



PARENT-STUDENT HANDBOOK

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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 Mission 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 may include a 100 Mile Club Kickoff, Mary's Mercy Center donations, Thanksgiving can food drive and other community events as determined by Administration.

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, five instructional aides, three co-curricular teachers (Spanish, P.E., and S.T.E.M), four support staff and Administrators, and a custodian, 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 teachers 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

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
Priest Administrator, Fr. Alwyn Anfone
Director of Catholic Schools, Sister Cecilia Duran, ODN
Associate Director of Leadership and Management, Nathan Hauser Arnold
Associate Director of Academic Excellence, Christine Hanna
Associate Director of Missions and Catholic Identity, Edgardo Juarez
Principal – Diana Armenta
Preschool Director – Lisa Frank
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*. St. Peter & St Paul Catholic School offers several convenient tuition payment plan options through FACTS Management, including Annual, Semi-Annual, and Monthly plans.

A **\$55 FACTS Payment Plan Enrollment fee** for any monthly plans set will now apply to your enrollment every school year. Your enrollment at St Peter & St Paul Catholic School is not complete until your payment plan with FACTS has been established.

Families are charged \$30.00 for submitting non-sufficient funds (N.S.F.) 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.

WITHDRAWAL 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 40, *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

ATTENDANCE POLICY

Regular attendance and punctuality are essential conditions of student success and continued enrollment at St. Peter and St. Paul Catholic School. Instructional time is valuable and cannot always be replicated through makeup work. Frequent absences, tardies, and early pickups negatively impact academic progress, classroom continuity, and the learning environment for all students.

Attendance is considered a shared responsibility between the school and parents. Families are expected to support consistent and punctual attendance except in cases of illness, emergency, or other approved circumstances.

ABSENCE FROM SCHOOL

Parents are asked to cooperate in minimizing absences. However, please do not send your child to school if they have exhibited any of the following symptoms within the previous 24 hours: fever or feeling feverish, chills, vomiting, diarrhea, sore throat, pink eye, head lice, or significant cold symptoms.

ILLNESS

Parents are reminded that children must be kept at home when they are sick. The student must be free from a fever of 100° 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.

If a child is going to be absent for any reason, the parent or guardian must notify the school office prior to 8:00 a.m. by emailing attendance@stpeterstpaulschool.com or calling the school office. The school must receive an email or a written note from the parent/guardian for the absence to be considered verified and excused.

The note should include:

- Student name
- Date(s) of absence
- Reason for absence

If a student is absent for three (3) or more consecutive days, a doctor's note may be required.

Regular attendance is essential to student success. Students are responsible for completing all missed assignments and assessments within the timeline established by the teacher.

When a student accumulates ten (10) or more absences during a trimester, the student's attendance and academic progress may be reviewed by the administration.

Excessive absences may impact a student's ability to earn academic credit, demonstrate mastery of grade-level standards, or meet promotion requirements. Depending on the individual circumstances, the administration may require additional assessments, retention, or determine that continued enrollment is not in the best educational interest of the student.

Each case will be reviewed individually by the Principal in consultation with the classroom teacher.

Family vacations and discretionary travel should be scheduled during school breaks whenever possible. The school is not required to provide assignments in advance for non-school-related absences, and missed classroom instruction may not be fully recoverable through independent work.

LATE ARRIVAL AND EARLY RELEASE

It is important for students to arrive on time each day in order to fully participate in classroom instruction. When a student enters the classroom after instruction has begun, the continuity of instruction is disrupted for both the student and the class.

When a child arrives after the morning assembly, parents must accompany the child to the school office to obtain a tardy slip before the student reports to class. Students should not be dropped off directly at the classroom after the start of the school day.

A student will be marked with a Tardy or Early Release if:

- They arrive between 8:01 a.m. and 9:00 a.m.
- They leave between 1:16 p.m. and 2:15 p.m.

A student is considered **absent** if:

- Students arriving between 9:01 a.m. and 12:00 p.m. will be marked with a Morning (AM) Absence.
- Students leaving between 9:01 a.m. and 12:00 p.m. will be marked with an Afternoon (PM) Absence.
- Students arriving between 12:01 p.m. and 2:15 p.m. will be marked with a Morning (AM) Absence.
- Students leaving between 12:01 p.m. and 1:15 p.m. will be marked with an Afternoon (PM) Absence.
- On minimum days, a student must be present for at least two hours to be considered present for the full day.
- An absence is considered a full-day absence if the student does not attend school or leaves before 9:00 a.m.

Repeated tardiness may result in parent communication, attendance meetings, attendance intervention plans, required documentation, or other administrative action.

EARLY PICKUPS

Students are expected to remain at school for the full instructional day. Frequent early pickups are strongly discouraged except in cases of illness, emergency, or unavoidable appointments.

Repeated early dismissals disrupt instruction, classroom continuity, and student learning. Excessive early pickups may be treated as partial-day absences and may result in attendance intervention procedures.

STUDENT SIGN-OUT AND AFTER SCHOOL ACTIVITIES

Students who are signed out of school during the instructional day and are not signed back in through the school office are not permitted to participate in any on-campus after-school activities, including sports, clubs, practices, rehearsals, tutoring, or school-sponsored events, on that same day. Exceptions may be made only with prior approval from the school administration.

CHRONIC ATTENDANCE CONCERNS

Excessive absences, tardies, or early pickups, whether excused or unexcused, may result in:

- Written parent notification
- Attendance review meetings

- Attendance contracts or intervention plans
- Required medical documentation
- Probationary enrollment status
- Review of continued enrollment or re-enrollment eligibility

ATTENDANCE INTERVENTIONS

The school is committed to partnering with families to support regular attendance and punctuality. When a student's pattern of absences, tardies, or early dismissals begins to interfere with academic progress or classroom participation, the school may implement attendance interventions.

Attendance interventions are designed to identify concerns early, provide support to families, and encourage improved attendance. Depending on the nature and frequency of the attendance concern, interventions may include parent communication, attendance review meetings, attendance improvement plans, required documentation, or other appropriate administrative action.

If attendance concerns persist despite intervention, the school reserves the right to review the student's continued enrollment or re-enrollment status.

The Principal reserves the right to determine the appropriate level of intervention based on each student's individual attendance history and circumstances.

MAKEUP CLASSWORK & HOMEWORK

No classwork/homework should be expected in advance for planned absences. Makeup work does not replace classroom instruction, discussion, participation, or guided learning that occurs during the school day.

Students will generally be given the same number of days they were absent to complete missed assignments upon returning to school.

Makeup work may only be requested after the second day of absence due to illness and may be picked up in the school office after 2:00 p.m.

ADMINISTRATIVE DISCRETION

Exceptions to attendance policies may only be granted at the discretion of the Principal.

The Principal reserves the right to address attendance matters on a case-by-case basis in the best interest of the student and the school community.

Enrollment at St. Peter & St. Paul Catholic School is a privilege built upon a collaborative partnership between the school and family. Continued enrollment is contingent upon a family's support of the school's academic, behavioral, financial, and attendance expectations, as determined by the Principal.

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. **Students are not released after 2:15 p.m.** or while at an assembly. Please make every effort to pick up your student prior to this time. A notification should be sent to the office in the morning. If someone other than the parent/guardian is picking up the child, he/she must present a signed note/email from the parent/guardian before the child is released. **Parents are required to check children in or out of school through the school office.**

While students may experience absences due to valid reasons, elective absences (e.g family vacations) are highly discouraged and must be kept to a minimum.

