



## **PARENT-STUDENT HANDBOOK**

9135 BANYAN STREET, ALTA LOMA, CA 91737

[WWW.STPETERSTPAULSCHOOL.COM](http://WWW.STPETERSTPAULSCHOOL.COM)

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## **WELCOME TO ST. PETER AND ST. PAUL CATHOLIC SCHOOL**

*Dear Parents,*

*We extend a warm welcome to all the families who have chosen our school as the place to have their child educated. As their child's primary teacher, we look to parents 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 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 St. Peter and St. Paul Parish Bridge Club. A kindergarten class – complete with 20 students – was added the following year, and the education program was officially renamed 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. 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 this school year, we have expanded our footprint to include our first 8th grade and graduating Class of 2020.

In May 2012, St. Peter and St. Paul Catholic School was recognized as a Full Candidate for Western Catholic Educational Association (W.C.E.A.) Accreditation. Our school is in good standing with WCEA/WASC accrediting agencies and received full accreditation in February of 2021.

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 100 Mile Club Kickoff, Thanksgiving food drive.

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 twelve classroom teachers, four instructional aides, four co-curricular teachers for 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, 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.

### **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 (W.C.E.A.) and by the Western Association of Schools and Colleges (W.A.S.C.).

## SCHOOLWIDE LEARNING EXPECTATIONS

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

#### *“Faith in our Future”*

These Schoolwide Learning Expectations (S.L.E.s) 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. Alberto Rojas

Pastor – Reverend Henry Sseriiso

Superintendent – Samuel Torres

Associate Superintendent – Maribel Arguelles-Ortiz

Principal – Diana Armenta

Preschool Director – Lisa Frank

School Board President – Anthony Valtier

Business Manager – Laura Onopa

Administrative Assistant – Maria Trujillo

### 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 forms are sent home in each registration packet or at the beginning of the school year. These must be completed and returned immediately. All students must have an emergency form 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!

### FINANCIAL POLICIES

Registration, tuition, and extended care fees are stated in 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 \$30.00 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 non-sufficient funds check (N.S.F.). 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 the 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 171 A, 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 based on sex, race, color, national or ethnic origin in the 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 academic, religious, and diocesan 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**

The 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. The 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 G.P.A. standards. During this period, the student must give evidence of successful progress both in schoolwork 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 19, *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**

Parents are asked to cooperate in minimizing absences. However, please do not send your child to school if they have exhibited symptoms of pink eye, head lice, fever, vomiting within 24 hours or COVID symptoms. If a child is going to be absent for any reason, the parent or guardian is to call the school office after 7:30 am and before 9:00 am on the first morning of the absence and every day after that.

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 for the school to consider the absence verified and excused. The note should have the date, student's name, the 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 their missing work. Parents may only request makeup work if their child has been absent for more than one day. They must notify the office before 9:00 am and collect work after school.**

## **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. The parent receives their copy once the administration has reviewed and signed the report.

## **APPOINTMENTS / EARLY DISMISSAL**

Early dismissal for medical or dental appointments is granted when the parent or guardian makes a request. 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 is 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; makeup work does not satisfy what is missed during regular classroom instruction. Students have the same number of days as they were out sick to make up the work once they return. Students who test positive are considered ill (regardless of the severity of symptoms) and are expected to use their absence to recover.

Parents are reminded that children must be kept at home when they are sick. The student must be free from a fever of 101° F or higher and/or vomiting, cough, sore throat, head, or muscle aches for 24 hours without the use of medication before returning to school. Students are not permitted to stay indoors during the morning or lunch recess because they do not feel well. Please notify the school immediately if your child exhibits any of these symptoms. These guidelines, along with quarantine and testing protocols, apply to students who test positive for the COVID-19 virus.

## **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. Valentine's distributed in class should include a Valentine for each student in the class.

## **CHILD ABUSE REPORTING**

Section 11166 of the Penal Code requires any childcare 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 the date and time the child was seen, is returned to the school.

**PLEASE NOTE:** Students are NOT released after 2:15 pm, or 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 nametag. ALL visitors MUST have appropriate clearances in advance and wear a nametag while on school property. 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.

