasons should consider that the child is missing daily classroom instruction. The parent and child must assume responsibility for any work that is missed due to vacations or other personal reasons.

COMMUNICATION

To keep parents informed of school activities and critical information, we will use the following:

- Monthly newsletter
- Print notices sent home with the student
- Website www.peterandpaultulsa.org

- **FACTS:** Each family will set-up an account to receive notifications for billing

To assure delivery of the communication, please ensure that change of name, address, email or phone number is reported to the office to be noted in FACTS.

Home Communicator Folders will be sent home with the newsletter or other information on Thursdays of each month. Please return the folder the next day.

CLOSING OF SCHOOL: EMERGENCY OR INCLEMENT WEATHER

Saints Peter and Paul Catholic School will make its own announcement regarding inclement weather for closing, opening, and/or delayed opening of school. While we normally follow Tulsa Public Schools closings, we do not follow TPS school closing in every situation.

In case of snow, storms, or other emergencies, there will be an announcement by recorded phone message and text alert. Please ensure an accurate email and phone number is on file with the office. An announcement will also be posted on social media FB.

Parents are responsible for making their own decision as to whether or not they can get their child/ren to school safely. If you cannot safely make it to school, please call the office.

CONFLICT RESOLUTION

In the Gospel, Jesus tells us, "If you are bringing your gift to the altar and you remember that your brother or sister has something against you, go and settle the matter and then return and offer your gift (Matt. 5.23-24)."

The best way to deal with concerns is to first approach the person with whom there is a problem. If parents have a concern about a classroom situation, first communicate with the teacher. Only after efforts to resolve the situation with the teacher should the Principal or other administrator be contacted. If parents have a concern with the Principal, parents should first communicate with the Principal. If parents truly cannot reach a good faith resolution with the Principal, the Pastor can be contacted.

Acting as Jesus would want us to act should be the goal of all in the Catholic school community – pastors, principals, teachers and other staff members, parents and students. We should try to deal with differences of opinion in a manner that indicates to all observers that we are Christians.

Please Note: Email may ONLY be used to set up an appointment or to reschedule an appointment if changes are necessary. It may not be used to discuss the issue.

CURRICULUM

In an effort to respond to the needs of the students, the curriculum is reviewed annually. Consideration is given to information from student progress, teacher evaluations, standardized test scores, and requirements from the Diocese of Tulsa and accreditation commissions. The curricular standards can be viewed at <https://dioceseoftulsa.org/curriculum-standards>

CRISIS TEAM / EMERGENCY PROCEDURES

School populations are often affected by crises that occur within the school as well as in the community at large. Deaths, natural disasters, violent assaults, and other crisis situations can have a devastating impact on students, teachers, parents, and other members of the school community. In the event of a crisis, Saints Peter and Paul Catholic School has in place a crisis intervention team that acts as the agent for initially organizing and helping the school to deal appropriately with the crisis. The team consists of members of the Administration and other individuals designated by the Principal.

Emergency Contacts are required at the beginning of each school year on the enrollment form. **Please update the names, addresses, and phone numbers of responsible adults who can be contacted in case of an emergency or if a child becomes ill during the school day.** This record must also supply the name of the family physician or pediatrician. Parents, guardians, or other persons authorized to pick up a child at dismissal should also be on the emergency card.

If a child becomes ill at school, the school office 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.

Fire Drills/Tornadoes/Crisis: Fire drills are conducted in compliance with the Diocese of Tulsa guidelines. Faculty, students, teacher assistants, and volunteers must evacu-

ate the building in a quiet, orderly manner by the nearest exits. Directions are posted in each classroom. Talking and other disturbances are strictly forbidden during any drills.

Should a tornado be imminent directions posted in all classrooms will be followed. Please do not call the school office at this time, as it will be necessary to keep phone lines open. Students participate in tornado drills throughout the school year.

In case of intruder or other crisis situation, drills for a lock down procedure and an intruder response procedure are conducted periodically. The building is inaccessible to visitors during these drills. In case of an actual emergency, parents will receive a call, text, or email and other appropriate communication. For everyone's safety during a crisis situation and to keep the phone lines open, please do not call the office.

