



**Saints Peter and Paul  
School Handbook  
2022-23**

Dear Parents and Students:

This handbook is intended to help you understand the spirit of Sts. Peter and Paul School and to facilitate your involvement here during the year.

As a student, each decision should contribute toward your total growth. As a parent, your understanding and support should provide the essential foundation for this growth. As a school, we pledge ourselves to work with you and the grace of God to bring about total Catholic education.

Sincerely,

Mrs. Micki Humphreys  
Principal

Fr. Jacob Varghese  
Pastor

**2022-23 Calendar Dates for Families**

Monday, August 8th - Meet the Teacher Night
Wednesday, August 10th - First Day of School
Monday, September 5th - No School - Labor Day
October 10th-October 14th – No School - Fall Break
Monday, October 31st - No School
Tuesday, November 1st - No School - All Saints Day
Friday, November 4th - End of First Trimester
Tuesday, November 22nd - Dismissal @ 1:30 - Parent Teacher Conferences
Wednesday, November 23rd - No School - Professional Development for Teachers
Thursday, November 24th - No School - Thanksgiving
Friday, November 25th - No School
Thursday, December 8th – No School - Feast of the Immaculate Conception
December 21st - Dismissal @ 1:30
December 22nd – January 2nd - No School - Christmas Break
Tuesday, January 3rd - Return to school
Monday, January 16th - No School - Martin Luther King Jr. Day
Friday, February 10th - End of Second Trimester
Monday, February 20th - No School - Presidents' Day
Friday, March 17th - No School - Professional Development for Teachers
Thursday, April 6th - No School - Holy Thursday
Friday, April 7th – No School - Good Friday
April 10th -- April 14th- Spring Break
May 16th - Private Transportation
May 22nd – May 25th - Private Transportation
Thursday, May 25th - Students' Last Day

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Sts. Peter and Paul School is under the auspices of the Roman Catholic Diocese of Covington, Kentucky. It has been in continuous service since 1857.

**MISSION STATEMENT**

At Sts. Peter & Paul School, we embrace the Gospel message of Jesus Christ. We promote a family spirit through service and valuing the gifts God has given each one of us. We help each other grow in our Catholic faith, work hard to uphold high academic standards, and nurture a passion for learning.

Revised: 2022

**NONDISCRIMINATION STATEMENT**

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

**Daily Time Schedule**

8:15 a.m.	All Classes begin
10:00 – 10:15	Recess* All Grades
12:00 – 1:00	Lunch/Recess – All grades
3:30 p.m.	Dismissal for all students

Any student arriving after 8:15 AM and before 9:30 or leaving between 2:15 -3:30 will be marked tardy. Tardiness **does affect** a student’s perfect attendance record and **must be signed in/signed out of the School Office.**

Any student arriving or leaving between the hours of 9:30 and 2:15 will be marked half-day.

\*Students may bring a snack to eat at recess.

**Admission Policy**

Students of any race, color, nationality or ethnic background are eligible for admittance to Sts. Peter and Paul School.

**Pre-K:** A child must be 4 years old by August 1<sup>st</sup>, 2022  
**Kindergarten:** A child must be 5 years of age by August 31<sup>st</sup>, 2022  
**First Grade:** A child must be 6 years of age by August 31<sup>st</sup>, 2022  
**Grades 2-8:** The Principal will decide on admittance of new students based on available space, satisfactory records and consultation with former teachers and principals.

**Active Parishioner Policy**

An “Active Parishioner” participates in all aspects of Stewardship, sharing their time and talents to the best of their abilities, and their treasures by using the contribution envelopes on a regular basis.

By regularly participating in the Sunday worship, an “Active Parishioner” would help enrich the Sts. Peter and Paul community by striving to set an example of Christian values with reverence for God and His Creation.

**Stewardship-- A way of life** -- Stewardship is about needing to give in thanksgiving for what God has given to us. Stewardship is the need to give, not giving because there is need. In the event of limited enrollment due to class size, a child’s placement in Sts. Peter and Paul will be determined by length of active membership as a parishioner in the Parish and then on a first come, first serve basis.