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, while at an assembly or during any school activity. Exceptions can be made for an emergency.

BIRTHDAY/HOLIDAY OBSERVANCES AND BIRTHDAY SNACK POLICY

The school recognizes student birthdays in a simple manner that minimizes disruption to the instructional day.

BIRTHDAY FREE DRESS

Students may come to school in free dress on their birthday in accordance with the school's Non-Uniform Dress Code.

Students whose birthdays occur during the summer may select one school day to observe their half-birthday. The date must be coordinated with the classroom teacher in advance. Birthday free dress may not be transferred to another day because of an absence unless approved by the teacher or administration.

CLASSROOM BIRTHDAY TREATS

Parents who wish to provide a birthday treat must coordinate with the classroom teacher in advance. Approval should be received before treats are purchased or delivered.

Birthday treats:

- Will be distributed during the final 15 minutes of the school day
- Must be delivered to the school office no later than 2:00 p.m.
- Must be limited to one food item and one drink per student
- Must be individually portioned and ready to distribute
- Must take classroom allergies and dietary restrictions into consideration
- May not require refrigeration, heating, cutting, preparation, or serving by school staff

Treats that have not been approved in advance, arrive after 2:00 p.m., or do not follow these guidelines may not be distributed and may be returned to the parent.

Birthday celebrations may not replace instructional time or include decorations, games, entertainment, or an extended classroom party.

PROHIBITED ITEMS

Goody bags, balloons, flowers, party favors, decorations, and individual gifts are not permitted at school and will not be distributed or delivered to students. Families should not send money, gift cards, or gifts for an individual student to open or exchange during the school day.

PARTY INVITATIONS

Invitations to birthday parties, slumber parties, or other private social events may be distributed at school only when every student in the class is invited.

When the entire class is not invited, invitations must be distributed outside of school. **School staff may not provide family contact information or assist with the distribution of private invitations.**

VALENTINES, CHRISTMAS AND GIFT EXCHANGES

Students who choose to distribute Valentines must provide one for every student in the class. Valentines should be simple, age-appropriate (e.g. pencils, erasers, stickers), no candy or toys and should be consistent with any additional guidelines provided by the classroom teacher.

Christmas, holiday, Secret Santa, and other student gifts/food exchanges are not permitted at school. Students may not bring or exchange individual gifts with classmates during the school day or at school-sponsored activities unless specifically authorized by the administration.

8TH GRADE GRADUATION AND/OR PROMOTIONS & CELEBRATIONS

To ensure a respectful, reverent, orderly and unified graduation/promotion ceremony that honors the achievements of all students, the following policies will be strictly enforced.

PROHIBITED ITEMS AND ACTIVITIES:

The following **will not be permitted** during the graduation ceremony in the church or on school campus during the event:

- Leis (floral, candy, or money)
- sashes, stoles or custom adornments
- Cords (not officially issued by the school)
- Balloons or balloon bouquets
- Pops (e.g., confetti or noise-making items)
- Fat heads or oversized cutouts
- Flags, signs, or banners

- Face cutouts or cardboard masks
- Any other non-approved props or accessories

DRESS CODE AND APPEARANCE

Graduates are expected to maintain a neat, modest, and uniform appearance in their school-issued graduation attire. No modifications or additions may be made to the gown unless approved by the administration.

APPROVAL OF SPECIAL ACTIVITIES OR TRIBUTES

Any requests for tributes, performances, or additional graduation-related activities must be **submitted in writing and approved by the office at least two weeks prior** to the ceremony date. No exceptions will be made on the day of the event.

These guidelines are in place to:

- Preserve the dignity and unity of the graduation ceremony
- Ensure fairness and consistency for all students
- Maintain a safe and distraction-free environment for all attendees

We appreciate your understanding and cooperation in helping us celebrate our 8th graders with the respect and honor they deserve.

For any questions or clarification, please contact the school office directly.

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).

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 misconduct, 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 school BAND app, 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 their 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.

CARE OF SCHOOL 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.

SCHOOL BOOK POLICY

Students may check out books from the school or classroom library with teacher permission. Books are loaned for two weeks and can be renewed. Books should be returned on time and in good condition.

Students must handle all books with care and keep them in a safe, dry place. Damaged or lost books will result in a replacement fee. Library privileges may be suspended until books are returned and/or fees are paid. Report minor damage immediately for possible repair. Contact the teacher with any book return concerns.

DROP OFF AND PICK UP PROCEDURES FOR K-8TH GRADE

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

1. Student drop-off is on the blacktop 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. The student should enter/exit from the passenger side of the car.
3. Pedestrians **should not** cross through the moving car line, but are allowed to cross by the mail box.
4. Parents wishing to attend morning assembly must wait in the designated parent area and may not enter the gates until 8am. Faculty and staff are not available for conferences during morning drop off and afternoon dismissal.
5. The parking lot speed limit is 3 M.P.H.; drive in the appropriate direction as indicated. Avoid “cutting across” or walking across parking spaces. *DO NOT park along red curbs or in handicapped spaces unless authorized.*
6. The morning drop-off car line cannot begin forming before 7:30am.
7. The afternoon dismissal car line cannot begin forming until 2:15pm or 12pm on minimum days.

Parking lot aisles and stalls MAY NOT BE BLOCKED 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.

SEE MAP

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 arrive on campus prior to 7:45am (Preschool prior to 8:30) or remain on campus beyond 3:00 pm on regular days and 12:45 pm on minimum days, who are 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. Students must provide their own after school snack. Preschool, Elementary and Middle School 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 \$9.00 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 contact Extended Care staff via BAND Chat 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 Medic First Aid. 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 in 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 the *Financial Agreement*.

FUNDRAISING COMMITMENT

As a ministry of the parish, St. Peter & St. Paul School relies on the partnership of our families to help support programs, technology, campus improvements, and other initiatives that directly benefit our students. Tuition alone does not cover the full cost of providing a quality Catholic education, making fundraising an important part of our school's financial sustainability.

Each enrolled family is required to fulfill one (1) major annual fundraising commitment during the school year by choosing one of the following options:

- Option 1: Purchase two (2) tickets to one of the Major fundraising events at \$150 per ticket (\$300 total).
- Option 2: Elect the \$480 Fundraising Buy-Out in lieu of attending either fundraising event.

One hundred percent (100%) of the buy-out supports the school's annual fundraising goals.

Families are welcome to attend both fundraising events; however, participation in one event or payment of the buy-out satisfies the annual fundraising commitment.

FUNDRAISING REQUIREMENTS

Each family is required to participate in one (1) major fundraiser event per school year (one offered in the fall and one offered in the spring).

Ticket Purchase Obligation: Participation requires the purchase of two (2) tickets to one event at \$150 per ticket (\$300 total).

Single-Event Requirement: Tickets must be purchased as two tickets for the same event. Families may not split tickets between the fall and spring events.

Buy-Out Option: Families may choose to buy out of the requirement for \$480 in lieu of attending.

No-Show Fee: Families who purchase tickets but do not attend the event will be assessed a \$200 no-show fee.

Volunteer Hours Do Not Fulfill This Requirement: Volunteer hours at a major fundraiser event will not fulfill the Major Fundraiser Participation Requirement.

