



WELCOME TO ST. PETER AND ST. PAUL CATHOLIC SCHOOL  
9135 Banyan Street, Alta Loma, CA 91737  
[www.stpeterstpaulschool.com](http://www.stpeterstpaulschool.com)

*Dear Parents,*

*We extend a warm welcome to all the families who have chosen our school as the place to have their child educated. We look to parents, as their child's primary teacher, to communicate their needs to us. We are here to support you, not replace or correct your influence. This Parent/Student Handbook reflects the policies of St. Peter and St. Paul Catholic School for this school year. Please read this handbook carefully and sign the attached agreement, returning it to the school office. May God bless and guide us both in our awesome task of educating our youth.*

*St. Peter and St. Paul Catholic School Staff*

### **SCHOOL PHILOSOPHY**

St. Peter and St. Paul Catholic School is an educational ministry of St. Peter and St. Paul Parish. Clergy, school administration, faculty and staff work in cooperation with parents to impact students with the message of hope. Our school strives to help young students develop a lifelong desire for learning and a sincere love for God. Smaller class sizes allow teachers to develop high academic standards while meeting the needs of each student.

We provide students with frequent opportunities to share in the sacraments and traditions of the Catholic Church. Parent involvement is required to ensure student success, family faith development, and the essential connection between school and home. Our students are the future leaders of the Church and society. To prepare them for this responsibility, we challenge students to develop a life of prayer and become effective communicators with strong academic skills.

### **MISSION OF THE SCHOOL**

The purpose of St. Peter and St. Paul Catholic School is to provide a faith-based educational environment for all students. Teachers act as facilitators to motivate students to take responsibility for their actions, their goals and their lives. Together with parents, we strive to generate an enthusiasm for learning that promotes spiritual, social-emotional, intellectual and physical growth that will prepare students for their future in our Catholic Church and in our society.

## HISTORY OF THE SCHOOL

The idea of a Catholic preschool in the Alta Loma area began in 1983 with the vision of Father Charles O'Connor, then-pastor of St. Peter and St. Paul Catholic Church. By the fall of 1984, the new parochial preschool opened its doors to parish families and the local community with the help of seed money from parishioners, the local Knights of Columbus and the St. Peter & St. Paul Parish Bridge Club. A kindergarten class – complete with 20 students – was added the following year, and the education program was officially renamed as St. Peter and St. Paul Catholic School in 1985.

From the start, St. Peter and St. Paul Catholic School was designed to be a place where students' education and religious upbringing would thrive together. The school founding director, Mrs. Joanne Martin, established a teaching philosophy centered on hands-on, developmental learning and a faith-based curriculum. The school continues to embrace this philosophy of learning today.

Our school has achieved several milestones since its inception. The preschool received its initial accreditation with the National Association for the Education of Young Children in 1991 and maintained it through June 2014. In August 2010, a first grade class was incorporated into the school, thanks to the support and vision of former pastor, Father Patrick Kirsch. As we begin the 2016-2017 school year, the vision of expanding to include 6<sup>th</sup> grade has become a reality.

In May 2012, St. Peter and St. Paul Catholic School was recognized as a Full Candidate for Western Catholic Educational Association (WCEA) Accreditation. Our school is in good standing with WCEA/WASC accrediting agencies and received full accreditation in February of 2015.

Students and school staff also give their attention toward being active in the community and in philanthropic efforts that benefit young children and their families. These activities include a Trike/bike-a-thon, a children's clothing drive, on-going used shoe collection, a coin donation for the annual *Walk for Life* campaign, and most recently the American Heart Association's *Jump Rope for Heart* program.

In recent years, the school has also expanded to include before and after school care for their students. Today, St. Peter and St. Paul Catholic School lists eight classroom teachers, four instructional aides, co-curricular teachers that include art, music, Spanish, P.E. and computers, and three office staff as its faculty and staff.

Thanks to the generosity of many parishioners, donors, sponsors, and former graduates and families, St. Peter and St. Paul Catholic School continues to thrive and grow. Administrators and staff look forward to a bright future in which area families can receive a high quality, Catholic education.

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## PRESCHOOL PLEDGE

I am proud to be a student at St. Peter and St. Paul Catholic School.

I am here to learn.

I will listen and talk nicely to my teacher and school friends.

I will walk quietly in the classroom and while indoors.

I will show respect for my school, others, and myself.

I will love God with all of my heart.

## SCHOOL PLEDGE

We are proud to be students of St. Peter and St. Paul Catholic School.

We are **active** Catholics who understand the beliefs of our Catholic faith. We seek to make Jesus more known and more loved.

We are **lifelong learners** who think critically, creatively, and are skilled problem solvers.

We are **effective communicators** who listen carefully, read, write, and speak competently. We glorify God in dress, language, and action.

We are **responsible citizens** who appreciate our world, respect authority, and take responsibility for our actions.

## SCHOOL PRAYER

Almighty God, whose blessed apostles Peter and Paul glorified you by their martyrdom: Grant that your Church, instructed by their teaching and example, and knit together in unity by your Spirit, may ever stand firm upon the one foundation, which is Jesus Christ our Lord; who lives and reigns with you, in the unity of the Holy Spirit, one God, forever and ever. Amen.

## SCHOOL SONG

### Step By Step

Oh God, You are my God and I will ever praise You. Oh God, You are my God and I will ever praise You. I will seek You in the morning, and I will learn to walk in Your ways ...And step by step You'll lead me, and I will follow You all of my days.

## ACCREDITATION

St. Peter and St. Paul Catholic School is fully accredited by the Western Catholic Educational Association (WCEA) and by the Western Association of Schools and Colleges (WASC).

## SCHOOLWIDE LEARNING EXPECTATIONS

### **ST. PETER AND ST. PAUL CATHOLIC SCHOOL SAINTS**

#### *“Faith in our Future”*

These Schoolwide Learning Expectations (SLEs) are the knowledge, skills, and spiritual values a student possesses upon completion of our school program. St. Peter and St. Paul Catholic School students should be:

- A. **Active Catholics** who
  - 1. Understand the beliefs and traditions of our Catholic faith and make decisions based on Catholic values
  - 2. Seek to make Jesus more known and more loved in the world around them, like our patron saints, Saint Peter and Saint Paul
  - 3. Pray daily and participate in frequent reception of the sacraments
  - 4. Serve others out of a love for God and neighbor
  
- B. **Life Long Learners** who
  - 1. Possess strong skills in all academic areas
  - 2. Think critically, creatively, and are skilled problem solvers
  - 3. Are well organized and self-managed
  - 4. View information in light of God’s revealed truths
  
- C. **Effective Communicators** who
  - 1. Listen carefully to the thoughts and ideas of others
  - 2. Read, write, and speak competently
  - 3. Use age-appropriate technology to find and share information
  - 4. Glorify God in dress, language, and actions
  
- D. **Responsible Citizens** who
  - 1. Appreciate the beauty of God’s creation
  - 2. Respect authority and the rights and diversity of others
  - 3. Take responsibility for the effects of their actions
  - 4. Show concern for local, national, and global issues

**The Principal and Administration reserve the right to amend, update or change any part of this Handbook at their discretion. Policy changes are highlighted on the website handbook.**

# GENERAL ADMISSION POLICIES

## ADMINISTRATION OF SCHOOL

St. Peter and St. Paul Catholic School is under the jurisdiction of the Diocese of San Bernardino and the Roman Catholic Bishop, which together with the Office of Catholic Schools and the Diocesan School Board have responsibility for its operation. The Roman Catholic Bishop delegates responsibility for the school to the local Pastor/Pastoral Coordinator. The Pastor/Pastoral Coordinator retains the services of a school Principal to administer routines, policies and procedures, which are supported by the local school board.

The current administrators of the school are:

Bishop, Diocese of San Bernardino – Most Rev. Gerald R Barnes  
Pastor– Very Rev. Romeo Seleccion  
Superintendent – Patricia Vesely  
Associate Superintendent – Sister Linda Nicholson  
Principal – Kelly Burt  
School Board President – Jaime Dominick  
Business Manager – Laura Onopa  
Administrative Assistant – Annie Valtier

## ADMISSION

All new incoming students are admitted as follows:

- Priority I - Students whose families are registered and active parishioners of St. Peter and St. Paul Parish, who attend Mass regularly, with forms and fees submitted by the required dates.
- Priority II - Transferring Catholic school students whose families register in the parish and become active.
- Priority III - Other students who, by their behavior and attitude, demonstrate an acceptance of the philosophy of St. Peter and St. Paul Catholic School.

All NEW students are admitted on academic and conduct probation, so that our school can determine whether the school is able to meet the needs of your child. The school may require testing of all new students. Returning students are always given a priority registration period for each new school year.

## EMERGENCY INFORMATION

Emergency cards are sent home in each registration packet or at the beginning of the school year. These must be completed and returned immediately as all students must have an emergency card on file in the office throughout the school year. Two persons should be named to be contacted in the event of an emergency, if the parents cannot be reached. In case of illness or accident, the school will call the home telephone first. Please remember to sign your card and PLEASE NOTIFY OUR OFFICE OF ANY CHANGE OF INFORMATION, AS IT OCCURS, FOR BOTH WORK AND HOME!