**School Payment Plans** -- Sts. Peter and Paul School has engaged the services of SMART/Blackbaud Tuition as the billing and collection agent of all Assessments, Tuition and Enrichment Fees. Monthly, Quarterly and Semi-annual payment plans are available and will be billed in equal installments as specified by the account holder. Payment period runs from August through May. Payments may be made by check, money order, automatic deduction or on-line using a credit card. Payments are due by the 15<sup>th</sup> or 30<sup>th</sup> of the billing month. A late fee will be assessed by SMART/Blackbaud Tuition for payments not received by the due date.

Families who wish to pre-pay their accounts in full will not be enrolled in the SMART/Blackbaud Tuition Plan. These accounts **must be paid in full** directly to the School Office by **no later than August 1.** Payments received by this deadline receive a \$50 discount. If not received by August 1, the account will be automatically enrolled in SMART Tuition.

**Family Assessment** -- -- All registered, participating Parish families with children attending Sts. Peter and Paul School, Kindergarten through Grade 8, are eligible for the Family Assessment Payment Plan. Family Assessment (In-Parish) rates for the 2022-23 school year are: \$4327 for 1 child (Gr. 1-8); \$6294 for 2 children; \$6677 for 3 or more children. Kindergarten Assessment rate for parishioners without multiple children enrolled is \$3054 per year. This money is not tax deductible. Parents with 3 or more children enrolled simultaneously at Sts. Peter and Paul and Bishop Brossart High School may apply for a \$200 large family discount. Those who receive FACTS financial aid do not receive the large family discount.

**Tuition** -- Children of parents who are not registered or actively participating at Sts. Peter and Paul Parish will be accepted only if facilities are available and will pay tuition. Tuition is approved by the Board of Total Catholic Education and is based on cost per pupil. Tuition for the 2022-23 School Year for Grades 1-8 is \$5088 for 1 child; \$7418 for 2 children; \$8737 for 3 or more children. Tuition for half-day Kindergarten is \$3603 per child. Tuition is pro-rated for students not in attendance for a full year.

**Half-Day** Sts. Peter and Paul offer a 3-day program. Tuition for 3-day half day program: \$1,273 per child for parishioners \$1,527 for non-parishioners;

**Enrichment** -- Parents of Pre-K and Kindergarten students may choose to enroll their child in Afternoon Enrichment Classes from 11:30 a.m. until 3:30 p.m. . Pre-K Rates: 3-day half days: In-Parish: \$1273 per child/Non-Parish: \$1,527

### **School Fees**

School Fees for 2022-23 are \$285 per student, payable in four installments directly to the School Office. School fees may be paid in full at any time.

1<sup>st</sup> Payment - \$72 due at registration (non-refundable)

2<sup>nd</sup> Payment - \$72 due August

3<sup>rd</sup> Payment - \$72 due October

4<sup>th</sup> Payment - \$69 due December

### **Late Fee Payment Policy**

The Sts. Peter and Paul Board of Total Catholic Education sets fees, family assessment and tuition in order to effectively fund the School and to keep the financial burden as low as possible on the School families. All families must do their share and make their individual payments in a timely manner. The Board of Total Catholic Education understands that special circumstances can sometimes arise which can make a timely payment difficult. Individual family circumstances must be communicated directly to the School Principal.

For School families who have failed to meet the published payment deadlines, report cards and access to the internet grades will be withheld. Students will be academically ineligible to participate in any School-sanctioned extracurricular activities until:

- The debt obligation is cleared through a payment;
- The School family makes special payment arrangements with the School Principal.

### **Financial Assistance**

No student(s) of a Parish family eligible for the Family Assessment Plan will be excluded from attending Sts. Peter and Paul School due to financial hardship. Financial aid is available to Parish families who demonstrate financial need and complete a FACTS application form.

## **ACADEMIC POLICIES AND PROCEDURES**

### **Textbooks**

Students are responsible for the care of all books, including library books, and their parents must incur the expense of replacing lost or damaged books. All hardback textbooks must be covered at all times.

### **Religious Instruction**

All students, both Catholic and non-Catholic, must participate in Sts. Peter and Paul's religion classes and complete required class material. Grades will be given based upon academic progress. Students are required to attend all religious events held during school hours. All students are encouraged to participate by reciting prayers and singing during religious events. Students who are not Catholic may not receive the sacraments.

### **Children's Reception of Sacraments – Sts. Peter and Paul Parish**

A child from another Catholic school or parish school of religion who newly registers for Grade 2 or Grade 7/8 at Sts. Peter and Paul School or PREP will automatically be accepted as a candidate for sacramental reception.