Alternate Attendee Option: If a family is unable to attend or purchase tickets, another adult (ex: a family member or family friend) may purchase the required tickets and attend on the family's behalf. All policies still apply, including the no-show fee if the attendee does not attend.

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 office may be closed or will close 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 through Catholic Mutual Group (CMG) and have background clearance through the Diocese of San Bernardino. In addition, preschool volunteers MUST have a valid live scan fingerprint clearance and meet additional 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 they are permitted status while on campus.

LOST AND FOUND

Articles that have been lost will be placed in a lost and found bin which will be available to parents on Monday and Fridays during morning drop-off. Please label clothing items with your child's name and grade. Items not claimed by the end of the school year will be discarded or donated.

LUNCHES AND SUPPLIES

Lunch should be dropped off in the school office by **10:30 am**. Parents 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. Lunches and recess snacks must contain nutritious items, such as a protein, fresh fruit, vegetables, or healthy snack item. No hot or spicy chips allowed (e.g. Hot Cheetos or Taquis).

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 before 10:30 am, students will be offered a snack lunch; a \$5.00 lunch replacement fee will be added to the family billing statement

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. 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. Parents 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.

NON-SMOKING POLICY

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

OFFICE / SCHOOL HOURS

The hours of operation for the school are as follows:

- School Office: 7:45 am - 3:30pm
- Preschool:
 - 8:30am -12pm
 - Lunch Bunch: 12-1pm
- Kindergarten-8th Grade:
 - 7:45am 100 Mile Club
 - 8:00am-2:45pm Instructional Time

Minimum Days: Classes will be dismissed at 12:30 p.m. on minimum days. Students who stay for extended care will have lunch beginning at 12:45 p.m. Students should pack a lunch. 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 ENGAGEMENT COMMITTEE (P.E.C.)

Our school hosts a Parent Engagement Committee 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 Engagement Committee must be consistent with the policies, goals, and objectives of the school and parish.

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. 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 to provide students and parents with timely, up-to-date information about our school.

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.

INCLEMENT WEATHER & AIR QUALITY ALERT

The following criteria are used for the basis of alerts and program modifications:

INCLEMENT WEATHER

Certain temperature thresholds and weather conditions are recognized as hazardous for school activities. When the heat index reaches 95°F or higher, recess, physical education, and sports will be limited, with frequent breaks and water access. Dismissal procedures may also be modified. Outdoor activities will be restricted when temperatures fall below 42°F or when it's raining. Outdoor activities will be restricted when the Air Quality Index (AQI) level is at or above 101. All inclement weather modification is at the discretion of the principal.

STUDENT RECORDS

If a student transfers from St. Peter and St. Paul Catholic school to another private or public school, student records will be sent to the requesting school. Transcripts will be mailed directly to the new school, never given to students or parents for delivery. 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. Student records include the scholastic record, some directory information, the student's permanent health record, academic records, behavioral records, special education records if applicable, birth certificates and sacramental certificates. There is a \$15.00 per document fee for other documents such as copies of report cards, birth certificates, sacrament certificates and standardized assessments.

CELLPHONE, SMART WATCHES AND ELECTRONIC DEVICE USAGE

Smart Watches and Electronic devices are not allowed. Students are highly encouraged to leave personal cell phones at home. In compliance with the statewide Phone-Free Schools Act (AB 3216), if students choose to bring their personal cell phone to school, the phone should remain in the student's backpack at all times while on the school campus. Cell phones are expected to be silenced or turned off.

This change is designed to support student focus, engagement and overall well-being during instructional time. It is consistent with the , which requires all California schools to adopt clear policies limiting personal device use at school by July 1, 2026.

If you need to reach your child during the school day, the front office remains the appropriate point of contact.

Students may be granted access to their device during after-school activities or with direct permission from a teacher or staff member when appropriate.

This practice supports student focus, reduces distractions, and helps us maintain a respectful learning environment for all students.

Our goal is to create an environment where students are present, engaged and learning without unnecessary distractions.

VOLUNTEER / VISITORS

All volunteers/visitors must sign in with the office when on campus. A visitor/volunteer badge must be worn while on campus during school hours. Volunteers should refrain from using their cell phones. Taking photos or videos of students is not permitted.

RELIGIOUS EDUCATION AND POLICIES

ALTAR SERVER MINISTRY

Catholic students who have received their First Holy Communion may be eligible to participate in the altar server ministry. Orientation and training sessions will take place outside of school hours, and a parent or guardian must attend the orientation with their child. Details about orientation dates will be shared directly with those parents.

Altar server formation and practice will be held once a week Tuesdays after school, and ongoing attendance is required. Once trained, altar servers will be scheduled to serve at Thursday school Masses, First Friday parish Masses, and at Sunday School or parish liturgies as needed. Details will be shared directly with those students and parents.

CHOIR

Students in grades 3rd – 8th grade 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, attendance and behavior.

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 and are considered part of the curriculum. Parents are welcome to attend morning assembly at 8 a.m. in the designated parent area.

School families may request mass intentions for their loved ones in need of prayer.

MASS AND LITURGIES

School liturgies are an important part of developing a Christian school spirit. Students will participate in School Masses weekly on Thursday 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 | |

SACRAMENT POLICY

St. Peter and St. Paul Catholic School follows the guidelines outlined in the Diocesan policy of Sacramental formation and reception. **Beginning with students entering Kindergarten in the 2026-2027 school year, First Reconciliation and First Holy Communion will be celebrated in 3rd Grade rather than 2nd grade.**

This additional year of faith formation will allow students more time to grow spiritually and emotionally before receiving these important sacraments with a deeper understanding and appreciation of God's grace.

Reconciliation and Holy Communion. Catholic students who are older than 3RD grade may receive preparation for sacramental reception (R.C.I.A. for children) through the parish. Please check with the parish office for more details.

A mandatory parent retreat will be planned in collaboration with the classroom teacher and/or parish ministry. The purpose of this retreat is to provide families with an opportunity to focus on their relationship with God, explore ways to live out their faith and build community and enhance First Holy Communion preparations. **In addition, to mandatory retreats students will need to follow Sacramental expectations, provided by the teacher.**

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.

MIDDLE SCHOOL SERVICE HOURS REQUIREMENTS

Service Hour Requirements Breakdown General Guidelines:

Service hour activities must be completed outside of St. Peter and St. Paul School.

All service hours must be **Pre-approved** by the homeroom teacher via email prior to beginning the service activity. The email should include:

- o Organization
- o Supervisor
- o Number of hours
- o Date
- o Activity

Hour Requirements per Grade:

- 6th Grade: 5 hours
- 7th Grade: 10 hours
- 8th Grade: 15 hours

Total Graduation Requirement: 30 hours

Additional Information:

- Students will receive a maximum credit of 5 hours per activity/benefiting organization. Any hours above the requirement will be used to determine the Distinguished Service Award.
- A maximum of 20 hours per benefiting organization will count towards earning the Distinguished Service Hour Award.
- Students can complete a maximum of 5 hours within the Parish, with a maximum of 2 hours for altar serving on Sundays.
- Service hours must be accumulated each school year.
- All service hour forms must be submitted in a timely manner.
- Service hours must be submitted by May 1st of each school year; otherwise, service hours will count towards the following school year.
- Upon 8th grade graduation, the student with the most accumulated service hours is eligible for the Distinguished Service Hour Award.
- Students are required to write a reflection on their service and submit pictures.
- Students cannot complete service hours during school hours.