DISCIPLINE CODE: WITNESS FOR CHRIST

The Greek word for disciple also means "apprentice". The content of Catholic education and the rules for classroom behavior should be chosen to mentor students as apprentices to Jesus, with all that this entails. The goal of disciplinary action is to encourage students to live according to Catholic values

Good behavior habits and a positive attitude toward school and learning originate in the home. A child learns self-discipline in school with support from the home. The 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.

General Guidelines for All Students

- Treat every adult and student with respect at all times.
- Use appropriate language to communicate kind consideration of all.
- Follow school and classroom procedures.
- Remain quiet in the halls.
- Respect the personal space of others.
- Demonstrate manners and cooperation.
- Respect school and church property.
- Keep silent during fire, tornado and other drills.
- Dismiss from school in an orderly manner.

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. The principal is the final arbiter in all disciplinary matters. Principal discretion is reserved for exceptional circumstances.

Unacceptable Behaviors, General

- Dress code violations
- Excessive tardiness
- Backtalking and rudeness toward teachers
- Inappropriate behavior—language, gestures, noises
- Disrupting class—interrupting or obstructing the educational process in any activity or area of the school.
- Horseplay
- Unpreparedness—failure to complete assignments or have necessary supplies

Unacceptable Behaviors, Serious Infractions

Students will be liable to more serious disciplinary action that could include detention, class exclusion, suspension or expulsion for misconduct including but not limited to:

- Actions gravely detrimental to the moral, physical, or spiritual welfare of others.
- Habitual profanity or vulgarity.
- Assault, battery, and any other threat of force or violence, including fighting and aggressive actions like pushing, shoving, throwing objects.
- Verbal or physical threats to teachers, staff or students.
- Open or persistent defiance of authority.
- Continued willful disobedience.
- Vandalism, defacing or damaging school property. Parents are obligated to pay for repairs or replacement costs.
- Public scandal while under school jurisdiction (to and from school sponsored activities, field trips, etc.)
- Any behavior detrimental to the reputation of the school including technology misuse or misrepresentation and other serious actions detrimental to the school and community.
- Use, possession, or sale of weapons, drugs, or controlled substances.
- Possession or exhibition of obscene materials.
- Stealing.
- Forging parent signatures.
- Public Display of Affection.

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.

Off-Campus Conduct

The authority of administrators to expel, suspend, or otherwise discipline a student is not limited to the student's on-campus conduct. Students may be suspended out-of-school, or otherwise disciplined, for off-campus conduct which is contrary to the law, or which has an adverse impact on good order, discipline, or the learning environment at the school.

Classroom Management Grades K-5 and Middle School

The developmental differences among students in grades in Kindergarten through grade 5 require age specific classroom management strategies. K-5 classroom discipline policy will be determined by the classroom teacher and approved by the Principal. Teachers will include classroom rules, responsibilities, and consequences in their respective classroom discipline policies. Middle School teachers will collaborate to develop consistency in the development of classroom rules, responsibilities, and consequences in their respective classroom discipline policies.

Consequences

Consequences to misbehavior may include but are not limited to:

- Verbal warning and teach desired behavior when possible.
- Loss of privileges and/or silent lunch.
- Special tasks (written apology by student and/or other tasks, call to parent by student and staff).
- Time out from activity (sometimes space is needed to reevaluate choices) either in the classroom or in another classroom. (Written curricular work assigned during time out).
- Conference/Resolution with Teacher and/or Principal.
- Detention
- Behavior Improvement Agreement and communication with student, teacher, parent and principal.
- Short-term Limited Class exclusion: Class exclusion is a method of disciplinary action that denies a disruptive student the ability to attend a particular class.

During this time of exclusion, the student is expected to work on classroom assignments while under the supervision of other teachers or staff. The purpose of class exclusion is to place disruptive students for periods of time, in an appropriate, supervised, in-school environment where student learning can continue.

- Suspension
- Expulsion

Suspension

Suspension is defined as a temporary dismissal of a student from the school. Suspension is a drastic consequence that should be used rarely and only in response to an action of a very serious nature or after other remedial measures have been employed without success. Students may be suspended for reasons including, but not limited to:

- Conduct unbecoming a Christian student;
- Incurable, or disruptive behavior which impedes the progress of the rest of the class;
- Use, possession, or sale of weapons, drugs, or controlled substances;
- Infliction of, or threatened, injury to another person;
- Criminal or gang-like behavior.