A child who newly registers for Grade 2 at Sts. Peter and Paul, but who has not attended any previous religious education classes, will attend First Grade PREP classes, as well as the regular daily religion class offered by the School in order to be accepted as a candidate for sacramental reception. Parents will also be asked to attend periodic sessions for an update in the Catholic faith.

A child who hopes to register for Grade 2 PREP classes, but who has not attended any previous religious education classes, will attend First Grade PREP classes. The following year, the child may attend Grade 2 PREP and be accepted as a candidate for sacramental reception. Parents will also be asked to attend periodic sessions for an update in the Catholic faith.

A child who newly registers for 7/8th at Sts. Peter and Paul School or PREP, but who has not attended any religious education classes for two (2) years, will be asked to wait a year before being accepted as a candidate for sacramental reception. Parents will also be asked to attend periodic sessions for an update in the Catholic faith.

A child who has been home-schooled will be assessed before being accepted as a candidate for sacramental reception. It will also be necessary for parents to provide the name of the religion text used and the publisher.

A child in Second Grade PREP must attend the majority of religious education classes that particular year before being accepted as a candidate for sacramental reception.

A child in Eighth Grade PREP must attend the majority of religious education classes that particular year before being accepted as a candidate for sacramental reception.

### **Policy for Parish Education Programs**

In the interest of fostering a safe and healthy Catholic education at Sts. Peter and Paul Parish, the Board of Total Catholic Education (BOTCE) requires the following criteria be met for any and all education programs at Sts. Peter and Paul that involve children of our Parish:

- Submission of mission statement or outline of purpose/design of program;
- Certification (currently Diocesan Virtus training) of all individuals working
- Approval of the program by a majority vote according to BOTCE By-laws;

**(Policy for Parish Ed. Programs – cont'd)**

- Upon implementation, monitoring of the program by the BOTCE or appointed representative(s).

The Board of Total Catholic Education reserves the right to remove any program from existence at Sts. Peter and Paul Parish at any time that it deems necessary.

**Promotion and Retention**

Students of the middle and upper grades will be promoted to the next grade if they receive a passing grade average in the core subjects (Religion, Language, Math, Science and Social Studies). Students who receive a failing grade average in a core subject may be required, during the summer, to take an approved tutoring program or approved summer school program in the deficient subject area. A student who fails three or more core subject areas may not be promoted.

Promotion of all students is the decision of the Principal/Administrator and the grade level Teacher(s). The decision to promote or retain in the Primary Grades will be based on one or more of the following factors:

- Maturity of the student
- Completion of the required material
- Attendance
- Results of testing

**Grading Procedure**

Student progress will be reported using one of the Grading Systems described on the Diocesan Report Card.

Only grades 5-8 may receive Honors. For First Honors, a student must have all "A's". For Second Honors, a student must have all "A's and "B's".

**Report of Academic Progress**

Teachers inform parents of a student's progress with report cards. Interim reports will be sent to parents **IF** a student is in danger of failing, or **IF** the student's progress is substantially different from what is normally expected. Parent conferences are scheduled once a year, but may be held more often at the request of the Principal, Teacher or Parents.

**Homework**

Homework is used to supplement and reinforce concepts introduced in class. Students are required to complete assigned homework. Any missed or incomplete homework must be made up during recess time.

**Testing**

MAPS testing is administered 3x's a year to Grades 1-8th. Sts. Peter and Paul School uses these tests, which are required by the Diocese. The results of these tests are reported to students and parents.

**Internet Technology in the School**

The use of the Internet in the education process is an integral part of information retrieval and research by students and teachers alike. In following our Mission Statement to provide a quality education to our students, we would be lax in not taking advantage of such a dynamic resource.

The following guidelines will be closely monitored in order to ensure the retrieval of safe and relevant information which does not contradict the Gospel message of Jesus.

1. Only the classroom teacher will give permission to access the Internet.
1. Students will only have access to the Internet during regular school hours.
2. A teacher will be present in the Classroom or Library while the Internet is in use.
3. A teacher must pre-approve all research topics.
4. Misuse of the Internet within the Classroom or Library by a student is a serious offense, and an infraction of the policy will result in disciplinary measures being taken by the Principal.