Volunteer Opportunities with Parish Ministries:

Students are encouraged to volunteer with various ministries within the parish to fulfill their service hour requirements. Possible areas for involvement include:

- Youth Ministry: Assisting with events, retreats, and outreach programs.
- Liturgical Ministry: Serving as altar servers, lectors, or choir members during Mass.
- Hospitality: Helping at events, receptions, and welcoming newcomers to the parish.

Students can complete a **maximum of 5 hours within the Parish**, with a maximum of **2 hours for altar serving on Sundays**. (Does not include School Sunday Masses)

ACADEMIC INFORMATION AND POLICIES

AWARDS ASSEMBLIES

The school hosts assemblies for two different reasons. The first is the Daily Prayer Assemblies. Students are given an opportunity to pray together, make important announcements, and earn awards. Student of the Month awards are based on successful completion of a Schoolwide Learning Expectation or an indicator determined by the classroom teacher.

There are Trimester assemblies at the end of each trimester. Students may qualify for the following awards:

K-2nd Grade:

“Tiny But Mighty Achievement Award”

Criteria:

- 90% or above Combined ELA, Math, Religion, and Conduct. Students in K-2 may not earn the Tiny but Mighty Award with an “S” or “NI” in any academic area.

3rd-8th Grade:

- Principal's Honor Roll: 4.0 and above
- High Honors: 3.80 – 3.99 averages
- Honors: 3.50 – 3.79 averages

Students in 3rd -8th may not be on the Honor Roll with a “C,” “D” or “F” in any academic area or Conduct/Citizenship area.

Accelerated Reader 1st grade - 8th Grade:

1st Trimester

AR Gold: 80% comprehension and individual points goal

AR Silver: Met individual points goal

2nd Trimester

AR Gold: 85 % comprehension and individual points goal

AR Silver: Met individual points goal

3rd Trimester

AR Gold = 90% comprehension, and individual points goal

AR Silver = met their individual points goal

Super Reader Club / Million Word Club

Students can get into the club once every year. One certificate per year.

1st Grade - 250,000 words

2nd Grade - 500,000 words

3rd - 8th Grade - 1 million words

100 Mile Club recognitions occur throughout the year.

- **25 miles earns a T-Shirt**
- **50 miles earns a pencil and a check mark on the T-Shirt**
- **75 miles earns a wristband and a check mark on the T-Shirt**
- **100 miles earns a medal and final checkmark on the T-Shirt**

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.” Our curriculum includes the courses of study content that align with California State and Diocesan standards for Catholic Schools. The curriculum 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.

GRADING SCALES

Grades K – 2nd

- O – Outstanding = 100-95
- VG – Very Good = 94-90
- G – Good = 89-80
- S – Satisfactory = 79-70
- NI – Needs Improvement 69 and below

3rd – 8th Grade

- A = 100-95
- A- = 94-90
- B+ = 89-87
- B = 86-83
- B- = 82-80
- C+ = 79-77
- C = 76-73
- C- = 72-70
- D = 69-60
- F = 59 or Below 59

DISCIPLINE, STUDENT CONDUCT & POSITIVE BEHAVIOR

Our Philosophy of Discipline at St. Peter & St. Paul Catholic School, discipline is an essential part of Catholic education and student formation. Discipline is not intended to be punitive, but rather an opportunity for growth, reflection, and moral development. It is a means of guiding students toward assuming greater responsibility for their choices while developing self-discipline, respect for others, and a commitment to living the Gospel.

Because every person is created in the image and likeness of God, each member of our school community deserves to be treated with dignity, compassion, and respect. Our goal is to provide a learning environment that is safe, orderly, faith-filled, and conducive to academic excellence and Christian discipleship.

Guided by our Catholic faith, our discipline process helps students grow as:

- Active Catholics
- Lifelong Learners
- Effective Communicators
- Responsible Citizens

Discipline is a partnership between school and home. Whenever possible, students are encouraged to reflect upon their choices, repair relationships when harm has occurred, and develop the skills necessary to make responsible decisions in the future.

ST. PETER & ST. PAUL POSITIVE BEHAVIOR FRAMEWORK

Students are expected to demonstrate Christ-like behavior in every school setting, including classrooms, hallways, playgrounds, church, assemblies, the library, school offices, extracurricular activities, and all school-sponsored events.

Our expectations are rooted in our Schoolwide Learning Expectations and are intentionally taught, modeled, practiced, and reinforced throughout the school year. What This Looks Like:

- Active Catholics
 - We pray reverently, show compassion, serve others, forgive readily, and strive to live the Gospel each day.
- Lifelong Learners
 - We come prepared, work hard, persevere through challenges, take pride in our work, and learn from our mistakes.
- Effective Communicators
 - We speak kindly, listen respectfully, communicate honestly, resolve conflicts peacefully, and use technology responsibly.
- Responsible Citizens
 - We respect others, follow school expectations, care for our campus, accept responsibility for our choices, and contribute positively to our community.

STUDENT BEHAVIOR REFLECTION PROCESS

Most student behaviors are managed by the classroom teacher using progressive interventions designed to teach appropriate behavior while maintaining a positive learning environment.

Teacher interventions may include:

- Redirection
- Student conferences
- Restorative conversations
- Reflection activities
- Seating changes
- Loss of privileges
- Parent communication
- Other age-appropriate classroom interventions

When appropriate, students will receive a Student Behavior Reflection Notice. The purpose of the notice is to:

- Teach appropriate behavior
- Encourage student reflection
- Communicate with parents
- Document interventions
- Promote accountability and growth

Each notice includes:

- Description of the behavior
- Teacher interventions
- Student reflection

- Parent acknowledgment

Parents are asked to review the notice with their child, sign it, and return it to school the following day.

CONDUCT GRADES

Conduct grades reflect a student's demonstration of respectful, responsible, and Christ-centered behavior.

Student Behavior Reflection Notices result in progressive conduct point deductions within the same school week:

Conduct Deduction

- One on one Student Conference -5 points
- First Behavior Notice -10 points
- Second Behavior Notice -15 points
- Third Behavior Notice -20 points
- Fourth Behavior Notice -25 points and an Office Referral

Students begin each school week with a fresh opportunity to demonstrate positive behavior. Conduct grade resets each week, but Behavior Reflection Notices will continue to progress until the end of each trimester.

MAJOR INFRACTIONS

Certain behaviors require immediate administrative involvement because they threaten safety, violate school policy, or significantly disrupt the learning environment.

Major infractions include, but are not limited to:

- Fighting or physical aggression
- Bullying, harassment, or intimidation
- Threats of violence
- Theft
- Vandalism
- Possession of prohibited or dangerous items
- Serious disrespect toward faculty, staff, volunteers, or other adults
- Academic dishonesty of a serious nature
- Technology misuse that harms others
- Any behavior that jeopardizes the safety or well-being of the school community

Major infractions may result in administrative conferences, parent meetings, behavior contracts, suspension, expulsion, or other disciplinary action as determined by the administration.

Because it is impossible to anticipate every situation that may arise, the administration reserves the right to address behaviors not specifically listed when such behavior violates the mission, philosophy, or standards of St. Peter & St. Paul Catholic School.

PLAYGROUND EXPECTATIONS

Student safety is a shared responsibility. Students are expected to demonstrate respect, responsibility, and good sportsmanship during recess and lunch while following the directions of all supervising adults.