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## **FINANCIAL POLICIES**

Registration, tuition, and extended care fees are stated on the School's *Financial Agreement*. Tuition is due on the first day of each month and becomes delinquent after the 10th; delinquent accounts are charged a \$25.00 late fee.

Discounts are given when tuition is paid annually (5%) and semi-annually (3%). There is a family tuition discount available: 10 % for the second child, and 15% for the third child.

Families are charged \$25.00 for submitting a non-sufficient funds check (NSF). Cash must be remitted from that point forward; this includes checks written for tuition, fundraisers, and/or scrip purchases.

A late pick-up fee of \$1.00 per minute is charged when a student is picked up beyond the hours stated on family's *Financial Agreement* or at the close of Afternoon Extended Care.

## **FOREIGN EXCHANGE STUDENTS**

Our school does accept, based on space availability, students from other countries in foreign exchange programs. The hosting agency must complete an I-20 packet of forms, pay an International Registration Fee along with the usual Registration Fee, and complete all other forms and paperwork required for registration into our school. Additional information may be obtained by contacting the school principal.

## **HEALTH SCREENING INFORMATION**

Health Forms must be completed for every child. These forms are distributed to new students as part of the registration process. If necessary, updated health forms are due prior to the first day of school.

California Law requires each kindergarten student and any new student to have a California immunization record on file. Failure to provide the requested verification of immunization will result in suspension from school.

Prior to acceptance into the Kindergarten or First Grade, each child must have a Report of Diagnostic Examination and School Certificate on file, Form PM 171A, documenting that the appropriate health screenings were completed during the prior 18 months. Forms are available in the school office.

## **INSURANCE INFORMATION**

The Diocese of San Bernardino requires student insurance for all students. A fee for insurance is included in the initial registration fee. If a student is injured, please request an insurance form from the school office within five days. Injuries received during school-supervised activities, as well as an hour before and an hour after school, or while going to and from school are covered within the limits of the policy. THE SCHOOL INSURANCE PROGRAM IS A SECONDARY CARRIER.

## **LEARNING DISABILITIES**

Students with learning disabilities may be accepted to our school, based on the nature and extent of the disability. Students are recommended to the local school district for testing and then a determination is made by the principal and teacher as to whether or not our school can meet the student's needs.

## **NON-DISCRIMINATION POLICY**

St. Peter and St. Paul Catholic School admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of this school. St. Peter and St. Paul Catholic School does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of its educational policies, admission policies, financial assistance and athletic and other administered programs.

Priority will be given to students as listed in the “ADMISSION PRIORITIES” paragraph from above. The administration of St. Peter and St. Paul Catholic School does, however, reserve the right to refuse registration or re-registration. Where it is evident that parents do not support the school's administration and/or policies, the administration reserves the right to terminate a student's attendance.

## **PARENTAL AGREEMENT**

Registration at St. Peter and St. Paul Catholic School indicates a willingness on the part of the parents to actively support the philosophy, goals, and programs of the school. Parents may be asked to withdraw their child from school if they fail to fulfill their responsibilities.

## **REGISTRATION OF CONTINUING STUDENTS**

Re-registration of continuing students takes place annually. In order to re-register for the next school year the following conditions must be met: 1. Tuition and Fees paid current to date; 2. Family Participation Program and Tuition Support Options met; 3. Child's academic and behavior reports are acceptable; 4. Registration fee paid.

## **TRANSFER STUDENTS**

Students seeking mid-year admission to St. Peter and St. Paul Catholic School should be capable of taking full advantage of the program. Therefore, a student's reasons for wishing to transfer are worthy of consideration and will be asked in an interview with the school principal. New students will be admitted on a probationary basis for whatever length of time deemed necessary and consistent with GPA standards. During this period the student must give evidence of successful progress both in school work and general behavior.

## **TRANSFER ON GROUNDS OF PARENTAL BEHAVIOR**

The education of a student is a partnership between parents and the school. The administration reserves the right to require the withdrawal of a student, if it is determined that the partnership is irretrievably broken. This may occur when parents have been consistently uncooperative with school personnel, policies, regulations, programs or have interfered in matters of school administration or discipline. Parents have the right to appeal as stated on page 26, *Resolution of Conflict*.

## **WITHDRAWAL POLICY**

Withdrawal from St. Peter and St. Paul Catholic School becomes OFFICIAL when the parent or guardian sign a withdrawal form provided by the office. If the student is leaving in the middle of a trimester, the teachers and staff will summarize the student's progress and enter information into the student's permanent file for forwarding to the next school. Refunds are NOT granted for Fees as indicated on the school's *Financial Agreement*. Unused tuition may be refunded once the family has left the school and all other accounts have been satisfactorily settled. Parents should make their refund request in writing.

## **SCHOOL OPERATION POLICIES**

### **ABSENCE FROM SCHOOL**

If a child is going to be absent for any reason, the parent or guardian is to call the school office after 7:30 a.m. and before 9:00 a.m. on the first morning of the absence and every day thereafter.

When the student returns to school he/she must bring a note from the parent/legal guardian to the school office. The note must be written by the parent/legal guardian in order for the school to consider the absence verified and excused. The note should have the date, student's name, reason for absence, dates of absence, and parent/legal guardian signature. Student absence due to illness may require a physician's note. If a student is absent 15 or more days during a trimester, no Report Card grades are given. Exceptions can only be made by the School Principal.

**NOTE: Upon return to school, students receive the number of days absent to make-up missing work. Parents may request and pick-up homework after school, for an absent student, by notifying the office before 9:00 a.m.**

### **ACCIDENTS REPORTS**

Accident Reports are prepared for any accident occurring during the course of a child's school day. **INJURIES ABOVE THE SHOULDER WILL BE REPORTED TO THE PARENT BY A TELEPHONE CALL.** If the parent cannot be notified, persons listed on the Emergency Medical Form will be advised. Parent receives their copy once administration has reviewed and signed the report.

### **APPOINTMENTS / EARLY DISMISSAL**

Early dismissal for medical or dental appointments is granted when a request is made by the parent or guardian. A note should be sent in the morning and presented to the classroom teacher. Parents must report to the school office before proceeding to their child's classroom. If someone other than the parent/guardian is picking up the child, he/she must present a signed note from the parent/guardian before the child will be released.

### **ATTENDANCE**

Regular school attendance is an important part of our program. Please schedule all vacations and pleasure trips during school vacation periods and **NOT** during school days. While students may experience absences due to valid reasons, elective absences are highly discouraged and must be kept to a minimum. No work is given in advance; make-up work does not satisfy what is missed during regular classroom instruction.

Parents are reminded that children must be kept at home when they are sick. Student must be free from a fever of 101° or higher and/or vomiting, cough, sore throat, head or muscle ache for 24 hours before returning to school. Students are not permitted to stay indoors during morning or lunch recess because they do not feel well. Please notify the school immediately if your child exhibits any of these symptoms.

### **BIRTHDAY OBSERVANCES**

Students may come to school in free dress on their birthday or half-birthday; birthday celebrations are held the last 15 minutes of the day; goody bags, balloons, flowers, and other party favors are not permitted. Party invitations for birthdays or slumber parties must be sent via U.S. mail unless an invitation is being given to

every student in the class. Students should not exchange individual gifts at school. Valentines distributed in class should include a Valentine for each student in class.

## **CHILD ABUSE REPORTING**

Section 11166 of the Penal Code requires any child care custodian, or school employee who has knowledge of, or observes a child in his/her professional capacity or within the scope of his/her employment, whom he/she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of child abuse to a child protective agency as soon as is practically possible by telephone, and to prepare and send a written report thereof within 36 hours, concerning the incident.

**ANY SCHOOL EMPLOYEE WHO SUSPECTS THAT A STUDENT'S PHYSICAL, MENTAL OR SEXUAL HEALTH OR WELFARE IS BEING ADVERSELY AFFECTED BY ABUSE SHALL REPORT TO THE CHILD PROTECTIVE SERVICES OR THE LOCAL LAW ENFORCEMENT AGENCY.**

It is not the responsibility of the school employee to prove that the student has been abused or neglected. Neither shall the school employee contact the student's family to determine the cause of the suspected abuse or neglect. Failure to report to the proper authorities may result in a misdemeanor charge punishable by fine or imprisonment (California Penal Code).

## **CHECK IN/OUT OR APPOINTMENT POLICY**

Parents are required to check children in or out of school through the school office. The office will notify the teacher to release the child to the parent. Early dismissal for medical or dental appointments is granted when the request is made by parents. Parents are urged to keep these requests to a minimum. The child is considered absent unless a signed note from the doctor's office, indicating date and time the child was seen, is returned to the school.

PLEASE NOTE: Students are NOT released after 2:15 p.m. In addition, students are NOT released while at an assembly. Exceptions can be made for an emergency.

## **CLASSROOM / SCHOOL VISITS**

Requests to visit classrooms must be scheduled through the school office. These visits require coordination with the classroom teacher and must be scheduled in advance. Persons, agencies, or organizations desiring to contact individual students during the school day are to receive permission from the Principal.