**\*\*All students/parents must sign & return the "Responsible Use Policy" before using school technology.**



**Field Trips**

Field trips planned by the classroom teacher are an important part of a student’s instruction in a particular area of knowledge. No child will be permitted to attend a field trip unless a permission slip has been signed by the parent and returned to the teacher. Uniforms are to be worn, since field trips are a school function. Exceptions to this rule will be made at the discretion of the Principal. Drivers and chaperones must have completed the VIRTUS Training Program “Protecting God’s Children” and be in compliance with required training bulletin assignments.

**Student Activities – Management of Student Funds**

School Administration is responsible for all student funds collected through fundraising efforts for field trips or other student activities. The Administrator will oversee the paying of any outstanding bills resulting from field trips or other activities. Any excess funds remaining will be directed to School needs or charitable outlets at the discretion of the Administrator.

**Graduation**

Eighth grade graduation will consist of an awards program and an evening Mass for the graduates and their families followed by a brief reception. The 7<sup>th</sup> Grade parents are responsible for handling refreshments and planning.

**Release of Records**

Written authorization from the parent is required before the School will release a student’s records or copies of those records. Outstanding balances for any and all fees must be paid in full before records will be released.

**Grievance Procedure**

**If a school grievance occurs, a parent should:**

1. **Request and complete a conference with the teacher(s) involved.**
2. **If still dissatisfied, a parent may then request a conference with the Principal. The teacher(s) may be present at the conference.**
3. **Should the parent still feel dissatisfied, they may then request a conference with the Pastor. At the request of the Pastor, the Principal and/or teacher(s) may be present.**
4. **The Pastor reserves the right to make final decisions concerning grievances and all school matters.**

**NON-ACADEMIC POLICIES and PROCEDURES**

**Attendance**

Regular attendance is a very important part of a student’s achievement at school. However, in order to prevent the spreading of illness and to aid in recovery, we ask that students be kept home when they are ill. Upon returning to school, children must bring a written excuse signed by a parent.

**(Attendance–cont’d)**

Students must make up work in a reasonable amount of time as designated by the classroom teacher.

Students missing more than 10 days of school in any one school year, without a written valid reason(s) signed by the parent will be subject to retention at the current grade level or dismissal from school. The School Principal/Administrator shall determine the validity of reason(s) for absences.

**Tardy**

Students who arrive late to school must provide a written valid excuse signed by a parent. Tardiness judged to be excessive by the Principal/Administrator and without valid reason is also grounds for retention at the current grade level or dismissal. The School Principal/Administrator will determine the validity of the reason(s) for tardiness. Tardiness does affect a student’s perfect attendance record.

**Early Dismissal**

If a student is dismissed early, a written note signed by a parent must be sent to the School Office expressing a valid reason for the early dismissal. Early dismissals judged to be excessive by the Principal/Administrator and without valid reason are grounds for retention at the current grade level. The School Principal will determine the validity of the reason(s) for early dismissal.

No teacher is permitted to dismiss a student during the school day without the approval of the Principal/Administrator. A child may only be released to a parent. Written authorization must be received if a student is to be released to anyone other than a parent.

Parents or their authorized representative must “sign in” and “sign out” the student in the School Office when arriving late or leaving early.

**Immunization**

Students are required to have an up-to-date immunization certificate on file at school. Students are not permitted to attend class without one.

**Contagious Medical Conditions**

If a contagious medical condition arises--such as head lice, conjunctivitis (pink eye), etc.--among the student enrollment, Sts. Peter and Paul will follow the guidelines of the Local and State Health Departments, as to a student remaining in school or returning to school after diagnosis and treatment.

### **Physical Examinations**

Students entering Grade 6 must have a current (within 1 year) Physical Examination on file in the School Office. The School will furnish all forms.

### **Snow Day Procedure**

School closing or delays are decided by the Campbell County School System. Sts. Peter and Paul will follow the decision, since we use their bus system. Please listen for “Campbell County Schools” to be announced on T.V./Radio on bad weather days and an all call will be sent out to all school families and staff confirming the announcement.

### **Emergency File**

An emergency file is maintained in the Principal’s office. This file contains phone numbers where parents may be reached in case of an illness or emergency during the school day. Please be sure to notify the School should this information change throughout the year.