Students are expected to:

- Use playground equipment safely and only as intended.
- Follow all posted playground rules.
- Respect playground supervisors and respond promptly to directions.
- Include others and demonstrate good sportsmanship.
- Keep hands, feet, and objects to themselves.
- Walk when directed and transition promptly at the end of recess.
- Care for school equipment and return it appropriately.
- Help keep our campus clean.

The administration reserves the right to limit or suspend a student's use of specific playground equipment or recess privileges when safety concerns exist.

DISCIPLINARY ACTION

While our goal is always to teach and restore appropriate behavior, disciplinary action may be necessary when student conduct interferes with learning, compromises safety, or violates school expectations.

Depending on the severity, frequency, and circumstances of the behavior, disciplinary measures may include:

- Student conference
- Parent communication
- Student Behavior Reflection Notice
- Restorative action
- Loss of privileges
- Behavior contract
- Performance Improvement Plan
- Detention
- Suspension
- Expulsion

The Principal reserves the right to determine the appropriate disciplinary response based on the individual circumstances of each situation.

PERFORMANCE IMPROVEMENT PLAN

A student may be placed on a Performance Improvement Plan when there is a pattern of academic concerns, behavioral concerns, or both.

The purpose of the plan is to establish clear expectations, provide appropriate support, and monitor progress over a designated period of time.

The plan may include:

- Academic goals
- Behavioral expectations
- Parent conferences
- Progress monitoring
- Support strategies
- Conditions for continued enrollment or participation in extracurricular activities

Failure to demonstrate satisfactory improvement may result in additional disciplinary action, including probation, suspension, or non-renewal of enrollment.

SUSPENSION

Suspension may be imposed when student behavior constitutes a serious violation of school policy, threatens the safety of others, or when previous interventions have not resulted in improved behavior.

Parents will be notified as soon as reasonably possible, and a conference may be required before the student's return to school.

Students are responsible for completing all assigned academic work during the suspension period.

The Principal determines the type and length of suspension based upon the circumstances of each case.

EXPULSION

Expulsion is the permanent termination of a student's enrollment and is reserved for the most serious or repeated violations of school policy.

Grounds for expulsion may include, but are not limited to:

- Serious violence or threats of violence
- Repeated suspension without improvement
- Possession, use, or distribution of drugs, alcohol, or weapons
- Theft or serious vandalism
- Persistent harassment or bullying
- Repeated disregard for school expectations
- Conduct that seriously jeopardizes the safety or well-being of the school community

The decision to expel rests with the Principal in consultation with the Pastor and in accordance with Diocesan policy.

Parents will be provided due process consistent with Diocese of San Bernardino policies.

HARASSMENT, SEXUAL HARASSMENT & THREATS

St. Peter & St. Paul Catholic School affirms the dignity of every person as a child of God.

Harassment, sexual harassment, intimidation, threats, hazing, or any conduct that creates a hostile, offensive, or unsafe educational environment is strictly prohibited.

These behaviors include verbal, written, physical, visual, electronic, and cyber conduct occurring:

- On campus
- During school-sponsored activities
- While traveling to or from school-sponsored activities
- Through electronic communication when it substantially impacts the school community

Any report of harassment or threats will be investigated promptly.

Students who engage in such conduct are subject to disciplinary action up to and including suspension or expulsion.

VIOLENCE OR THREATS OF VIOLENCE

Any threat of violence, act of violence, or behavior that causes others to fear for their safety will be taken seriously.

The administration will immediately investigate all reports and determine appropriate disciplinary action.

Law enforcement may be contacted when appropriate.

Threats communicated electronically or occurring off campus may still result in school disciplinary action when they affect the school community.

ANTI-BULLYING POLICY

St. Peter & St. Paul Catholic School is committed to providing a safe, welcoming, and Christ-centered environment where every member of the school community is treated with dignity and respect.

Bullying, harassment, intimidation, or retaliation of any kind will not be tolerated.

Bullying is defined as repeated, intentional behavior involving a real or perceived imbalance of power that causes physical, emotional, social, or educational harm to another individual.

Bullying may include:

- Physical aggression
- Verbal harassment, teasing, or name-calling
- Social exclusion or manipulation
- Written or electronic communication intended to intimidate, threaten, or humiliate another person
- Cyberbullying occurring on or off campus when it substantially disrupts the school environment

Students, parents, faculty, staff, and volunteers are expected to report suspected bullying immediately to the Principal or designee.

School personnel are expected to intervene immediately when it is safe to do so and to report incidents to the administration.

All reports of bullying will be investigated promptly and handled confidentially to the extent possible.

Retaliation against anyone who reports bullying or participates in an investigation is strictly prohibited.

Parents will be notified whenever their child is involved in a substantiated bullying incident.

Consequences may include restorative interventions, counseling recommendations, behavioral contracts, suspension, expulsion, or other disciplinary action as determined by the administration.

This policy applies on campus, during school-sponsored activities, while traveling to and from school-sponsored activities, and in situations occurring off campus or electronically when the conduct substantially affects the school environment.

Additional information regarding safe environment policies may be found in the Diocese of San Bernardino Policy Handbook, including Sections 4161, 5156, and 6313.

PARENT PARTNERSHIP & CODE OF CONDUCT

At St. Peter & St. Paul Catholic School, we believe a strong partnership between home and school is essential to every student's success. Parents/Guardians, faculty, staff, and students are expected to treat one another with dignity, respect, and Christian charity in all interactions.

Parents and guardians are expected to:

- Support the mission, philosophy, and policies of the school.
- Communicate respectfully with faculty, staff, students, and other families.
- Address concerns through the school's established communication process.
- Model appropriate Christian behavior both on and off campus.
- Respect the privacy and confidentiality of students, families, and school personnel.

The following behaviors are inconsistent with our expectations and will not be tolerated:

- Threatening, intimidating, or harassing behavior.
- Profanity, yelling, or abusive language.
- Disruptive or aggressive conduct on campus or at school events.
- Gossip, defamation, or inappropriate use of social media involving the school community.
- Interference with school operations or investigations.
- Conduct that compromises the safety, well-being, or dignity of others.

To protect the privacy of all students and families, the school cannot discuss confidential matters involving any student other than a parent's own child.

Parents are encouraged to address concerns directly with the appropriate teacher. If a concern remains unresolved, it should be brought to the Principal.

Because enrollment at St. Peter & St. Paul Catholic School is a privilege, the administration reserves the right to take appropriate action when a parent's conduct is inconsistent with the mission and values of the school or significantly disrupts the educational environment. Such action may include limiting campus access, restricting volunteer opportunities, requiring communication through designated school personnel, or determining that continued enrollment is no longer in the best interest of the school community.

DISCIPLINARY AUTHORITY

The examples of behaviors outlined in this handbook are intended to provide guidance and are not an exhaustive list of all conduct that may require disciplinary action.

St. Peter & St. Paul Catholic School reserves the right to address any student behavior, whether occurring on or off campus, that is inconsistent with the mission, philosophy, values, or expectations of the school, or that adversely impacts the safety, reputation, or orderly operation of the school community.

The Principal, in consultation with the Pastor when appropriate, retains the authority to determine appropriate disciplinary action based on the nature, severity, frequency, and circumstances of each incident.

GRADING POLICIES

At St. Peter and St. Paul, we believe that grading should reflect a student's overall growth and performance. Teachers consider multiple factors when determining grades, including classwork, homework, assessments, participation, and, when relevant, special projects. Our goal is to provide an honest, well-rounded picture of each child's progress.