## **CONDUCT**

Respect for the dignity of all and courtesy should be shown at all times. We expect students and parents to conduct themselves properly and courteously 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 school's reputation may be disciplined by the school administration.

## **CONFIDENTIALITY**

When acting as a school representative, any teacher, staff member, or volunteer is expected to keep 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 also applies to journal writing and 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, 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 crisis, parents can expect to be notified of any situation that takes place at school that can be considered a danger or crisis. There are three 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 designees 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 concerning 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. A non-custodial parent/guardian may not use the school 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, makeup, 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.

## DROP OFF AND PICK UP PROCEDURES

In order to ensure 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, the 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.*

**The student pickup line may not begin until 30 minutes before dismissal.** If you arrive before 2:15 pm (or 12:00 am on minimum days), you must wait in a parking stall. You MAY NOT BLOCK the parking lot aisles or prevent parish visitors from pulling into or backing out of parking stalls.

**CARPOOL PICK-UP LINE PROCEDURES:** Head north on Beryl Street and line up along the curb to allow non-school traffic to pass. Turn right onto Banyan Street and enter the parking lot from the north driveway to enter the school grounds. Make a right turn around the Church and turn left down the far parking lot aisle parallel to Beryl Street and proceed through the south gates to the pick-up line. Please be considerate of parish events that occur on the campus.

## 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:

Billing for the Extended Care Program will be separate from tuition billing.

Students who remain on campus beyond 3:00 pm on regular days and 12:45 pm on minimum days, and not engaged in a school-sponsored activity, are considered Extended Care Program participants. These students must report to the Extended Care staff. Parents are billed for the time spent in Extended Care.

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.

Parents must sign their child into and out of extended care each day or assume responsibility for the time indicated by the staff.

The Extended Care Program follows the yearly calendar and is available on minimum days or as indicated on the school calendar. Student must provide their own after school snack. Elementary and preschool extended care is available until 6:00 pm.

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.

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 \$8.00 per hour; this is included in 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 pm.

## **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 ensure 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 48 hours. 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*.

Your commitment is vital to the success of our events. Please note: committing to and failing to work a shift at a major school event may result in a "No Show" fee as specified 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 afterschool meetings are held on minimum days. On those days, the school will end at 12:30 pm.

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, the school website, and the weekly emails.

## **VOLUNTEER CLEARANCE**

ALL persons who plan to volunteer at school or around students **MUST** complete Safe Environment training and have background clearance through the Diocese of San Bernardino. In addition, preschool volunteers **MUST** have a valid live scan fingerprint clearance and meet other licensing requirements. Livescan fingerprints **MUST** be completed, at the 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 nametag 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 another disaster, the school can 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 your child's name and grade. Items not claimed by the end of the school year 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 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 \$5.00 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, vegetables, or healthy snack item.

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 the 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.

## **NEWS & COMMUNICATIONS**

Our school communicates important information through bi-weekly emails, Band App, and 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 – 8th Grade:**

7:45 a.m.	Student drop-off on the playground
8:30 a.m. – 2:45 p.m.	Instructional time

Minimum Days: Classes will be dismissed at 12:30 p.m. on minimum days. Students who stay for the after school program will have lunch beginning at 12:45 p.m. The School Office closes at 1:00 pm on Minimum Days.

## PARENT-TEACHER CONFERENCES

Parent/teacher conferences are held once each year after the first trimester ends. 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 services 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 sessions to discuss confidential matters.

## SCHOOL WEBSITE

Our school maintains a website: [www.stpeterstpaulschool.com](http://www.stpeterstpaulschool.com) to provide students and parents with timely, up-to-date information about our school. Only current families will have access to the school's private pages and should become familiar with the website and use it along with Gradelink 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 offerings 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 are 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 the 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 carpools.

### 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 have 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 am are considered tardy. When your child arrives after the morning assembly, **DO NOT** drop him/her off in 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 an emergency, with consent from the student's teacher and office personnel.

Cellular phones and other mobile devices such as watches, tablets, and other forms of electronic communication 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 student's backpack with the 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.