The following suspension process shall be followed:

- Only the principal/pastor has the ability to suspend a student.
- A student shall be suspended for no more than seven (7) school days.
- A conference shall be held with the parents, either before, or after, the student is placed on suspension.
- A written record shall be made, including date of the suspension, reasons, and notes relating to the parent conference, with the terms and conditions of the suspension signed by the parent and principal. A copy of the record must be kept in a file separate from the student's permanent record.

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.

Some counseling and/or assessment by a professional may be required before a student is accepted back into the school.

Expulsion

A student may be expelled from school when other means of discipline have failed. Expulsion is a serious matter and should be invoked only as a last result. The procedures identified by the Diocese of Tulsa Catholic Schools Office will be followed by the principal and pastor when considering expulsion.

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 Saints Peter & Paul Catholic School and must go directly to and from the designated destination.

GRADES

Grades for achievement include:

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

Grades are reported for K – 2 as:

S+	Above expectation
S	Satisfactory, meets expectation
S-	Below expectation
N	Needs improvement

Grades are reported for Grade 3 – 8 as:

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

Promotion and Retention

Promotion of students shall be based on completion of academic work and mastery of the required skills. All decisions regarding retention are the responsibility of the principal (in consultation with the teacher and the parents/guardians).

In cases of slow progress, any decision concerning non-promotion will be made after considering all the factors related to the student's development (e.g. emotional, physical, social, intellectual, academic). Information should be collected from a wide range of sources throughout the year. Teachers should provide intervention and remediation for any student making insufficient progress. Teachers should communicate concerns with the principal and parents as concerns are observed.

Excessive absences and/or tardiness, or withdraw from the school, may be cause for retention.

HEALTH AND WELLNESS

SS. Peter and Paul Catholic School recognizes the importance of nutrition, health, and physical activities for its students. The school has strategies in place to achieve goals and evaluate progress of nutrition education, minimum nutritional standards for foods available on school campus, school based activities to promote student wellness, physical education and physical activity for students, and involvement of the school community.

Head Lice

To return to school after head lice have been observed:

- The student(s) with head lice must be treated with special medicated shampoo as directed by their physician or pharmacist. Proof of treatment is required. (The box from the appropriate medication should be brought to the school office.)
- The student(s) must be checked by the designated school official at school before returning to class. The parent must accompany the child at this check-in.
- The student(s) will NOT be admitted to class if either eggs (nits) or lice are left in the hair.

Illness: Sick children need to be kept at home. Children should be at least 24 hours without a fever or vomiting before they may return to school.

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.

Immunizations: All students in Oklahoma are required to have the following immunizations in order to attend school or an exemption on file:

1. DTP/DTaP – 5 doses (the last dose of DTaP must be given on / after age 4)
2. Tdap booster – Children entering 7th grade or who have reached 12 years of age on or after July 1, 2016 are required to have one dose of Tdap (tetanus, diphtheria, acellular pertussis) vaccine & one dose of meningococcal vaccine.
3. Polio – 4 doses (the last dose of Polio must be given on / or after age 4.
4. Hib – 3-4 doses (children beyond their 5th birthday are not required to have any Hib vaccine)
5. Hepatitis B – 3 doses
6. Varicella – 2 doses (Vaccination required unless documentation of disease history)
7. Measles – 2 doses
8. Mumps – 2 doses
9. Rubella – 1 dose
10. HepA – 2 doses

In addition, all children entering 7th grade are required to have one (1) dose of Tdap (tetanus, diphtheria, acellular pertussis) vaccine & one (1) dose of meningococcal vaccine.

The school reviews and reports compliance with these requirements annually as required by law.

Parents must provide the current Immunization Certificate to school. The immunization certificate may be copied. Immunization Certificates presented to school must include:

1. Name of child, birth date, address and names of parent/guardian.
2. Full dates of each immunization dose (month, day, year)
3. Name and address of physician or clinic that administered the immunizations.
4. Certificates are to be signed or stamped by the physician or clinic.

Medical Information: Information pertaining to specific allergies and/or medication must be provided to the school. In cases of medical emergency or injury, the parents will be contacted immediately. If neither parent can be reached, the person(s) listed on the emergency form will be contacted. In the event that these persons cannot be reached, the school will take the necessary steps.

Please update the emergency contacts prior to the start of school or update as soon as known.

Medications: If your child needs to take any medication during school hours, complete the Medication Authorization Form. **A Medication Authorization form must be completed in full by the physician and signed by the parent/guardian in order for any prescription or non-prescription to be administered at school.**

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. 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.