If you have questions about your child's grades or classroom behavior, we ask that you first reach out directly to the teacher. As the primary educator in the classroom, the teacher is best equipped to provide insight and context. Should further clarification be needed, the Principal is available to support as a second point of contact.

In the primary grades (K-2), report cards focus on developmental progress and skill acquisition. Beginning in 3rd grade, students receive traditional letter grades. Report cards are distributed three times a year, and mid-trimester progress reports may also be sent home to help families stay informed.

We trust our faculty's professional judgment and ask that families approach conversations about grading with openness and respect. The Principal may review cases as needed and holds final authority in rare situations where a resolution cannot be reached through discussion with the teacher.

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. 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

Homework at St. Peter and St. Paul is designed to reinforce concepts already taught in class. It serves as independent practice, giving students the opportunity to review, apply, and deepen their understanding of familiar material. Homework is not meant to introduce new content but to strengthen skills through consistent effort and reflection.

We believe that completing homework builds important habits like independence, time management, and personal responsibility. While some assignments may be collected and reviewed, not all homework is formally graded. Teachers use their professional judgment to determine when and how homework is assessed.

In addition to daily practice, students may also be assigned long-term projects such as science reports, saint presentations, or research assignments. These projects help students develop planning and organization skills while encouraging creativity and deeper engagement with the material. Teachers will provide rubrics or clear grading expectations for long-term projects to help students understand how their work will be evaluated.

At times, homework may include classwork that wasn't finished during the day. In all cases, the goal is to support each student's learning and growth beyond the classroom. Time Allotments: The amount of time students spend doing homework will vary depending upon the grade and students' ability to perform tasks and comprehend the material. Generally, you should see no more than the following times per evening: K-2nd grade: 30-40 minutes, 3rd-5th Grade: 40-60 minutes and 6th-8th Grade: 60-90 minutes

*****Makeup Classwork & Homework: 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 absent to make up the work once they return. Makeup work may only be requested after the second day of absence due to illness. Makeup work can be picked up in the office after 2:00 p.m.*****

Late Work Policy

To encourage responsibility and timely submission of assignments, the following late work guidelines will be in place:

- **On Time:** Assignments turned in on the due date can receive full credit (100%).
- **One Day Late:** Maximum score possible is **90%**.
- **Two Days Late:** Maximum score possible is **80%**.
- **More Than Two Days Late:** Work will **not** be accepted, and a score of zero will be recorded.
- An absence does not automatically extend the deadline for an assignment, project, or assessment that was assigned before the student's absence. When a student was present and the assignment and due date were communicated, the original deadline remains in effect unless the teacher approves an extension.

Exceptions:

- Extensions may be granted in cases of excused absences, illness, or emergencies, in accordance with school policy and with **prior** communication from parents.
- Teachers reserve the right to adjust deadlines for long-term projects or special circumstances.
- This policy applies to all graded assignments unless otherwise specified by the teacher.

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:

K-2nd Grade Tiny But Mighty Achievement

The Primary Tiny But Mighty Achievement Award is earned by achieving a grade of 90% or above in ELA, Math, Religion and Conduct.

Students in K-2 may not earn the Tiny but Mighty Award with a "S" or "NI," in any academic area.

3rd-8th Grade Honor Roll

- Principal's Honor Roll 4.0 and above
- High Honors 3.80 – 3.99 averages
- Honors 3.50 – 3.79 averages
- ***Students in K-8 may not be on the Honor Roll with a "C," "D" or "F" 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)*

- 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 if 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

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 or if they fail to adhere to dress code requirements. Students are expected to follow the designated dress code and are always required to adhere to the non-uniform dress code policy. Students who will not be attending a field trip will be marked absent for the day and may have an alternative assignment.

The school's 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. The cost of the field trip is non-refundable.

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 and dress code guidelines given by the classroom teacher at all times. Chaperones may not bring younger children. Chaperones MAY NOT make any unauthorized stops at any time during the trip. Parents who do not follow field trip guidelines will lose the privilege of attending future field trips.

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 into 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

The St. Peter & St. Paul athletic program must not interfere with the school's regular academic program nor encourage practices contrary to good sportsmanship. The school's academic and conduct standards must be maintained in order to participate in the athletics program. The collective efforts of parents, student-athletes, and coaches contribute to the success and positive spirit of our school's athletic programs.

The purpose of our after-school sports program is:

- Strengthen the student's self-image, mind-body relationships, self-control, individual and group sportsmanship through competition.
- Develop interest in the value of skills for a healthy lifestyle later in life.
- Develop Team Unity: when we win the "team wins", when we lose the "team loses".
- Strive to develop and improve skill levels for competition.
- Encourage all students to participate in an after-school sport.
- To represent St. Peter & St. Paul School with pride.
- Encourage parent support with students at games.
- Encourage teacher and administrative support at games.
- Positive reinforcement and attitude after competing with another school (win or lose)

St. Peter & St. Paul School provides opportunities for competitive athletic programs through the Inland Catholic Sports League (ICSL), where students can participate in:

- Fall Sports
 - Girls Volleyball (Grades 5th - 8th)
 - Flag Football (Grades 5th-8th)
 - Spirit Squad (Grades 4th – 8th)
- Winter Sports
 - Boys Basketball (Grades 5th - 8th)
 - Girls Basketball (Grades 5th - 8th)
 - Co-Ed Soccer (Grades 1st - 8th)
 - Spirit Squad (Grades 4th – 8th)
- Spring Sport
 - Track and Field (Grades K-8th)
 - Boys Volleyball (Grades 6th - 8th)

The schedule for games will be sent home as soon as it is made available from the Inland Catholic School League

PARTICIPATION FEE

A league & uniform fee will be charged to each student participating in the after-school athletics program. These fees are payable to the school at the time the student is registered for the after-school activity and is "Non-refundable" once practices begin. The league fee for each sport will be determined based on the

number of participants interested and will be posted/announced prior to the start of the season. The uniforms will be ordered once all payments have been submitted and orders will be based on parent size selections. Athletic uniforms are to be used for scheduled games only. Students will be allowed to keep the uniform at the end of the season. If the uniform is lost or damaged during the season, it must be replaced at the full cost by the parents.

*****Student-athletes may not start the season until the league & uniform fees are paid and all ICSL/School Athletic paperwork is turned in*****

PARENT EXPECTATIONS

Parents are expected to be supportive of coaches and administration of the St. Peter & St. Paul School athletics program. Parents are also required to give their child/children permission to participate in the athletics program. At the time of registration, parents will submit:

- School Athletics Consent Form
- ICSL Family Pledge & Emergency Contact/Indemnity Forms

Parents are expected to promptly pick up student-athletes from practices. Students not picked up will be sent to Extended Care and parents will be charged. Games are played on Saturdays, with occasional games scheduled on Sundays when needed. It is each parent's responsibility to get their student-athlete to games on time. If you disagree with a coach or official, please make arrangements to meet with the coach on an individual basis to discuss your concerns.