## **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 – 8 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 8th-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 every Thursday 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 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 outlined in the Diocesan policy of Sacramental formation and reception. Catholic students enrolled in the 2nd 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 2nd grade may receive preparation for sacramental reception (R.C.I.A. 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 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/or 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 a 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 is 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 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 / ANTI-BULLYING**

All students, faculty, staff, and parents have a right to a safe and healthy school environment. Everyone must 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, faculty, or 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, shoving, verbal assaults such as teasing or name-calling, and social isolation or manipulation.

Students, faculty, 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 the administration.

A full description of all policies relating to maintaining and sustaining a safe environment for students, faculty, staff, and parents can be found in the Diocese of San Bernardino's Policy Handbook, sections 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 18.

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 playgrounds 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:

Conduct unbecoming a student in a Catholic school includes, but is not limited to, the statements given below. Because it is impossible to foresee all problems, which could arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community), which violates the spirit, philosophy and code of conduct of the school, even though not specified, including the following:

- Lack of respect to teachers, staff, volunteer adults on campus (e.g., refusing to accept correction, showing negative attitude, open and persistent defiance of authority)
- Disobedience (e.g., failure to follow direction promptly and thoroughly, chewing gum, throwing anything in class or at lunch; failure to do homework/class work)
- Disruption of class (e.g., talking out of turn, annoying others; stopping teacher from teaching or students from learning; misbehavior in church; excessive tardiness)
- Destroying or defacing school property (e.g., writing on desks, books, walls; misuse of bathroom; misuse of school property or the property of others)
- Violation of social rules (e.g., name calling, bullying, showing unkindness verbally or physically; failure to cooperate with uniform regulations and good grooming)
- Recess/Lunch violations (e.g., lack of respect for supervisors; failure to clean up or leaving before dismissed; rough play; playing, throwing water/towels in restrooms; spitting water, screaming and throwing food at recess/lunch).

## **Playground Rules**

Jungle Gym:

- Monkey Bars - cross in one direction only.
- Preschool, Kinder and 1<sup>st</sup> Grade are not allowed on Monkey Bars (by teacher discretion only).
- Do not sit or stand on top of the equipment
- Do not hang upside down from any play equipment.
- No balls or other play equipment allowed in the jungle gym.
- One person at a time on the slides-no trains are allowed.

- We slide down, never climb up or walk down the slide.
- Slide facing forward, sitting down, with your feet forward. No one is allowed to lay down or to slide backwards.
- Do not sit in the middle of the slide.
- 5th, 6th , 7th and 8th grade students are not allowed on Jungle Gym.

**Balls:**

- Balls/equipment can be brought from home but St. Peter and St. Paul School is not responsible for lost or damaged balls or equipment.
- Only soccer balls and kickballs may be kicked and in games only.
- No balls may be thrown at other children, Dodgeball is not allowed.
- Do not kick or throw balls over the tops of buildings or fences or walls.

**Whistle behavior:**

- All equipment and games are to stop immediately when the playground whistle sounds. Students FREEZE where they are and wait for a whistle before WALKING to their class line.
- All students must freeze- even those walking to class across the playground pathways.
- At recess- wait until your teacher dismisses your class before going onto the playground. If a supervisor is not present, do not go onto the playground.
- At lunch- wait until you are dismissed from the lunch table before playing.
- Pay attention to games being played- do not walk through the middle of kickball, football, basketball or soccer games.
- No running around or between the lunch tables.
- Our school is a “HANDS OFF SCHOOL.” There is no pushing, rough play, or tag or holding hand with other students.
- Basketball rims are not to be hung from or the basketball pole to be climbed on.

**Consequences**

The Principal, or Classroom Teacher determines the appropriate consequence from the following actions. Four elements determine consequence: age of the children involved, severity of the actions, repetition and behavioral history of the children, and mitigating factors present.

1. Verbal warning
2. Document offense and conduct grade deduction
3. A Parent/Principal/Teacher/Student/ conference
5. Parent called to pick up student
6. In-school suspension
8. Out of school suspension (term determined at Principal's discretion)
9. Meeting with Principal/Teacher/Parents and Student to discuss Disciplinary Contract or possible expulsion or voluntary school withdrawal
10. Required behavior modification, counseling from an outside professional or voluntary withdrawal from the school. If a decision is made in favor of behavior modification, parents must provide verification of a regular counseling schedule within two weeks.
11. Expulsion from St. Peter and St. Paul Catholic School. Any activity deemed illegal requires immediate expulsion and police notification.