For safety, all medications should be brought to the school office and picked up there by an adult.

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.

Charities. Please mark all items of clothing with your child's name.

HOMWORK POLICY

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 sight words each evening.

LOST AND 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

LUNCH PROGRAM

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.

Students may purchase multiple lunches on a ticket. Parents will be notified weekly of any lunches provided but not paid. At the end of each month, remaining unpaid charges will appear as a fee in the FACTS Tuition & Fee Account. Policies listed under TUITON in this handbook apply to accounts delinquent due to unpaid meal charges. An appeal for assistance from general donation funds to the school can be submitted to the principal if circumstances arise that impede payment of meal charges. Unpaid meal charges that remain unpaid by June 30 must be resolved through the school endowment however attempts to collect or resolve the family's responsibility will continue, as per other debt as listed in the TUITION section of this handbook.

MONEY

If it is necessary to send money to school, please put it in a sealed envelope with your child's name, homeroom, amount enclosed, and purpose clearly marked on the front.

NON-CUSTODIAL PARENT

Unless specifically prohibited by a court order, the non-custodial parent has the right to the same information and opportunities for conferences that is provided for the custodial parent. 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.

PARTIES

At Saints Peter and Paul Catholic School, we strive for a community of warmth, acceptance and inclusiveness.

All social activities outside of school should be closely monitored and supervised by parents. Problems relating to social activities can spill-over into the classroom and quickly impact 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. **As of July 31, 2020, outside food unless individually wrapped may not be distributed at school due to COVID-19 precautions.**

Holiday greeting cards may be distributed in school if all students in the class receive one. Birthday party invitations should be mailed. If invitations are distributed in school, all classmates must be invited.

Classroom parties are limited to those occasions determined appropriate by the faculty and the Principal. The teacher will make the necessary arrangements with the room parent. Refreshments are to be healthy and very simple.

RECORDS

Requests to view records are to be made in writing to the Principal at least twenty-hour (24) hours prior to when the parent would like to review the record.

RELIGIOUS EDUCATION & LITURGIES

Weekly Mass

All classes attend 8:30a.m. Mass on Fridays. Students assist by planning and participating in the liturgy. Liturgies are planned for special occasions and seasons. Parents are always welcomed and encouraged to attend. Appropriate behavior and gestures are taught for Mass.

Worship: All people are called to worship God. Our worship grows out of and is informed by the worship traditions and experience of the Catholic Church. We regularly celebrate the Eucharist, have available the Sacrament of Reconciliation, and experience a variety of prayer and worship forms. Our worship is planned and designed with the help of the different classes so that the worship is adapted to the needs and development level of the school community. Parents are always welcome to join us.

Special Celebrations and Activities

Advent Services
Living Rosary
May Crowning
Stations of the Cross
Penance Services
Church Tours

Prayer: The nature of Christian education places prayer as an integral part of our shared and personal life. At Saints Peter and Paul Catholic School, prayer is integrated into the daily routine. Prayer begins our day, our meals, and our classes. Prayer enables us to be grateful, appreciative, and respectful of all God's blessings.

Daily Religious Instruction

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

Parents are the primary instruments in the religious formation of their children. Every religious instruction program of the parish should reflect and build upon this reality. Parents are expected to prepare their children to receive the sacraments of Eucharist, Reconciliation, and Confirmation with the guidance, aid, and reinforcement of school personnel, and the Director of Religious Education of the parish in which they are registered.

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.

REPORT CARDS / CONFERENCES

The teacher will meet, at least once a year with the parents of each student for the purpose of discussing the student's development and progress in school. Conferences should take place at the designated school conference times indicated on the school calendar and at other times deemed necessary by the teacher or parent. Designated conference days in fall are mandatory for parents to attend. Spring conference days are optional but strongly recommended for parents to attend.

If a student is likely to be retained, a conference is to be arranged by the teacher with the principal, appropriate staff, and the parents. In all cases, the principal will make the final decision.

Honors and Recognition

Certificates for A and B Honor Roll are given during school assemblies.

To achieve A Honor Roll, the grade point average must be 3.75 or greater including core classes and specials, but not any elective classes.

To achieve B Honor Roll, the grade point average must be 3.00 or greater but less than 3.75, including core classes and specials, but not any elective classes.