*****Parents are encouraged to attend as many games as possible. However, be advised that the principal and/or athletic director will remove/require a parent to exit the facility if a complaint is received by the ICSL for not presenting a positive image. *****

COACHING

The general purpose of coaching is to instill skills and discipline in student-athletes and have the individual and the team set goals to achieve. Parent participation as coaches is key to the success of our school's athletics program. For an adult to coach a school athletics team, he/she must contact the school's Athletic Director to express interest and confirm with the school office that all required paperwork and information needed to volunteer is on file and up to date. Teams will have one designated head coach and a maximum of two assistant coaches, these are the only parents allowed on the field/court to coach during games. Additional assistant coaches may be added to the team at the discretion of the athletic director. Head Coaches will also have the responsibility to manage the sidelines to ensure proper conduct by student-athletes and parents to make sure to abide by ICSL rules. Only the appointed head coach and assistant coaches may submit required parent volunteer hours for coaching duties, limited to one parent per household for coaching volunteer hours.

ST. PETER & ST. PAUL COACHING EXPECTATIONS:

- Be a sensitive, mature individual, at least 21 years of age
- Be able to relate well to students and adults.
- Have knowledge of the sport and emphasize respect for others along with good sportsmanship.
- Exemplify a Catholic/Christian attitude. *****The principal and/or athletic director will remove a coach if a complaint is received by the ICSL for not presenting a positive image. *****

RESPONSIBILITIES OF VOLUNTEER COACHES:

- Must treat all students and parents with dignity and respect.
- Must maintain a positive attitude and support the school philosophy.
- Must obtain approval from the principal and/or athletic director prior to purchasing any uniforms, personalized apparel, equipment, or awards. Please note that personalized team apparel may only be worn on a student's free dress day or first Friday unless otherwise approved by the school's administration.
- Must support the disciplinary decisions of the principal and/or athletic director
- Must be on time to supervise all practices and games. Practice times are 3:00 - 4:30 p.m.
- Adhere to all school and ICSL rules for participation.

STUDENT-ATHLETE EXPECTATIONS

Each student participating in the St. Peter & St. Paul Athletic program will sign an Athletics Consent Form indicating his/her responsibility to participate. To be a St. Peter & St. Paul School student-athlete, one MUST conduct himself/herself in a way that is becoming of a Catholic, both on and off the field/court. Student-athletes are expected to attend and participate in practice. Specifics will be given out by coaches at the beginning of each season. A St. Peter & St. Paul School student-athlete MUST be caring, fair, and always display sportsmanship. This attitude must be conveyed to teammates, coaches, opponents, and adults upon whom they come in contact. If at any time this conduct is not followed, disciplinary action(s) will be enforced. If a child shows disrespect, verbally or physically, it will result in disciplinary action. Disciplinary actions are as follows: a meeting between the athletic director, parents, and coach, a meeting with the principal, suspension for a game, removal from the team, or all the above as consequences for the student-athlete actions. Approval from the principal and/or athletic director must be obtained prior to purchasing any uniforms, personalized apparel, equipment, or awards. Please note that personalized team apparel may only be worn on a student's free dress day or first Friday unless otherwise approved by the school's administration.

STUDENT-ATHLETE ELIGIBILITY

To participate in the athletic program, students must:

Receive approval from the Principal, Athletic Director, and teacher. Submit a signed permission slip from a parent/guardian

- Maintain the required academic and behavior standards:
 - o Grades 3–8: Minimum 2.5 GPA and a “B-” in Conduct/Behavior
 - o Grades K–2: No NI in academics and a minimum “G” in Conduct/Behavior
- Grade Checks
 - o Eligibility is reviewed weekly (at the start of each school week) and at the end of each trimester

Parents are encouraged to regularly check student grades. Meet with teachers if academic concerns arise

Probation Policy

A student-athlete will be placed on probation if:

- Academic or behavior standards are not met

During probation:

- Parents, coach, and teacher receive written notification
- The student may play in the first weekend's game
- If grades are not improved by Thursday of the following week, the student becomes ineligible for games

While on probation:

- May attend practices
- May not play in games
- If attending a game, the student must:
 - Sit in the audience
 - Not sit on the team bench or interact with the team/coach during the game

After 3 weeks on probation without meeting requirements:

- The student will be dismissed from the team

****If at the end of the trimester, a student-athlete has not met eligibility requirements on their report card, they will be dismissed from the athletic program for the duration of the season****

****ABSENCES AND ATTENDANCE NOTE****

Student absences must be reported to the school office, between 8:00 a.m. and 9:00 a.m. daily. Failure to report an absence will result in an unexcused absence.

- A student-athlete who is absent on the same day there is an athletic program activity (such as practice) is not allowed to participate in that activity.
- Student-athletes must attend a full day of school on Friday, or the final day of the school week, to participate in a weekend sports activity. Some exceptions, excluding illness, may be made at the discretion of the Athletic Director and/or Principal at the time of the absence prior to any games.

REMOVAL FROM GAME/TEAM

If any student-athlete is involved in an incident of damaging/destroying equipment or school/league property-- either at a practice or an ICSL contest--the respective coach shall immediately bench the student for the remainder of the game (following game participation rules/guidelines) and report the incident to the Athletic Director.

*****If a student-athlete leaves/quits the team after practices have begun that student-athlete will not be allowed to join a team for the next sports season*****

******Student-athletes and their parents shall be liable for all damage incurred. All school rules also apply to Athletic Program activities******

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 5th through 8th grades. Student council is considered a graded class. Student council officers will receive a grade for participation and conduct while on Student council. 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 4th – 7th 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.

TESTING PROGRAM

The California Catholic Testing Program is administered each trimester in the form of the STAR Assessments. In addition, 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, Elementary and Middle School 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, plaid skorts, sweatshirts, khaki Mass pants, caps/hats, and fleece jackets from Red Dot Uniforms (www.RedDotUniforms.com). Every day navy uniform shorts and pants may be purchased from Red Dot Uniforms or other department stores that carry school uniform merchandise. Beginning with the 2026–2027 school year, uniform items bearing the previous school logo or not meeting the current uniform requirements will no longer be permitted and will be considered out of compliance with the school's uniform policy.

*****Any school sports and/or field trip apparel such as CIMI, AstroCamp, Championship or 8th Grade hoodies, are not part of the approved school uniform. These items may only be worn on free dress days or on first Fridays.*****

Girls Dress Code: Kindergarten – Elementary Grades (K-5)

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

- Plaid Skort no shorter than 2 inches above the knee (K-5)
- *Plaid Shift (**optional for K-2**)
- Short sleeve white blouse with school initials
- Navy button cardigan and Fwith school logo. Students may not wear sweatshirts to Mass.
- Solid white, red, navy blue or black socks that cover the ankle (knee socks, tights, or bobby socks)
- **No** leggings/jeggings, pants
- **Dress Shoes only. No** athletic footwear or slip-on shoes allowed with the dress uniform.

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

- Plaid Skort no shorter than 2 inches above the knee (K-5)
- *Plaid Shift (optional for K-2)
- Red polo shirt with school logo
- Solid white, red, navy blue or black socks **must** cover the ankle (knee socks, tights, or bobby socks)
- **No** leggings/jeggings pants
- Navy blue walking shorts, **No** shorter than 2 inches above the knee
- Navy blue slacks. **No** Cargo pants, Cargo shorts or compression pants allowed

Girls Dress CODE: Middle School (6-8)

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

- *Plaid Skirt no shorter than 2 inches above the knee
- Short sleeve white oxford with school logo
- Navy pull-over cardigan and Fleece with school logo. Students may not wear sweatshirts to Mass.
- Solid white, red, navy blue or black socks **must** cover the ankle (knee socks, tights, or bobby socks)
- **No** leggings/jeggings pants
- **Dress shoes only. No** athletic footwear or slip-on shoes allowed with the dress uniform.