## **Performance Improvement Plan**

A student is placed on a performance improvement plan for low academic grades or conduct. The plan will continue for a set period of time up to the end of the school year. At the end of that time, the Principal/Teacher will evaluate the grades and conduct of the student to determine additional course of action up to and including request to withdraw from school or expulsion. Students may be denied extracurricular activity participation while on a plan.

## **Suspension**

A student may be suspended for serious misconduct, on or off campus, during school related activities

(Including inappropriate electronic communication). A student may also be suspended for continued misconduct while on a performance improvement plan. All classwork must be completed during the time of Suspension.

Official suspension may assume various forms:

1. **Class Suspension:** The student may not attend a particular class activity and during that class time will be required to report to a designated area for supervision. This student may lose the right to participate in school activities on or off campus for a specified length of time.
2. **In-School Suspension:** In severe cases, the student will serve an in-school suspension and be assigned academic work to make up the loss of class time. This student loses the right to participate in any school activity on or off campus for a specified length of time based on the offense.
3. **Home Suspension:** Where severity or safety is indicated, the Principal may suspend the student from school who must be supervised at home by a parent or guardian. This student is expected to work on their academic program while away from school. This student loses the right to participate in any school activity on or off campus for a specified length of time based on the offense.

The following guidelines for student suspension are normally followed:

A suspension must be approved by the Principal.

2. The length of any suspension is left to the discretion of the Principal in accordance with the nature of the conduct and all circumstances.
3. The student shall be given oral or written notice of the charges against him/her and a fair opportunity to present his/her side.
4. Notice is given to parents by phone or other appropriate method within a reasonable time of the determined sanction.
5. A conference with the parents, student, teacher, and the Principal shall be arranged. The Pastor may be notified of the conference and given the opportunity to attend.
6. Parents and students are reminded of the serious nature of suspension and that continued or repeated misconduct could result in expulsion.
7. The Principal maintains dated documentation of the facts, the parent conferences, and keeps the suspension notification.

## **Expulsion**

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for repetition of conduct for which the student has been suspended more than once. Expulsion is a permanent termination of a student's enrollment.

Expulsion may be considered for, but not limited to:

- Incurable or disruptive behavior which impedes the progress of others

- Refusal to abide by other behavioral management remedies including contracts
- Assault, battery, or any threat of force or violence directed toward other students, school personnel, or other persons on school property, or during school related activities, or off campus when related to school either through persons or activities involved
- Habitual or persistent violation of school regulations
- Use, sale, distribution, or possession of narcotics, tobacco, and/or alcoholic beverages or related paraphernalia.
- Malicious damage or destruction of real or personal property of school
- Theft, extortion, arson
- Habitual truancy, absenteeism
- Hazing and harassment

The following guidelines for student expulsion will be followed:

- The final decision to expel a student rests with the Principal with the knowledge and consent of the Pastor
- A conference with the parents, student, teacher, and the Principal shall be arranged. Where applicable, the Pastor is notified of the conference and given the opportunity to attend
- The notice of expulsion must be written and must be signed by the parent(s), student, and Principal (the Principal's signature is all that is required)
- The Principal maintains dated documentation of the facts, the parent conferences, and keeps the signed expulsion notification

The procedure for appeal and review of disciplinary action rests with the Principal and then the Pastor. The Superintendent of Schools may be consulted regarding due process and must be requested in writing. After investigation of the procedures followed in the action, the superintendent will determine whether the school's action is in accordance with applicable Diocesan policies and that due process was followed.

NOTE: A different procedure will be enacted for all children in grades TK - 5 because of the age level of the student. Depending upon the seriousness of the action, or the type and frequency of such action, one of the following steps will be taken:

- The teacher and the student will have a conference and an appropriate consequence will be issued. The Principal will be notified of the situation.
- Principal and classroom teacher will outline the action plan to take during a conference

with all parties involved.

Expulsion may be the result, subject to the decision of the Pastor and the Principal, if the situation cannot be resolved or the parent is not cooperative.