Perfect Attendance Certificates are awarded to students who have no absences or tardies, excused or unexcused, starting the first day of school.

STANDARDIZED TESTING

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 abilities, 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.

TECHNOLOGY ACCEPTABLE USE

Students may not use cell phones, or other electronic devices on campus during school hours 8:00-3:00. If a student uses any of these items at school, the item will be confiscated and kept in the office until retrieved by a parent/guardian.

Appropriate use of the internet and computers at school is required to assure learning, student safety, and respectful relationships. The following are terms and conditions for using the Saints Peter and Paul Catholic School Networks or Internet connections.

A. Unacceptable Practices:

1. Sharing passwords
2. Using someone else's account, user name or identity
3. Harassing someone
4. Accessing material that has been deemed inappropriate for school use

5. Seeking unauthorized access to any resource
6. Using profanity or inappropriate language in e-mail or electronic communications of any kind
7. Trespassing in another's folders, work or files
8. Transmitting any material in violation of any US or State regulation
9. Reproducing or transmitting of copyrighted material without explicit permission
10. Downloading, copying, installing or transmitting commercial software, shareware or freeware without permission from the schools' designated computer specialist.
11. Using any sites that specifically involve unacceptable topics such as sex, violence or drugs
Texting, picture taking & videoing without permission; no recording of conversations
12. Sending or receiving email on campus for purposes other than approved school communication
13. Damaging technology equipment
14. Playing games for personal entertainment

B. Security: Security on any computer system is a high priority especially when the system involves many users. If the student identifies a security problem or inappropriate situation, the student must notify the teacher in charge immediately. DO NOT demonstrate the problem to other users. Technology should not be used without teacher presence. School technology is intended for school purposes only.

C. Vandalism: Vandalism will result in cancellation of user privileges and may result in suspension or expulsion. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data connected to our Internet or to any other computer on the school property. This includes but is not limited to, uploading, creating, or transmitting computer viruses.

D. Personal Device Usage: Students may not use technological devices such as but not limited to cell phones, cameras, tablets, watches, video games, etc. during the regular school day. Items may be confiscated and must be picked up in the office by a parent/guardian. Specific personal device use on school field trips will be defined prior to the trip.

E. Consequences: Students will be held accountable for their actions if the terms and conditions of acceptable use are violated. Consequences include: restricted network access, loss of school computers and Internet use, disciplinary or legal action including but not limited to suspension, expulsion, and criminal prosecution under appropriate state and federal laws.

Disclaimer: Saints Peter and Paul Catholic School is not responsible for any damages suffered, including loss or damage of personal equipment, loss of data resulting from delays, non-deliveries, service interruptions, or the accuracy or quality of information obtained via the Internet.

The school and/or employees are not responsible or liable for events outside of the school and/or not associated with school-sponsored events.

If there is an incident involving a threat, danger or illegal activity involving your child outside of the school, it is the responsibility of the parent to bring the threat, danger or illegal activity to the attention of the parents of the child involved and also to report it to the proper legal authority.

TEXTBOOKS

Any student who permanently damages, or loses a book will be required to pay for the book. Text book covers may be required as determined by the teacher.

TRANSFER OF SCHOOL RECORDS

When a student transfers from Saints Peter and Paul Catholic School, a form must be obtained from the school, completed and returned to the school office. The student's records are then mailed to the new school. Tuition and fees must be up to date.

TUITION

It is essential to the financial stability of Saints Peter and 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 Agreement. Please contact the Principal if unforeseen events occur resulting in serious delinquencies.

2. School fees are due in August, prior to the beginning of the school term.
3. Ss. 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 May 15, 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 resolved. 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.

VISITORS/VOLUNTEERS

As of July 31, 2020, access to campus by any visitors will be limited. All visitors are to report to the school office. Volunteers must sign in at the front office and wear identification while working in the school.

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.

Diocesan procedures require that volunteers and coaches participate in training for the protection of youth, have a background check and read and sign the related diocesan policies. Parents are encouraged to start this process early by contacting the office and stating their intention to volunteer during school hours, including field trips.

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.



**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. 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. No 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 Kinder 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 salones (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.

SCHOOL UNIFORMS MIDDLE SCHOOL

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 student's 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 ningun 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 ningun 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 zuelo. 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 podrán 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 joyeria 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.

**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.



**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.