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

- *Plaid Skirt no shorter than 2 inches above the knee
- Red polo shirt with school logo
- Solid white, red, navy blue or black socks **must** cover the ankle (knee socks, tights, or bobby socks)
- **No** leggings/jeggings pants
- Navy blue shorts, no shorter than 2 inches above the knee
- Navy blue slacks. **No** Cargo pants, Cargo shorts or compression pants allowed

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

Boys Dress Code: Kindergarten – ELEMENTARY Grades (K-5)

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

- Short sleeve light blue oxford with school logo
- Navy sweater vest and Fleece with school logo. Students may not wear sweatshirts to Mass.
- Khaki slacks (Red Dot Uniforms Only) must be worn on Mass Days
- Solid white, navy blue or black socks **must** cover the ankle.
- **Dress Shoes only. No** athletic footwear allowed with the dress uniform.

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

- Red polo with school logo
- Solid white, navy blue or black socks **must** cover the ankle.
- Navy pants or shorts. **No** shorter than 2 inches above the knee
- Navy blue. **No** Cargo pants, Cargo shorts or compression pants allowed.

Boys Dress Code : Middle School (6-8)

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

- Short sleeve light blue oxford with school logo
- Khaki slacks (Red Dot Uniforms Only) must be worn on Mass Days
- Navy pull-over V-neck sweater and Fleece with school logo. Students may not wear sweatshirts to Mass
- Solid white, navy blue or black socks **must** cover the ankle.
- **Dress Shoes only. No** athletic footwear allowed with the dress uniform.

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

- Red polo with school logo
- Solid white, navy blue or black crew socks **must** cover the ankle.
- Navy blue pants or shorts, **No** shorter than 2 inches above the knee
- **No** Cargo pants, Cargo shorts, or compression pants allowed

UNIFORM AND DRESS CODE CONTINUED...

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 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 acceptable footwear guidelines (see below)

Acceptable footwear for all students is dress, athletic or tennis shoes that tie or have Velcro closing. Shoes are allowed to have a maximum of two colors or can be of solid color. **The approved colors for shoes are: 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, Crocs, boots, Uggs, ballerina or Vans slip-on shoes are not permitted. Dress shoes must be worn with the dress uniform (no athletic footwear). Rainboots may be worn on rainy days only and must be of a school approved shoe color. Rainboots must be replaced with shoes once your child enters their classroom.

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. Girls may wear tights underneath their plaid skirts or shift.

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 only. 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 and not obstruct vision. No hair dye/color allowed.
5. Boys hair may not be longer than the top of the uniform shirt collar and hair may not fall below the eyebrows or cover their ears.
6. Fad hairstyles are not allowed. This includes but is not limited to Mohawks, dyed, bleached, highlights, balayage, mullets, shaved sides/back, hair extensions, rat tails. shaved designs and spiked hair longer than one (1) inch.
7. Boys hair cannot be shaved or faded below #1 clip.
8. Tattoos, Henna, permanent or temporary, are not allowed.
9. Alterations to eyebrows (shaving or lines) are NOT allowed.
10. Outerwear may be purchased from Red Dot Uniform Company.
11. Only St. Peter & St. Paul School logos are allowed on caps and hats and must be worn outside of the classroom.
12. Make-up is not permitted, including lip gloss, no face makeup or makeup tools permitted.

13. Acrylic nails, press-on nails or nail polish. Only clear nail polish is allowed. All other nail polish colors including French tip or designs are not permitted.
14. Only glasses with prescription lenses are allowed.
15. Uniforms must be kept in good condition, **No torn or faded clothing**. Faded clothing must be replaced.
16. Headbands, bows, and ribbons only. Must be school plaid or of school colors (red, white or blue only).
17. No backpack charms, toys or keychains will be allowed.

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

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. 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. Students arriving after 8:40 am are considered tardy. Please notify the school when your child is absent for any reason through our school attendance email at attendance@stpeterstpaulschool.com. Please do not message the teacher on BAND app.

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.

DRESS CODE

Preschool students are required to wear the red school preschool t-shirt or uniform polo every day unless noted otherwise; these items must be purchased through **Red Dot Uniforms (www.RedDotUniforms.com)**. Bottoms should be solid navy pants (no leggings).

Preschool students should wear Velcro strap 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, and bring it to school in a large zip-lock type bag; each item needs to be labeled with your child's name.

GENERAL DRESS CODE REQUIREMENTS

1. Students may wear a plain long-sleeved shirt of the same color under their blouse or polo shirts in cooler weather.
2. 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 only. 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.
3. All students must keep hair neat, clean and of an acceptable length and not obstruct vision. No hair dye/color allowed.
4. Boys hair may not be longer than the top of the uniform shirt collar and hair may not fall below the eyebrows or cover their ears.
5. Fad hairstyles are not allowed. This includes but is not limited to Mohawks, dyed, bleached, highlights, balayage, mullets, shaved sides/back, hair extensions, rat tails. shaved designs and spiked hair longer than one (1) inch.
6. Boys hair cannot be shaved or faded below #1 clip.
7. Tattoos, Henna permanent or temporary, are not allowed.
8. Alterations to eyebrows (shaving or lines) are NOT allowed.
9. Outerwear may be purchased from Red Dot Uniform Company.
10. Only St. Peter & St. Paul School logos are allowed on caps and hats.
11. Make-up is not permitted, including lip gloss, no face makeup or makeup tools permitted.
12. Acrylic nails, press-on nails or nail polish. Only clear nail polish is allowed. All other nail polish colors including French tips or designs are not permitted.
13. Only glasses with prescription lenses are allowed.
14. Uniforms must be kept in good condition, **No torn clothing**. Faded clothing must be replaced.
15. Headbands, bows, and ribbons only. Must be school plaid or of school colors (red, white or blue only).

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 20

NAP / REST TIME

Pursuant to the California Administrative Code, provisions are made for 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 and returned by the school day.

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. - 8:20 a.m.	Morning Extended Care
8:30 a.m. – 12:00 p.m.	Class time
12:00 p.m. – 1:00 p.m.	lunch bunch
1:00 p.m. – 2:30 p.m.	Nap
2:30 p.m. – 6:00 p.m.	Afterschool care

Parents are billed \$9.00, if your child stays for lunch bunch (12:00-1:00 p.m.). A \$1.00 per minute late fee will be charged for picking up your child after 12:00 p.m., after 1:00 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, please write down the person's full legal name.

Written and verbal notification must be given to school personnel (at time of drop off), 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)
Pink Eye (Conjunctivitis)

Head Lice (Pediculosis)
Hand, Foot, and Mouth
Disease

Fifth Disease (Slap Cheek)

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 questionable illness or the following 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/chills	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 Medic First Aid. 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 influenza common symptoms as: fever or feeling feverish, chills, cough, sore throat, runny or stuffy nose, vomiting, diarrhea, 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 15

NUTRITION POLICIES

BIRTHDAY CELEBRATIONS

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
applesauce	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, 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, potato chips, candy, cookies, and JELL-O, will be sent home.
7. Hot lunches can be purchased through CaterTots, Monday-Thursday, if your child is staying for lunch bunch.

MORNING SNACKS

The school provides a 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 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.