PLEASE NOTE: Upon arriving on visitation day, please come to the office to receive a name tag. ALL visitors MUST have appropriate clearances in advance and wear a name tag while on school property. In addition, St. Peter and St. Paul Catholic School is a closed campus. Once a student arrives at school, he/she must stay at school until a parent or other designated responsible person picks him/her up. This pertains to all after school and extra-curricular activities, as well as those students who are registered in the extended care program. Students are never to leave campus unless properly signed out and accompanied by a parent or other authorized individual. Students may not communicate, visit, or in any way interact with any adults (other than school parents or legal guardians), or students from other schools, who are near or around school grounds.

**The Principal and Administration reserve the right to amend, update or change any part of this Handbook at their discretion. Policy changes are highlighted on the website handbook.**

## **CONDUCT**

Respect for the dignity of all and courtesy should be shown at all times. We expect students and parents to conduct themselves in a proper and courteous manner when attending assemblies, games, social and other gatherings.

A student is a St. Peter and St. Paul Catholic School student at all times. A student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school, may be disciplined by school administration.

## **CONFIDENTIALITY**

Any teacher, staff member, or volunteer when acting as a school representative, is expected to keep any and all information strictly confidential. Breach of this policy is a serious matter. Teachers may keep confidences unless health, life, or safety is in jeopardy. This applies to journal writing as well as conversations. Staff members will report such confidences to the school administration.

## **COUNSELING OPPORTUNITIES**

Our school does not provide counseling services. However, if it becomes necessary for one of our students to speak to one of the parish priests or the school's Campus Minister, they may do so once parental permission has been given. Parents should contact the school principal for more information.

## **CRISIS PLAN**

Depending on the type of crises, parents can expect to be notified of any situation that takes place at school that can be considered a danger or crisis. There are two separate buildings on our campus and students will be moved to the safest building, depending on the crisis. Emergency dismissal notification will take place through our Iris alert system and students will be released to parents or their designee as indicated on the school's emergency form.

## **CUSTODY SITUATIONS**

Parents are required to provide our school with accurate custodial information for each student's file. Non-custodial parents do have rights as our school abides by the provisions of the Buckley Amendment with respect to parental rights. Our school will provide the non-custodial parent with access to academic records and other information regarding your child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide our school with a court-certified copy of the court order. The school may not be used by a non-custodial parent/guardian for the exercise of visitation rights.

## **DAMAGE / CARE OF PROPERTY**

Students are expected to respect all school property. The cost of damage done to school property by students using the school facilities is to be assumed in whole or in part by the parents of the student(s) responsible for the destruction. The amount is determined by the Principal.

Students are expected to keep ALL BOOKS covered neatly; students may be fined for uncovered books. Graffiti is not allowed on covers. Students are responsible for the set of textbooks assigned to them. The school will not assume liability for the damage or loss of items that are not allowed at school, for example: make-up, jewelry, toys, and electronic equipment or games. The school is not responsible for damage done by another student to sports equipment, eyeglasses, book bags, clothing, etc.

## **DISCIPLINE/ANTI-BULLYING**

All students, faculty, staff, and parents have a right to a safe and healthy school environment. It is everyone's obligation to promote mutual respect, tolerance, and acceptance for all persons.

St. Peter and St. Paul Catholic School will not tolerate behavior that infringes on the safety of any student, parent, or faculty and staff. No person shall intimidate or harass another individual through words or actions. Such behavior includes, but is not limited to, direct physical contact, such as biting, hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Students, faculty and staff, and/or parents are expected to immediately report incidents of bullying to the principal or designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying will be promptly investigated. This policy applies to students, faculty and staff, and parents on school grounds, while traveling to and from school-sponsored activities, and during school-sponsored activities off-site.

Parents will be notified in the event their child has engaged in any bullying incident as described above. Consequences for this behavior may be subject to family counseling and disciplinary action that may exclude the student from school for a period of time to be determined by administration.

A full description of all policies relating to maintaining and sustaining a safe environment for students, faculty and staff, and parents can be found in the Diocese of San Bernardino's Policy Handbook, section 4161, 5156, and 6313.

Other inappropriate behaviors or conduct unbecoming a student in a Catholic school and constituting a major infraction may warrant disciplinary actions on the part of the school as detailed on the Approved List of Disciplinary Measures and Sanctions on page 22.

## **DROP OFF AND PICK UP PROCEDURES**

In order to insure safety for students and their families, parents are REQUIRED to follow these rules:

1. Student drop off is on the playground each morning starting at 7:45; during inclement weather students are to go directly to their classroom.
2. All students must be picked up via the designated pick-up line. When possible, student should enter from the passenger side of the car. No one is allowed to cross the pick-up line of moving traffic.
3. Parents **MAY NOT** walk onto the school grounds during these times. Further, teachers are busy supervising and monitoring the students in their class and are not available for conferences until after all students have been dismissed or released to Extended Care staff.
4. The parking lot speed limit is 3 M.P.H.; drive in the appropriate direction as indicated. Avoid "cutting across" parking spaces. *DO NOT park along red curbs or in handicapped spaces unless authorized.*

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## **EXTENDED CARE INFORMATION**

Students enrolled in St. Peter and St. Paul Catholic School may be allowed to participate in the afternoon Extended Care Program. The fees for the Extended Care Program are listed in the *Financial Agreement* and available in the school office. However, the following policies apply:

1. Billing for the Extended Care Program will be separate from tuition billing.
2. Students who remain on campus beyond 3:00 p.m. on regular days and 12:10 pm on minimum days, and not engaged in a school-sponsored activity, are considered Extended Care Program participants. These students must report to Extended Care staff. Parents are billed for the time spent in extended day care.
3. If students are on school grounds after leaving an extra-curricular activity, they must go to the Extended Care Program and sign-in. Students may NOT wait for a ride unsupervised.
4. Parents must sign their child into and out of extended care each day, or assume responsibility for the time indicated by the staff.
5. The Extended Care Program follows the yearly calendar and is available on minimum days or as indicated on the school calendar. Elementary and preschool extended care is available until 6:00 p.m.
6. All students are expected to be cooperative with the Extended Care Staff. The standards established at school regarding citizenship and behavior will be followed in the Extended Care Program. Failure to follow such standards may result in a denial of service.
7. No student may be left unsupervised on the school grounds before or after school hours. Parents volunteering or working in or around the school after hours are responsible for monitoring their children.

There is no registration fee to join the Extended Care Program. Parents are billed at an hourly rate of \$7.00 per hour; this is included on the following month's tuition statement. Parents must send a written note or call the school office (909-987-7908) when someone other than a parent will be picking up a student from Extended Care. Parents should make every effort to contact Extended Care if they are going to be late.

There is a \$1.00 per minute late fee imposed for picking up your child after 6:00 p.m.

## **EMERGENCY PROCEDURES – FIRE, EARTHQUAKE, LOCK-DOWN**

The school maintains detailed emergency procedures. Each classroom has a copy of these procedures; teachers and staff receive annual training concerning all emergency procedures for our school. Periodic drills and inspections are conducted to insure the safety of all students. Details of these policies can be secured from the school office. Early dismissal may take place in the same manner as on other days. In certain cases, parents are called to pick-up their child early from school.

Students will be kept together until they are released to an authorized person. If it becomes necessary to leave the church grounds, a sign will be posted informing parents of the location of the students. When a prolonged loss of electrical power is experienced, the school will close. Parents or a local emergency contact person will be notified.

The school maintains a nutritional food supply for a 48-hour period. This food is kept with the school's other disaster preparedness supplies. At the conclusion of each school year, these nutritional foods are donated to a local food bank.

Staff members are trained in first aid and C.P.R. procedures as outlined by the American Red Cross. In the event of a serious injury, 9-1-1 will be called and parents notified immediately thereafter. If the parent cannot be reached, the student's physician will be contacted. If the injury warrants treatment, but not the urgency of a call to 9-1-1, and parents cannot be reached, a person listed on the Emergency Medical form will be notified to act on your behalf.

### **FAMILY PARTICIPATION PROGRAM (F.P.P.)**

Each family is responsible for volunteering twenty (20) hours of their time and talent throughout the school year. These hours can be accumulated by volunteering in a variety of ways. Families who fail to submit their F.P.P. records or fall short of their volunteer hours will be assessed a fee according to the Family Participation Policy that can be found on page 4 of the *Financial Agreement*.

### **FACULTY MEETINGS / MINIMUM DAY / IN-SERVICE**

Faculty In-Service Meetings are scheduled once each month for the purpose of professional growth, implementation of policies and facility regulations, and improvement of the instructional program. These after school meetings are held on minimum days. On those days, school will end at 12:00 p.m.

Throughout the school year, the staff is required to attend both local and diocesan in-service meetings. These in-service meetings, as well as the school schedule for those days, are published in the yearly calendar, as well as the bi-monthly newsletter.