## **Harassment**

St. Peter and St. Paul Catholic School affirms the Christian dignity of every person. Harassment is unacceptable conduct that is severe, pervasive and deliberate. School harassment occurs when an individual is subjected to treatment in a school related environment or situation (including electronically or telephonically) which is hostile, offensive or intimidating, most often because of an individual's race, creed, color, national origin, gender, or physical ability. Harassment of any person by any student, parent or staff member is prohibited and will not be tolerated. All demeaning behavior is prohibited. It is the policy of St. Peter and St. Paul Catholic School and the Diocese to provide an educational environment in which all students are treated with respect and dignity.

## Sexual Harassment

Sexual Harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature. Example of sexual harassment directed towards a student under conditions such as the following:

- Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets, delivered face to face or telephonically;
- Written Harassment: Suggestive or obscene letters, notes, emails, texts or invitations;
- Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating movements.
- Visual Harassment: Leering, gesture, display of sexually suggestive objects or pictures, cartoons or

### Student to Student Sexual Harassment

This policy prohibits student to student sexual harassment whenever it is related to school activity or attendance and occurs at any time including, but not limited to, any of the following:

- While on school grounds,
- During lunch period whether on or off school grounds,
- During, while going to, or coming from, a school sponsored activity,
- Off school grounds while engaged in school related activity or in cyberspace while discussing/referring to school related persons or events.

Any student who engages in the sexual harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and expulsion. Any substantial conduct outside the school environment come to the attention of the school, this too may serve as grounds for disciplinary actions if it in any way is related to or affects those involved with St. Peter and St. Paul Catholic School.

### Violence – Threatened and Acted

All threats of violence will be taken seriously and will be handled on a case by case basis. Assault, battery, or any threat of force or violence directed toward other students, school personnel, or other persons on school property, or during school related activities, or on cyberspace while discussing school related persons or events will be addressed. Threats and fear of force also constitute harassment and may be handled under that policy (see above) and may include actions up to and including expulsion.

## GRADING POLICIES

The administration and faculty are seeking to measure total student performance in classwork, 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-2nd) receive marks on Report Cards that indicate growth and development rather than strict percentage grades. Students in grades 3-8 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 six 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 a 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 students spends doing homework will vary depending upon the grade and student's 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 – 3: 30 – 40 minutes      Grades 4 – 8: 60 – 90 minutes

Be sure that the homework time is being used appropriately.

## HONOR ROLL

After each grading period (trimester), students will have their grades converted to Grade Point Averages. Names of recipients are posted, and the Honor Roll is as follows:

Academic Excellence	4.0 and above
High Honors	3.80 – 3.99 averages
Honors	3.50 – 3.79 averages
Academic Achievement	“O,” or “O”/” V.G.” combination

Students may not be on the Honor Roll with an Incomplete, “C,” “D,” or “F” as a grade in any academic area or Conduct/Citizenship area.

## PRESIDENT'S EDUCATION AWARDS PROGRAM (P.E.A.P.)

The President's Education Awards Program (PEAP) honors graduating elementary and middle school students for their achievement and hard work. The program provides individual recognition from the President and the U.S. Secretary of Education to those students whose outstanding efforts have enabled them to meet challenging standards of excellence. St. Peter and St. Paul Catholic School students are recognized based on the following criteria (Category A and 1 or 2 of Category B): *(No grade of “D” or “F” in any academic area or conduct)*

- A. **Grade Point Average:** Students are to earn a grade point average of 90 on a 100 point scale (an A on a letter scale or a 3.5 on a 4.0 scale). When computing grade point averages at the respective award level, only the years at that level are to be included through the spring semester of the exiting grade. (Elementary Award: Grades 4-5 cumulative; Middle School Award: Grades 6-8 cumulative).
- B. **(1) Recommendations from a Teacher Plus One Other Staff Member:**  
One recommendation is to reflect outstanding achievements in English, mathematics, science, history, geography, art, foreign language, and any other courses that reflect a school's core curriculum. This

judgment is to be supported by tangible evidence that is comprised of either results on teacher-made tests, portfolio assessment, or special projects. The second recommendation from a school staff member may address, for example, involvement in community service or co-curricular activities, including tutoring other students and/or demonstration of creativity and achievement in the visual and performing arts.

**(2) State Tests and Nationally-Normed Achievement Tests:**

High achievement in reading or math on state tests or nationally-normed tests.

## **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 G.P.A. 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. Students’ names and addresses are never shared with anyone other than the appropriate persons.

## **STUDENT ACTIVITY INFORMATION AND POLICIES**

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

Students in 3rd through 8th 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 attend 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 fundraisers 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 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 classroom teacher's discretion 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. If 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 cell phones, iPads, mobile devices, jewelry, toys, makeup, 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 conflicts 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, and basketball. 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), the 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 foster school spirit through loyalty, friendliness, helpfulness, and good sportsmanship.

Student Council consists of students in 5<sup>th</sup> through 8<sup>th</sup> grades. 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 4<sup>th</sup> – 7<sup>th</sup> 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, faculty, and staff elect 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 8th-grade students. Assessment tests may be given to all new registrations and 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 to conduct research and complete 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 the usage is at school or 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.

**St. Peter and St. Paul Catholic School expect parents to purchase all blouses, polo shirts, skorts, sweatshirts, khaki Mass pants, caps/hats, and fleece jackets from Dennis Uniforms ([www.dennisuniform.com](http://www.dennisuniform.com)). Every day navy uniform shorts and pants may be purchased from Dennis Uniforms or other department stores that carry school uniform merchandise.**

#### **Girls: Kindergarten – Primary Grades (K-5):**

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

- **Skort no shorter than 2 inches above the knee (K-5)**
- **\*Shift (optional for K-2)**
- Short sleeve white blouse with school initials
- Navy button cardigan 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.
- 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):

- **Skort no shorter than 2 inches above the knee (K-5)**
- **\*Shift (optional for K-2)**
- 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, Cargo shorts, or compression pants allowed.

#### **Girls: Middle School (6-8)**

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

- **\*Skirt no shorter than 2 inches above the knee**
- Short sleeve white oxford with school logo
- Navy pull-over cardigan 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.
- 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):

- **\*Skirt no shorter than 2 inches above the knee**
- Short sleeve white oxford with school logo
- 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, Cargo shorts, or compression pants allowed.

**\*Navy bike shorts may be worn under shift or skirt**

**Boys: Kindergarten – Primary Grades (K-5)**

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

- Short sleeve oxford with school logo
- Navy sweater vest with school logo
- Khaki slacks (**Dennis Uniforms Only**) **must be worn on Mass Days**
- 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, Cargo shorts, or compression pants allowed.

**Boys: Middle School (6-8)**

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

- Short sleeve oxford with school logo
- Khaki slacks (**Dennis Uniforms Only**) **must be worn on Mass Days**
- Navy pull-over v-neck sweater with school logo
- 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, Cargo shorts or compression pants allowed.

**All Students**

Outerwear - 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 the school logo
- Navy blue uniform sweater with school logo
- Navy blue cap/hat 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
- Shoes must follow the dress code guidelines

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. Shoe laces **must** be

of the same color as the shoe or white. NO Neon colors allowed on shoes. Shoes must be worn with laces, straps, flaps, tongues, or any other part closed and fitted to the shoe. **Sandals, open-toed shoes, high tops, Crocs, boots/Uggs and slip-ons are not permitted. Dress shoes (no tennis shoes) must be worn with the dress uniform.**

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, properly fitted and appropriate length. Slacks may not be sagged and may not be baggy or oversized. Leggings/jeggings, hybrid pants or shorts are not permitted.

### **General Dress Code Requirements**

1. All students 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. All students must keep hair neat, clean and of an acceptable length. Boys haircuts **MUST** be above the collar. No Fad cuts or styles. Hair color is not allowed.
5. Tattoos, permanent or temporary, are not allowed.
6. Outerwear may be purchased from Dennis 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.
9. Only glasses with prescription lenses are allowed.
10. Uniforms must be kept in good condition, No torn clothing.
11. Headbands, bows, and ribbons only. Must be school plaid or of school colors (red, white or blue only).
12. Masks are optional. Solid colors and patterns are acceptable. No sport teams, political or organization logos permitted.