### **VOLUNTEER CLEARANCE**

ALL persons who plan to volunteer at school or around students MUST complete VIRTUS training and have a background clearance through the Diocese of San Bernardino. In addition, preschool volunteers MUST have a valid live scan fingerprint clearance. Live scan fingerprints MUST be completed, at a parent's expense, prior to volunteering at school. NO EXCEPTIONS!

Parents and relatives of students are all subject to these regulations. A record is maintained in the school office of those who have completed these volunteer requirements. Visitors and/or volunteers are issued a name tag to indicate their permitted status while on campus.

### **IRIS ALERT SYSTEM**

St. Peter and St. Paul Catholic School maintains a contract with an alert system to communicate important information to parents and families. The Individual Response and Information System (IRIS) can place calls and emails to the homes of families to remind them of important dates and times. In case of an emergency, school closure, or other disaster, the school has the capability to notify parents through this system.

### **LOST AND FOUND**

Articles that have been lost may be claimed by contacting the office staff. Please label clothing items with name and grade. Items not claimed by the end of each trimester will be discarded.



## **LUNCHES AND SUPPLIES**

Parents who bring lunch to students during the lunch period may NOT stay with their children while they are eating lunch. Do not send lunches or drinks from carryout restaurants; lunches from home should not have glass bottles, soft drinks or excessive candy.

In the event a student fails to bring a lunch to school, parents will be contacted. If parents are unable to be reached, or unable to provide a lunch within the lunch period, students will be offered a snack lunch; a \$3.00 lunch replacement fee will be added to the family billing statement. Lunches and recess snacks must contain nutritious items, such as a protein, fresh fruit or vegetables, or healthy snack items.

To minimize classroom interruptions, any forgotten article brought to school during class time must be left in the office, NOT THE CLASSROOM. The student may come to the office at recess or lunch to pick up their belongings.

## **MEDICATION POLICY**

If it is absolutely necessary to administer medication during school hours, all medications must be brought to the school office with the following information: 1) signed statement from the parent/guardian (medication consent forms are available in the office) and a note from the doctor, 2) name of medication, 3) instructions for dispensing, and 4) original prescription container. NO medication, including aspirin or cough drops, may be brought to school and ingested by a student unless the school office receives written permission from the parent/guardian and student's doctor. Never send medicine to school with your child in his/her pack back or lunch.

## **MESSAGES**

If an emergency arises, please contact the school office and the school will make an effort to be of assistance. Please DO NOT contact teachers and staff at home. You may email the teacher or leave a message at the office during the day if you wish to have a conference with a teacher; the teacher will contact you directly to arrange a mutually convenient conference time.

## **NEWSLETTERS**

Our school communicates important information through a bi-monthly newsletter. These are sent home through the *Weekly Parent Envelope*; the newsletter and a monthly calendar are posted on the school website.

## **NON-SMOKING POLICY**

There is a strict No-Smoking policy on school grounds for all parents, students, and staff.

## **OFFICE / SCHOOL HOURS**

The hours of operation for the school are as follows:

School Office: 7:30 a.m. – 3:30 p.m.

Kindergarten – 6<sup>th</sup> Grade

|                         |   |
|-------------------------|---|
| 7:45 a.m.               | Student drop-off on the playground                  |
| 8:00 a.m.               | Class begins / Student Assembly                     |
| 11:15 a.m. – 12:00 p.m. | Kindergarten and 1 <sup>st</sup> Grade Lunch Period |
| 11:45 a.m. – 12:30 p.m. | 2 <sup>nd</sup> -5 <sup>th</sup> Grade Lunch Period |
| 2:45 p.m.               | Dismissal   |
| 3:00 p.m.               | Afterschool care begins                             |
| 6:00 p.m.               | Afterschool program concludes                       |

Minimum Days: Classes will dismiss at 12:00 p.m. on minimum days. Students who stay for the afterschool program will have lunch beginning at 12:00 p.m. The School Office closes at 3:00 p.m. on Minimum Days.

**PARENT / TEACHER CONFERENCES**

Parent/teacher conferences are held once each year at the end of the first trimester. These conferences are mandatory for all parents. Other conferences may be requested as necessary, by either the teacher or the parent. The school can provide Spanish/English translation service to parents as needed.

**PARENT/ TEACHER GUILD (P.T.G.)**

Our school hosts a Parent Teacher Guild as a means of providing parents with opportunities for service, parent education, social interaction, and community building. This group is for school support and is not a policy-making entity. The activities of the Parent Teacher Guild must be consistent with the policies, goals, and objectives of the school and parish.

**RISK REDUCTION MEASURES**

Our school has a statement of RISK REDUCTION MEASURES, which are policies our school employs to reduce the number of opportunities students may be exposed to risk and/or danger of abuse.

**SCHOOL ADVISORY BOARD**

The School Advisory Board of St. Peter and St. Paul Catholic School meets monthly. The role of this board is to be an advisory committee to the school administration. It assists with long-range planning, policy formation, school development, and program review. The meetings are announced in the bi-monthly newsletters and open to the parents of the school. On occasion, it may be necessary for this board to meet in executive session to discuss confidential matters.

**SCHOOL WEBSITE**

Our school maintains a website: [www.stpeterstpaulschool.com](http://www.stpeterstpaulschool.com) in order to provide students and parents with timely, up-to-date information about our school. Families should be familiar with this website and use it along with Gradelink and Teacher Web to compliment school/home communications.

## SCRIP

Our school participates in a SCRIP program that gives parents the opportunity to reduce the cost of tuition. Parents who do not wish to participate may pay the difference in a slightly higher tuition rate. Current offering and other program details may be obtained in the school office. To maintain our tax exempt status, scrip can only be sold by parent volunteers during the pre-determined schedule.

## SMOG ALERT

The following criteria is used for the basis of alerts:

### I. First Stage

- a. Programs are to be modified so there are no outside activities that will increase respiration.
- b. Students with respiration problems or those complaining of effects of the smog shall remain indoors. (*STUDENTS WHO CANNOT PARTICIPATE NEED TO REMAIN AT HOME IF RESPIRATION IS LABORED.*)
- c. Strenuous exercise and activities shall be avoided.
- d. Parents and employees will be urged to utilize car pools.

### II. Second Stage

- a. Outdoor activities for all students shall be discontinued. All students shall be required to remain inside except for passing from one area to another.
- b. All co-curricular and extra-curricular activities shall be canceled.

### III. Third Stage

- a. All school activities will be canceled for the day when a Stage III smog episode is forecasted.
- b. If a Stage III episode occurs without having been forecasted, Stage II procedures are to be followed.

## STUDENT RECORDS

The student's parent/s or legal guardian/s has the right to inspect a student's records in the presence of the Principal or his/her delegate. A transcript of a student's record ordinarily includes only the scholastic record, some directory information, and the student's permanent health record. When a student transfers to another school, the transcript is sent by the former school, upon receipt of a proper request. This request is made in writing and is signed by the parent/legal guardian. Transcripts are mailed to the new school, never given to students or parents for delivery. There is a \$10.00 per document fee for providing families with copies of report cards, birth certificates, and sacrament certificates.

## TARDY / LATE ARRIVAL FOR SCHOOL

It is important for your child to be in class and on time for us to give your child every opportunity to be successful. When a student enters the classroom after instruction has begun, the continuity of the lesson is disturbed along with the educational process of the other students. A child who is late does not receive credit for work that is missed.

Students arriving after 8:00 a.m. are considered tardy. When your child arrives after the morning assembly, **DO NOT** drop him/her off at the classroom. Parents must come to the office with their child to get a Tardy Slip. **Students are allowed (3) tardies per trimester. A \$5.00 fee will be charged for each excessive tardy.**

## **TELEPHONE USAGE**

Parents are requested not to call the school to contact students except in cases of emergency. Students will not be immediately called from class to the telephone, but rather will be contacted at the earliest opportunity. Students will only be allowed to call out from the office telephone in the event of emergency, with consent from the student's teacher and office personnel.

Cellular phones are not to be used during school hours, including during off-campus outings. Cell phones may be carried with written consent provided to school staff, but it must be kept stored in the students backpack with power turned "off" (not vibrate or silent mode) during school hours. Disturbances caused by cell phone usage will be grounds for confiscating the cell phone, and the potential loss of privilege for the remainder of the school year. St. Peter and St. Paul Catholic School will not be responsible for loss, theft, or damage to cell phones, even after confiscation.

## **VIRTUS**

All persons who volunteer in our school must attend a Virtus "Protecting God's Children" training session. This program replaces both Safe Environment Training and the California Child Abuse and Neglect Reporting Law training. This training may be taken on-line at [www.virtus.org](http://www.virtus.org) or by attending a live session. In addition to the Virtus compliance, a volunteer must complete and submit a volunteer application/ questionnaire to the school office.

## **VOLUNTEER / VISITORS**

All volunteers / visitors must sign in with the office before going onto the playground or visiting a classroom. A visitor/volunteer badge must be worn while on campus during school hours.

## **RELIGIOUS EDUCATION AND POLICIES**

### **ALTAR SERVERS**

Catholic students who have made their First Holy Communion may be eligible to participate in altar server formation. An altar server orientation class will be conducted outside of school hours; a parent or guardian must attend the orientation class(es) with their child. Information on orientation classes is distributed to parents.

### **CHOIR**

Students in grades 2 – 5 may join the school choir. Once in the choir, it is expected that students attend scheduled rehearsals and Sunday Masses. The choir learns music to sing at Masses, assemblies and other special occasions. Student solos or duets are based on ability and attendance.

### **DAILY PRAYER ASSEMBLIES**

Our school begins each day in prayer as a whole school community. Prayer Assemblies are conducted with the student body each morning. Students are invited to write weekly petitions that are collected and used at the assembly. Parents are always welcome to attend and participate.

### **LITURGY GROUP**

St. Peter and St. Paul Catholic School promotes participation at Mass and Liturgies through a student Liturgy Group. We train students to participate in ministries such as Hospitality, Ushering, Lectors, Gift Bearers, etc.

Kindergarten through 6<sup>th</sup> grade students are selected to participate in this liturgy group; this selection is based on enthusiasm, conduct, and regular Mass attendance.

## **MASS AND LITURGIES**

School liturgies are an important part of developing a Christian school spirit. Students will participate in School Masses on the 2<sup>nd</sup> and 4<sup>th</sup> Fridays of the month and various other liturgical experiences throughout the school year. Students are expected to dress and conduct themselves in a manner consistent with the high standards found in a Catholic school. Parents are invited and encouraged to attend all school Masses and prayer services. Exceptions for Mass and prayer service attendance are not made for students of other faiths.

## **PRAYER OBSERVANCE**

As a Catholic School, a great emphasis is placed on providing a religious education for all students. To that end, we ask God to bless our work and we recognize the importance of both formal and informal prayer.

On a regular basis, the following prayers will be said:

- |                          |                        |                    |
|--------------------------|------------------------|--------------------|
| a. The Sign of the Cross | d. Glory Be            | g. Apostle's Creed |
| b. The Lord's Prayer     | e. Prayer before Meals | h. Class Prayers   |
| c. Hail Mary             | f. School Prayer       |                    |

## **SACRAMENTAL POLICY**

St. Peter and St. Paul Catholic School follows the guidelines set forth in the Diocesan policy of Sacramental formation and reception. Catholic students enrolled in the 2<sup>nd</sup> grade receive catechesis and formation within the Religion class that prepares them for the Sacraments of Reconciliation and Holy Communion. Catholic students who are older than 2<sup>nd</sup> grade may receive preparation for sacramental reception (RCIA for children). Please check with the school office for more details.

## **STUDENT RETREATS**

The purpose of student retreats is to provide students with an opportunity to focus on their relationship with God, explore ways to live out their faith, and to build community. The 2<sup>nd</sup> grade retreat is planned to enhance First Holy Communion preparations. Retreats are planned in collaboration with the classroom teacher and our campus minister/parish ministry leaders.

## **WEEKLY MASS / WORSHIP**

As a Catholic school, we recognize that there is no greater opportunity for parent-directed religious education than being present for Sunday Liturgical Celebrations. As a parish school it is understood that weekly Mass attendance provides tremendous opportunity for community building in a Christ-centered environment. It is therefore very important that families attend Mass on a regular basis.

## **ACADEMIC INFORMATION AND POLICIES**

### **AWARDS ASSEMBLIES**

The school hosts assemblies for two different reasons. The first is the Daily Prayer Assemblies. Students are

given an opportunity to pray together, make important announcements, and earn awards. *Student of the Month* awards are based on successful completion of a Schoolwide Learning Expectation or an indicator determined by the classroom teacher.

There are Trimester assemblies at the end of each trimester. Teachers present *Saints in Action*, *Keeping God's Earth Green*, *Accelerated Reader*, and *Honor Roll* awards.

*100 Mile Club* recognitions occur throughout the year. All assemblies will be announced in advance and parents are welcome to attend.

## **CURRICULUM**

Curriculum may be defined as “all the guided experiences of the child under the direction of the school”. It includes the courses of study content. It embraces the development of the whole child. The school will assist the child in forming the right understandings, attitudes, and habits, not only with subject matter areas, but also in every school experience. Curriculum experiences are always designed to meet the goals of the Schoolwide Learning Expectations.

## **DISCIPLINE**

Discipline in a Catholic School is an aspect of moral guidance and not punishment. It is a means of training a child to assume more responsibility for his/her conduct. The purpose of discipline is to provide a climate in classrooms and playground that is conducive to learning and to educate students to appreciate the rights of others. Finally, discipline helps build a sense of community. Discipline is a process of developing responsibility and self-control. In order to guarantee that each child has an excellent learning climate, the following Discipline Plan is in effect at St. Peter and St. Paul Catholic School:

### In the Classroom:

1. Speak when permission is given
2. Stay in your seat
3. Keep hands, feet, and objects to yourself
4. Bring required materials, including homework, to class
5. Speak in a respectful manner and tone of voice
6. Respect the rights of the teacher and other students
7. Do not stop the teacher from teaching or students from learning
8. Follow the rules of your classroom

### Throughout the School:

1. Follow playground rules & respect yard supervisors
2. Keep school grounds free from trash and debris
3. Eat in specified areas only
4. No fighting
5. Always walk when in hallways and rooms
6. Speak in a respectful manner and tone of voice
7. Use restroom and play areas appropriately
8. Follow the rules of yard duty staff

### Approved List of Disciplinary Measures and Sanctions:

These sequential disciplinary measures may be used individually, or entirely in order to maintain effective discipline. The principal has final recourse in all disciplinary situations and may waive any discipline measure for just cause at the principal's discretion. Students are given the opportunity to live with the consequences of

their choices.

- Teacher conferences with student and contact parents
- Teacher assigns some special work or task and contact parents
- Assign lunch detention or pre-arranged after-school detention
- Schedule Parent / Teacher conference
- Teacher conferences with Principal
- Student brings note from home, signed by parent
- Principal conferences with parents
- Assignment of special tasks
- Denial of Privileges
- Detention/Restriction
- Contract
- Suspension
- Expulsion

Effective discipline always has as its goal the positive correction of faults. This is accomplished when administrators and teachers acknowledge desirable behavior; avoid undue regimentation, and public or private humiliation or corporal punishment in any form.

The following minor infractions by a student may incur disciplinary actions on the part of the school as detailed on the Approved List of Disciplinary Measures and Sanctions:

1. Disrespect and/or disobedience judged serious by school personnel (including vulgarity in words or actions, oral or written, being rude to adults or other students).
2. Continuous improper display of affection (holding hands, hugging, kissing, touching, etc.).
3. Continuous refusal to do class assignments or homework.
4. Copying others' work or allowing others to copy constitutes cheating.
5. Continuous breaking of school rules or policies that requires extra-ordinary supervision on the part of school personnel.
6. Misuse of a cell phone or the possession of any video/recording device
7. Defacing school property or property of others.

*HARASSMENT* - The rules regarding harassment are grounded in the belief that all persons have the right to be treated with dignity. Sexual harassment is a special area of concern. All reports of harassing behaviors will be investigated and brought to the attention of the parents of the students who are involved. In such cases, students may be sent home from school while an appropriate investigation takes place.

Additionally, all threats of violence are taken seriously. If the principal believes that the presence of a student in our school poses a threat for others, the student will be removed from the school.

Students have the right to be told what they have done wrong in any situation and given a chance to be heard. All disciplinary actions should be characterized by fairness and compassion.

## **GRADING POLICIES**

The administration and faculty are seeking to measure total student performance in class work, homework, evaluative testing performance, class participation, and where appropriate, work on special projects. We encourage frequent parent contact with the teacher first, and with the Principal second. Any matter involving a student's work or behavior should be taken to the teacher before the principal.

Students in primary grades (K-3rd) receive marks on Report Cards that indicate growth and development rather

than strict percentage grades. Students in grades 4-6 receive letter grades. If you need additional information on marking procedures, please contact your child's teacher.

Any requests for a grade change, based on special circumstances, must be made in writing to the teacher and principal within one week of receipt of the grade. Report cards are issued every 12 weeks, three times during the school year. Mid-Trimester Progress or Deficiency Reports may be issued mid-way, approximately 6 weeks, through the grading periods. The principal has final recourse in all disputed situations and may make changes at his/her discretion.

## **GRADELINK**

The school uses a web-based grade and assignment reporting system – Gradelink. Parents or students can access the “Gradelink” network 24 hours a day, 7 days a week. The webpage is [www.gradelink.com](http://www.gradelink.com). The “Gradelink” site provides information on children's grades, conduct, and current assignment status. We strongly urge parents to visit the website weekly or set up instructions for automatic email contact if student's grades drop in a subject area. Information is now available on Gradelink in both English and Spanish.

Families whose accounts are not current may be denied access to their children's grades and locked out until payments are current or arrangements have been made with the principal.

## **HOMEWORK**

Assignments will be given as deemed necessary by the individual teachers. Students often begin their home assignments under teacher supervision during the last portion of a class period. Parents should see to it that homework assignments both study and written, are neat, complete, and brought back to school.