### **Non-Uniform Dress**

Students are given a "free dress" pass for special occasions such as birthdays and on certain school wide celebration days. The following are NOT allowed on non- uniform days:

- Torn jeans, shorts or pants
- Leggings, jeggings, yoga pants, hybrid, or workout pants
- Shorts that don't meet the length requirement
- Backless, Low-cut or midriff tops
- Halter, tank, spaghetti strap tops
- Excessively tight-fitting tops
- Attire with discriminatory language, inappropriate logos, slogans, words, inappropriate music, and anything violent or offensive in nature
- Flip-flops, backless shoes, Crocs, boots, Uggs, open-toed shoes or sandals

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.**

*Uniform and Dress Code Revised 08/2023*

## PRESCHOOL PROGRAM

St. Peter and St. Paul Catholic Preschool, established in 1984, is an early learning educational experience within our parish school. We are 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 S.L.E.s (see page 3). 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 at least two weeks before 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 am on the lower playground; when inclement weather conditions exist, the preschool day begins in the classroom. Young students arriving after 8:40 am 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 makeup 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 makes the final decision as to the child's appropriate placement.

### 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 **Dennis Uniforms ([www.dennisuniform.com](http://www.dennisuniform.com))**. Bottoms should be navy or khaki 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. 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 labeled with your child's name.



## 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 affects those around them
- have a positive experience in school

**ANTI - BULLYING POLICY** – see page 9

## 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.

## PARENT - TEACHER CONFERENCES

Parent-Teacher Conferences are held once a year. The diocesan Preschool / Pre-Kindergarten Developmental Assessment tool is used to determine and gauge 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

7:00 a.m.	Before school care begins
8:30 a.m. – 12:00 p.m.	Class time
12:00 p.m. – 1:00 p.m.	lunch bunch
12:45 p.m. – 2:45 p.m.	Nap
3:00 p.m. – 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 after 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. The 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/guardians NOT allow their children to use the restrooms unsupervised.
2. The 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, Virtus training, and proof of required vaccinations are required of all parent and/or guardian volunteers who have access to students enrolled in our school. This includes classroom volunteers, field trip 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. Children MUST be secured in an appropriate child passenger restraint (safety seat or booster seat) in the back seat of a vehicle until they are at least 8 years old or 4'9" in height. 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/her 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.

Chickenpox	Impetigo	Mumps
Ringworm	Scabies	Measles (Rubella)
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	rash/insect bites	frequent stumbling or falling
listlessness or extreme fatigue	open sores/cuts	unusual irritability
sneezing or coughing	unusual aggressiveness	mucus that is NOT clear
fever	bruises	sleepiness
heavy nasal discharge	glazed appearance of eyes	clammy appearance
vomiting or gagging		

To attend 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 the 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 safety. 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

Parents must complete the required forms when requesting the possible administration of any medication, including an Inhaler or Epi-Pen. All medication **MUST** be accompanied by a physician's prescription and **INCLUDE**, specific dosage and frequency, expected response and/or potential side effects, action to be taken in the event of side effects, proper handling, storage, and physician contact information.

At the beginning of each new school year, the parent is to supply medication and forms and initially train the primary teacher according to the physician's instructions. Each time an Inhaler or Epi-Pen is used, it is recorded, and parent reviews and signs upon child pick up. At the end of the school year, unused medication will be returned to the parent. In the event an inhaler becomes empty during the year, it will be returned to the parent, and the parent must supply a new inhaler on the child's next day of attendance. In the event of the use of an Epi-Pen, 911 will be called, and the Epi-Pen will be given to the First Responders. Parents will need to supply a new Epi-Pen on the child's next day of attendance. The staff will notify parents of expiring medication no later than two weeks in advance; this will allow the parent time to replace the medication.

## PANDEMIC FLU

The Centers for 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 24 hours without being medicated.

**SMOG ALERTS** – see page 13

## 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 healthy birthday snacks include:

Muffins	yogurt push-ups	soft pretzels
Mini Pizza	bagel w/cream cheese or jam	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 Hoedown, 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 snack each morning. The snack menu is posted in each classroom and the parish hall kitchen. Our young students are encouraged to try all the food.

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.**