Homework may consist of assignments given to reinforce concepts and skills that have been presented in class, foster the student's creativity and discipline through enrichment projects or research. Homework also trains the student to work independently and accept responsibility for completing a task. Homework may also consist of classwork not completed during the day.

Time Allotments: The amount of time which students spend doing homework will vary depending upon the grade and student ability to perform tasks and comprehend the material. Generally, you should see no more than the following times per evening:

Kindergarten: 30 minutes                      Grades 1 – 2: 30 – 40 minutes                      Grades 3 – 6: 60 – 90 minutes

Be sure that the homework time is being used appropriately.

## **HONOR ROLL**

After each grading period (trimester), students (grades 4<sup>th</sup> – 6<sup>th</sup>) will have the grades converted to Grade Point Averages. Names of recipients are posted and the Honor Roll is as follows:

|                                |                      |
|--------------------------------|----------------------|
| Academic Excellence            | 4.0 and above        |
| Principal's List               | 3.80 – 3.99 averages |
| High Honors (1 <sup>st</sup> ) | 3.50 – 3.79 averages |
| Honors (2 <sup>nd</sup> )      | 3.00 – 3.49 averages |

Students may not be on the Honors, High Honors or Principal's List with an Incomplete, “D” or “F” as a grade in any academic area or Conduct/Citizenship area.



## **PROMOTIONS / RETENTIONS**

We consider it an honor to be an alumnus of our school. For this reason, all students will need to have passing grades in academic subjects, and also reflect, by their attitude, a Christian education. We are aware that all students have talents, although not all are able to excel academically. If a student fails to meet the academic standards of our school, a "Certificate of Attendance" will be granted in lieu of a "Certificate of Promotion." Other criteria for promotions may include such things as completion of Student Service Hours, financial responsibilities for tuition and fees are current, and a minimum GPA of 2.0, along with other requirements as determined by the school principal.

Students are promoted at the end of each year after they have satisfactorily completed their current grade. Parents will be notified should their child is not ready to enter the next grade. In that case, the parents are asked to meet with their child's teacher and the principal to determine the best course of action. Students may be retained or given a provisional promotion with certain requirements for entering the next grade.

## **USE OF STUDENT INFORMATION AND PICTURES**

The school reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish their child's picture to be used must notify the principal in writing prior to the beginning of the school year. Student's name and addresses are never shared with anyone other than the appropriate persons.

## **STUDENT ACTIVITY INFORMATION AND POLICIES**

### **BICYCLES, SKATES, SKATEBOARDS**

Students in 3<sup>rd</sup> through 6<sup>th</sup> grades may ride a bicycle to school. **BICYCLES MUST BE LOCKED.** The school is not responsible for stolen or vandalized bicycles. Riding bicycles on the school grounds is prohibited. We encourage adherence to all safety rules, especially the State Law governing the use of helmets. **SKATEBOARDS AND SKATES ARE NEVER PERMITTED ON THE SCHOOL OR PARISH GROUNDS AT ANY TIME!!!**

### **EXTRA-CURRICULAR ACTIVITIES**

The school makes an effort to host a variety of extra-curricular activities each year. The selection of activities is based on interest and participation, and is announced each year in the school's newsletters. Students may be very interested in an activity, but the cost may be prohibitive. If we are not offering an activity that you would like to see made available, let the Principal know so that we may check into the possibility. Activities paid for by parents are not generally used as a means of disciplining children.

Students should be in attendance at school in order to participate in an extra-curricular activity. Students should attend school on Friday to participate in a weekend activity. Absence may be excused by the principal or athletic director.

### **FIELD TRIPS**

Field trips of educational or cultural value may be planned as an extension of, or supplement to, the programs at school. Students do not have an absolute right to a field trip. Students may be denied participation in a field trip if they fail to meet academic and/or behavior standards.

The administration establishes and supervises local procedures for school field trips in accordance with diocesan and local regulations. Parents are expected to sign the permission form, which releases the school from liability. The cost of field trips is not included in tuition or fees; therefore, parents may be asked to assume the cost or participate in fund-raisers for such activities.

Parents may volunteer time to drive or attend field trips as needed. However, the Diocese of San Bernardino requires that ALL volunteers verify they have the minimum \$100,000/\$300,000 limits on their car insurance policy, along with proof of a current car registration. Verifications must be on file in the school office. Further, ALL volunteers must have appropriate background clearances and training certificates on file in the school office.

Additionally, field trip parent chaperones are selected at the discretion of the classroom teacher and the school principal. Chaperones are expected to follow the directions given by the classroom teacher at all times. Chaperones may not bring younger children, nor are they allowed to make unauthorized stops at any time during the trip.

## **PERSONAL BELONGINGS**

Students are discouraged from bringing personal items to school. The school cannot take responsibility for lost or damaged personal belongings. In the event that an item is brought to school without permission from their teacher, it may be taken from a student and turned in to the office. Such items include but are not limited to: radios, jewelry, toys, make-up, etc. A good rule to follow is personal items stay at home and school items stay at school.

## **RESOLUTION OF CONFLICT**

It is important to resolve conflict between students or parents in a positive and constructive manner. Constructive conflict may help people grow, learn, and make positive changes.

Our school has developed a Conflict Resolution Policy and here are the most important points:

1. Cool down. Don't try to resolve a problem when you are angry.
2. Describe the conflict. Each person should give their side of the incident. No put-downs.
3. Describe what caused the conflict. What events led up to the problem?
4. Describe your feelings using your own words.
5. Listen carefully and respectfully while the other person is talking. Don't interrupt.
6. Brainstorm solutions to the problem.
7. Try a solution that everyone can agree on.
8. If one solution doesn't work, don't give up, try another.

If parents are having a problem with a teacher, they should employ the following steps:

1. Discuss the problem with the teacher.
2. If the problem continues, make an appointment with the school principal.
3. If the problem is still not resolved, make an appointment with the pastor/pastoral coordinator.

If a parent has a problem with another parent or the child of another family, the problem should be addressed with the teacher, then with the principal.

## **SPECIAL CIRCUMSTANCES**

In cases of special temporary health, physical, legal, or other circumstances, the school will consult with the

Office of Catholic Schools, the policies of the Education and Welfare Corporation, and local school district and community resources to determine the best course of action to support the student and family, as well as the entire school population.

## **SPORTS PROGRAM AND ELIGIBILITY**

St. Peter and St. Paul Catholic School may offer a sports program that involves opportunities for the following activities: flag football, volleyball, track, softball, basketball and cheerleading. Parents may be needed to assist in coaching and transportation to and from games. Decisions on which sports will be offered are based on interest, participation and availability of coaches. Preference for coaching assignments is always given to school staff. Coaches are approved by the School Administration.

In order to be eligible for participation in the sports program (or any extra-curricular activities) that student must maintain a “C” average, have no “F” grades, and maintain a “C” or better in his/her behavior. Eligibility for participation in the sports program is reviewed at the middle and end of each grading period. Students with problem grades are placed on academic probation.

## **STUDENT COUNCIL**

The purpose of our Student Council is to promote citizenship, share responsibility, give students an opportunity to voice their ideas, develop skills in self-government, encourage a high standard of academic achievement, and to foster school spirit through loyalty, friendliness, helpfulness and good sportsmanship.

Student Council consists of 4<sup>th</sup> through 6<sup>th</sup> grade students. Student Council officers must maintain a “B” average or higher in Conduct and maintain at least a 2.5 (“C” average) in academic subjects. During their term in office, student council members are expected to fully participate in all Council activities and be involved in as many extra-curricular activities as possible. Students should display appropriate attitudes and behavior befitting a student leader.

Students not adhering to the leadership requirements may be placed on probation for a period of time determined by the Principal. If a student Council member is put on probation more than twice, the student is asked to resign from Student Council.

Student Council elections are held in May. Students in 3rd and 5th grades may submit a written request to be considered a candidate by their teacher. Upon approval and verification of grades by their teacher, a student’s name is placed on the ballot. The student body and faculty/staff elects officers who will serve as their representatives for the following school year.

## **SUPPLIES**

Each teacher will provide a list of necessary school supplies for the students in each grade. Only those designated supplies are to be brought to school.

## **TESTING PROGRAM**

The California Catholic Testing Program is administered each trimester, in the form of the *STAR Assessments*. In addition, the Assessment of Catholic Religion Education (ACRE) test is administered to the 5<sup>th</sup> grade students. Assessment tests may be given to all new registrations and all incoming Kindergarten students.

## TECHNOLOGY AND INTERNET USAGE

The smooth operation of our school's computer and technology program relies on the proper conduct of users who must adhere to strict guidelines. In general, this requires Christian, ethical and legal utilization of the network resources, software and hardware. If a student user violates any provision of the technology and internet usage policy, the student's parents will be notified and additional disciplinary actions may result.

General policies statements include:

1. The primary purpose of using the internet at school should be only for the purposes of conducting research and completing class assignments as given or supervised by the teacher.
2. Students should not provide their name, address or phone number or those of anyone else to anyone on the internet at any time.
3. Students may not use inappropriate language, post inappropriate pictures or images on the internet.
4. No students may provide or use the names of the school, its administration or its faculty and staff to anyone or any site, or chat room without the express permission of the parties involved.
5. Students may not view or participate in social websites, personal email accounts and may never engage in harassing activities on the internet by gossiping or chatting about others.
6. Students using the internet must report any inappropriate site whether accessed by accident or not.
7. **Students and parents must understand that internet usage rules apply whether usage is at school or at home. Students are held responsible for their actions on any computer.**

## UNIFORM AND DRESS CODE

St. Peter and St. Paul Catholic School has established a dress code for all kindergarten and Elementary students and MUST be followed. The regulations for the dress code are provided in two areas: Uniform Code Requirements and General Dress Code. All uniform regulations and guidelines are subject to the discretion of the principal.

**All parents are expected to purchase all blouses, polo shirts, skorts, sweatshirts, caps/hats, and fleece jackets from True Grits School Uniforms ([www.truegrits.com](http://www.truegrits.com)). Uniform shorts and pants may be purchased from True Grits or other department stores that carry school uniform merchandise.**

### **Girls: Kindergarten – Primary Grades**

Dress Uniform (worn on specific days throughout the year):

- Skorts no shorter than 2 inches above the knee
- Short sleeve white blouse with school initials
- Solid white, red, navy blue or black socks that cover the ankle (knee socks, tights, or bobby socks) - NO leggings or low-cut socks allowed. No athletic footwear may be worn with the dress uniform.

Every Day Uniform (may be worn any day other than when dress uniform is required):

- Skorts no shorter than 2 inches above the knee
- Short sleeve white blouse with school initials
- Red polo shirt with school logo
- Solid white, red, navy blue or black socks that cover the ankle (knee socks, tights, or bobby socks) - NO leggings or low-cut socks allowed.
- Navy blue or khaki walking shorts, no shorter than 2 inches above the knee
- Navy blue or khaki slacks. No Cargo pants or Cargo shorts allowed

### **Boys: Kindergarten – Primary Grades**

Dress Uniform (worn on specific days throughout the year):

- Short sleeve oxford with school logo
- Khaki slacks
- Solid white, navy blue or black crew socks that cover the ankle - NO low-cut socks allowed. No athletic footwear may be worn with the dress uniform.

Every Day Uniform (may be worn any day other than when dress uniform is required):

- Short sleeve oxford with school logo
- Red polo with school logo
- Solid white, navy blue or black crew socks that cover the ankle - NO low-cut socks allowed.
- Navy blue or khaki walking shorts, no shorter than 2 inches above the knee
- Navy blue or khaki slacks. No Cargo pants or Cargo shorts allowed.
- Navy blue cap/hat with school logo

### **All Students**

Acceptable footwear for all students is dress, athletic or tennis shoes that tie or have Velcro closing; **they must be a solid color:** red, navy blue, brown, black, or white. Laces must be of the same color. Shoes must be worn with laces, straps, flaps, tongues, or any other part closed and fitted to the shoe. Sandals, open-toed shoes, boots/Uggs, and slip-ons are not permitted.

Only approved outerwear is permitted on the school grounds and during school sponsored field trips:

- Red crewneck sweatshirt with school logo
- Navy blue fleece lined hooded zipper jacket with school logo
- Navy blue sweater vest with school logo
- Navy blue uniform sweater with school logo

Physical Education – only approved P.E. clothing is permitted

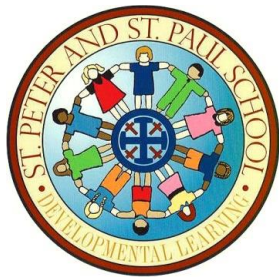
- Red P.E. T-shirt with school logo
- Navy blue nylon mesh gym shorts or sweatpants with school logo

Belts are required for all shorts and pants designed with loops for a belt; color must be navy blue, black or brown. Slacks and shorts must be worn at the waist. Slacks may not be sagged and may not be baggy or oversized.

### **General Dress Code Requirements**

1. Both genders must have shirts and/or blouses tucked in at all times.
2. Students may wear a plain long-sleeved shirt of the same color under their blouse or polo shirts in cooler weather.
3. Jewelry is permitted only within these guidelines:
  - Students may wear one bracelet, one necklace and one ring – religious items preferred.
  - Earrings must be stud-type. No part of the earrings may be hanging. They may be worn only in the ear and only one in each ear.
  - Boys may not wear earrings.
4. Both genders must keep hair neat, clean and of an acceptable length. Fad cuts or styles need approval from the Principal. Hair color is not allowed.
5. Tattoos, permanent or temporary, are not allowed.
6. Outerwear may be purchased from True Grits Uniform Company.
7. Only St. Peter & St. Paul School logos are allowed on caps and hats.
8. Make-up is not permitted. Acrylic nails, press-on nails or nail polish (except clear) are not permitted.

**The Principal and Administration reserve the right to amend, update or change any part of this Handbook at their discretion. Policy changes are highlighted on the website handbook.**



## PRESCHOOL PROGRAM

St. Peter and St. Paul Catholic Preschool, established in 1984, is an early learning educational experience within our parish school. It is licensed by the California Department of Social Services (license # 360907167).

Our preschool curriculum is theme based and relevant to young students and follows the School's SLEs, see page 4. Learning centers are consistent with diocesan preschool curriculum guidelines and designed for the abilities and developmental levels within each classroom. Our preschool students participate in school Masses and other liturgical celebrations throughout the year. Field trips are planned to correlate with the curriculum and the young student's interest.

### GENERAL PRESCHOOL POLICIES

These policies are specific to St. Peter and St. Paul Catholic School's preschool program. Information not included in this section can be found by referring to the Table of Contents of this parent-student handbook.

#### ADMISSION

The admission process begins with a school tour and an introductory meeting with the school administration. Preschool students are admitted when it is determined their rights and needs can be met. A *Financial Agreement* with applicable fees secures placement; a complete registration packet must be submitted prior to the first day of attendance. Returning families have a priority registration period for each new school year.

#### AGE OF ACCEPTANCE

Children entering the preschool program *MUST* be toilet-trained and between the ages of 3 and 5 years.

#### ATTENDANCE

The preschool program begins at 8:30 a.m. on the lower playground; when inclement weather conditions exist, the preschool day begins in the classroom. Young students arriving after 8:40 a.m. are considered tardy. Please notify the school when your child is absent for any reason.

#### CLASSROOM PLACEMENT

Classroom placement will be made in accordance with the child's "whole" development – his/her social, emotional, intellectual, physical and adaptive behaviors. Children are not necessarily promoted in any pre-determined sequence. Year to year, the make-up of one specific classroom will vary based upon the developmental ages of that year's enrollment. A classroom placement change will be discussed with the parents as needed. The principal, and teaching staff, make the final decision as to the child's appropriate placement.

**The Principal and Administration reserve the right to amend, update or change any part of this Handbook at their discretion. Policy changes are highlighted on the website handbook.**

## **CLOTHING**

Preschool students are required to wear a red school t-shirt or uniform polo every day unless noted otherwise; these items are available through **True Grits School Uniforms** ([www.truegrits.com](http://www.truegrits.com)). Bottoms can be any color and should allow for independence and comfort.

Preschool students should wear tennis shoes on a daily basis. Flip-flops and “western” type boots are considered unsafe footwear and not permitted. Open-toed sandals and jellies must be worn with socks. During water play, *TENNIS SHOES MUST BE WORN*; *our young students will NOT* be permitted to participate unless this safety precaution is followed.

Parents must provide a complete change of clothing at school and brought to school in a large zip-lock type bag.

## **DISCIPLINE POLICY**

A child’s self-esteem grows as he/she develops self-control. Positive re-enforcement and positive re-direction are used to help children learn acceptable social behaviors. Ideally, young students follow Christ-like ways of the adults in their life. This method encourages acceptable behavior versus “punishment.”

Supporting young students in their socially acceptable behavior is a primary focus in preschool. This includes:

- develop confidence in themselves and their abilities
- increase their self-control
- have a positive self-concept
- develop an awareness of and empathy for others
- begin to understand how their behavior effects those around them
- have a positive experience in school

## **ANTI-BULLYING POLICY – SEE PAGE 14**

## **NAP/REST TIME**

Pursuant to the California Administrative Code, provision must be made for a rest or relaxation time for those children staying after lunch. All children will rest. Parents must purchase the school approved bedding; bedding must be laundered weekly. Dependent upon staff availability, preschoolers who do not fall asleep within the first 30 minutes of rest time will be provided with planned, quiet activities.

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher Conferences are held once a year. The diocesan Preschool / Pre-Kindergarten Developmental Assessment tool is used to determine and gage your child’s progress throughout the year. Parents and/or teachers may determine if an additional conference is necessary later in the year. Children are not invited to be present during conferences.

## **SCHEDULE**

|                        |                           |
|------------------------|---------------------------|
| 7:30 a.m.              | Before school care begins |
| 8:30 a.m. – 12:00 p.m. | Class time                |
| 12:00 – 1:00 p.m.      | Lunch bunch               |
| 12:45 – 2:45 p.m.      | Nap                       |
| 3:00 – 6:00 p.m.       | Afterschool care          |

There is a \$1.00 per minute late fee imposed for picking up your child after 12:00 p.m or 6:00 p.m.

## **SIGN-IN AND SIGN-OUT**

Preschool students must be signed in and presented to a staff member by the parent or legal guardian. Sign-out occurs when the student leaves the facility. Actual departure time and signature sections must be completed on the sign-in/out sheet. Students are released *ONLY* to those persons who have been authorized by the parent on the Identification and Emergency Form and who are 18 years of age or older. Any person unfamiliar to staff will be asked for identification.

Written and verbal notification must be given to school personnel *EACH* time an authorized person other than the usual parent/guardian picks up the child from school. Neither authorization nor notification will be accepted by telephone. School Administration will handle emergency situations.

## **HEALTH AND SAFETY POLICIES**

### **GENERAL SAFETY POLICIES**

1. Toileting takes place under the supervision of a staff member. Because the school is a shared-use facility, we ask that parents/guardian **NOT** allow their children to use the restrooms unsupervised.
2. Playground gate must be kept closed at all times and handled by **ADULTS** only. All doors in the parish hall must only be handled by adults and remain closed at all times.
3. Children not enrolled in our school must remain with their parent or guardian at all times. Children should **NOT** be left unattended in cars. School and playground equipment is intended for the use of children enrolled in our program only.
4. Parent volunteers are prohibited from using cell phones in the classroom/playground and when they are responsible for the supervision, and/or transportation, of children during a field trip.
5. Criminal background checks and Virtus training is required of all parent and/or guardian volunteers who have access to students enrolled in our school. This includes classroom volunteers, fieldtrip drivers and chaperones, and other volunteering opportunities during school hours. This criminal background check is at the parents' expense and must be completed prior to volunteering at school or during a school outing/field trip.
6. Transportation for field trips may be parent driven vehicles utilizing seat belts or in a private bus. When parent vehicles are used, children FOUR (4) years of age and under OR weighing 40 lbs. or less (regardless of age) **MUST** be in a federally approved child safety seat when being transported to and from field trips. Children who are under SIX (6) years of age OR who weigh less than 60 lbs. must ride in a child restraint device such as a booster seat. It is the parents' responsibility to provide the teacher or field trip driver with their child's safety seat on the day of the trip. If a car seat or booster seat is not provided, the child will not be allowed to participate in the field trip.

### **ACCIDENT REPORTS**

Accident Reports are prepared for any accident occurring during the course of a child's school day. **INJURIES ABOVE THE SHOULDER WILL BE REPORTED TO THE PARENT BY A TELEPHONE CALL.** If the parent cannot be notified, persons listed on the Emergency Medical Form will be advised.

A parent signature is required on the prepared form pertaining to their child; parent receives their copy once all applicable parties have reviewed and signed the report.



## **CHILD ABUSE AND NEGLECT REPORTING**

As required by Section 11166 of the Penal Code, all school personnel are required to report knowledge of , or observe a child in his/hr professional capacity of within the scope of his/her employment whom he/she knows or reasonably suspects has been the victim of child abuse and/or neglect.

## **COMMUNICABLE DISEASES**

Please notify the office if your child has contacted any of the following communicable diseases. A physician's note for re-admittance is required.

|                           |                               |                            |
|---------------------------|-------------------------------|----------------------------|
| Chicken pox               | Impetigo                      | Mumps                      |
| Ringworm                  | Scabies                       | Measles (Rubeola)          |
| Strep Throat              | Pinworm                       | Scarlet Fever              |
| German Measles (Rubella)  | Head Lice (Pediculosis)       | Fifth Disease (Slap Cheek) |
| Pink Eye (Conjunctivitis) | Hand, Foot, and Mouth Disease |                            |

## **DAILY HEALTH CHECK**

A daily health check is conducted when preschool students arrive at school. For the well being and protection of all students, the parent will be asked to remove their child from school when the following or other questionable symptoms are observed:

|   |                                |
|---|--------------------------------|
| watery, inflamed or crusty eyes/eyelids | unusual aggressiveness         |
| listlessness or extreme fatigue         | bruises                        |
| sneezing or coughing                    | glazed appearance of eyes      |
| fever                                   | frequent stumbling or falling  |
| heavy nasal discharge                   | unusual irritability           |
| vomiting or gagging                     | mucus that is <i>NOT</i> clear |
| rash / insect bites                     | sleepiness                     |
| open sores/cuts                         | clammy appearance              |

To be in attendance at school means well enough to participate with other preschool students in all daily activities, including outside play. Outdoor play may include activities that require hats, mittens, and/or boots. If for some reason a child is unable to contend with these elements, the child may not attend class.

A health concern may be observed during the day which warrants parent communication. The child's name will be highlighted on the sign-in sheet that indicates further information is needed; see classroom teacher for further details.

## **EMERGENCY DRILLS**

Monthly practice drills are held for earthquake, disaster, and fire safety. In the event of a disaster, please do not call the school. It is advised that you attend to your own safety. A 48-hour nutritional food supply is kept as part of the school's Disaster Preparedness supplies.

When the initial emergency has passed, and you can travel, come to the school to pick up your child. We will release a child/ren only to those persons who have been authorized (IN WRITING) by you.

Children will be kept together until they are released to an authorized person. **YOUR CHILD MUST BE SIGNED OUT.** If it becomes necessary to leave the church grounds, a sign will be posted informing you of the whereabouts of your child/ren. If you are unable to get to the school, make every effort to return to your home so we can contact you.

When a prolonged loss of electrical power is experienced, the school will close. Parents, or the local emergency contact person, as indicated in each child's file, will be notified.

**REMEMBER!!!** We will keep our young students safe and comfortable.

## **FIRST AID**

Staff members are trained in first aid and C.P.R. procedures as outlined by the American Red Cross. In the event of a serious injury, 911 will be called and parents notified immediately. If you are not available, the child's physician will be contacted. If the injury warrants treatment – but not the urgency of a call to 911 – and you cannot be reached, the persons listed on the Emergency Medical form will be notified to act on your behalf.

## **MEDICATIONS**

The school is authorized to administer medications during school hours provided parents have completed a *Medication Sign-In* form for their child(ren). The medication must have a prescription label that includes the child's name, required dosage, and expiration date. Expiration dates on all medications must be valid for a complete school year if appropriate.

## **PANDEMIC FLU**

The Centers of Disease Control and Prevention defines an influenza-like illness as having the following a temperature of 101.5° Fahrenheit or higher and **one** of the following symptoms: cough, sore throat, and headache. Young students exhibiting these symptoms must be excluded from school until they are symptom free for a 24 hour period without being medicated.

**SMOG ALERTS – see page 19**

## **NUTRITION POLICIES**

### **BIRTHDAYS**

Please notify the classroom teacher if you would like to celebrate your child's birthday by providing the classroom snack on or near their birthday; this notice must be submitted to the classroom teacher two (2) weeks before the celebration date. ***SWEET BIRTHDAY TREATS, JUICE BOXES, BALLOONS, AND GOODY BAGS ARE NOT PERMITTED.*** Suggestions for a healthy birthday snacks include:

Muffins  
Pizza

yogurt push-ups  
bagel w/ cream cheese or jam

soft pretzels  
100% fruit bars

Desserts, baked goods or food items served at functions outside of school hours are NOT subject to the specific nutritional guidelines followed during the school day. These types of food are being served with the assumption that children have had nutritious meals throughout the day. It is the parent's responsibility to monitor the amount of dessert their child consumes. Please keep this policy in mind at the Harvest Hoe-down, family picnics, and other school events.

## **LUNCH BUNCH**

Parents are responsible for providing nutritious food when their child stays for lunch. *PLEASE BE MINDFUL OF APPROPRIATE CHILD-SIZE PORTIONS.* Uneaten foods will be returned home so that parents may gauge the child's true lunch needs.

Lunch guidelines include the following:

1. Children will be requested to eat their sandwich or protein item, and fresh fruit or vegetables before other nutritious snack-type foods.
2. Water or 100% fruit juice beverage.
3. Foods from the five food groups; dairy products, protein, fruits, vegetables and grains.
4. Nutritious snack foods include baby carrots and grapes cut in half, cucumber rounds, bell peppers, pretzels, crackers, yogurt without sprinkles, applesauce, pudding, low sugar granola bars, foods low in sugar content.
5. Fresh fruit is preferred over 100% fruit roll-ups, canned or dried foods.
6. Sweet snacks, candy, cookies and JELL-O will be sent home.

## **MORNING AND AFTERNOON SNACKS**

The school provides balanced, nutritional snacks each morning and afternoon. The snack menu is posted in each classroom and the parish hall kitchen. Our young students are encouraged to try all foods.

Allergy lists are consulted before food is prepared and served. Parents of children with food allergies are provided a copy of the monthly snack menu. It is the parent's responsibility to must provide alternate food(s) if their child is allergic to the planned snack.

**The Principal and Administration reserve the right to amend, update or change any part of this Handbook at their discretion. Policy changes are highlighted on the website handbook.**