**Emergency Phone List:** If, on some rare occasion, Sts. Peter and Paul School’s schedule should have to deviate from the County schedule, we will use the school messenger emergency phone list to notify all our families. To manage changes for contacts, addresses or phone numbers, please contact the school office to make the changes for you.

### **Medications**

Law prohibits School personnel from dispensing any kind of medication without the written permission of the parent or guardian. This includes aspirin, cough drops or any kind of “over the counter” medication. When it is necessary for students to bring medication to school, they **must** give the medicine and a note of instruction (regarding times and dosage) from the parent or guardian to the teacher when they arrive. The laws regarding the administration of medicines are for the safety of all children in the school. These laws will be strictly enforced

### **Substance Abuse**

The use of any drug, alcohol, tobacco, or the misuse of any substance or prescription drug, or being under the influence of any of these substances on parish property at any time will be considered a serious offense and could result in the student’s suspension or expulsion

**Cameras and other electronic devices** – May not be brought to school without permission of the student’s teacher.

### **Pregnancy**

The educational program of a student enrolled in Sts. Peter and Paul School who becomes pregnant or fathers a child will be given special consideration by the School Principal and/or Pastor. This special consideration will be based on the tenets of Jesus. Sts. Peter and Paul will recognize its obligation to provide to those in need and, therefore, the School will take a leadership roll in the advising, planning, implementation, and site location of the future educational program of the student.

**Cell phones** -- Cell phones are permitted in school, however they need to be turned off and in the child’s pack back throughout the entire school day. If the cell phone is seen or heard during school hours or a student is caught using it, it will only be released to a parent in the school office. Further disciplinary action may take place.

### **Telephone**

The school phones may be used only with the permission of a teacher. This use is limited to emergencies only. Parents please do not call school and ask to speak to your child. Please leave a message. Under ordinary circumstances, students will not be permitted to receive phone calls.

### **Fire, Tornado and Earthquake Drills**

Law mandates periodic drills. It is essential that everyone follow directions promptly as soon as the signal is given. All adults who are in the building at the time of a drill are expected to follow the posted safety procedures and regulations. The fire alarm will sound for fire drills. Tornado and earthquake drills will be verbally called. Absolute silence is required in any emergency drill.

### **Lunch Program**

Students may purchase a hot lunch or pack their lunch. Lunch menus are sent home on Thursday for the following week. Lunch money **must be paid weekly**, on Monday. Lunch money may also be paid monthly, on the first Monday of the month or yearly. Snack money for Pre-K and K students is also due weekly, or can be paid monthly/yearly. Lunch accounts are administered through the Lunchbox Computer Program.

When students pack, they may bring their own non-carbonated drink, or buy milk or orange juice. Students are not permitted to use the refrigerator or microwave. All students are expected to practice good manners while eating and clean up their place when finished. No food may be taken out of the cafeteria.

**(Lunch – cont'd)**

All luncheon personnel, employed or volunteer, are to be treated with respect and courtesy.

**Birthday Treats**

Students may bring treats to celebrate their birthday. However, do not bring something that needs refrigeration. All birthday treats must be shared after 1:00 PM. A list of approved snacks is provided at the start of the school year.

**Volunteer Drivers and Chaperones**

Volunteer Drivers provide transportation for Field Trips and other school functions. Drivers should understand that they and their insurance are liable for the students they are transporting. Drivers must have a safe driving record with no arrests for DUI. Automobiles must be in safe operating condition with a seat belt for each passenger. The driver's insurance must include medical liability coverage of at least \$100,000 per person and \$300,000 per occurrence.

Drivers must go directly to and return directly from the Field Trip destination. No other stops may be made without informing and obtaining the permission of the appropriate Teacher or Principal.

Parent Drivers must fill out a "Field Trip Driver's Information Sheet" at the beginning of the School Year. Other drivers may fill out the sheet before the Field Trip.

All adult chaperones on Field Trips, whether driving or not, must complete a "Field Trip Liability Waiver Form" in advance of the Field Trip.

All adult drivers/chaperones on Field Trips **must have completed and be in compliance** with training bulletin reading requirements of the Virtus Training Program "Protecting God's Children" as well as the Diocesan Private Vehicle & Driver requirements.

**Playground Rules**

The following list may be modified throughout the school year at the discretion of the Principal, if necessary:

1. Students must remain on the concrete play area during recess.
2. Under no circumstances may students leave this area without a Teacher's permission; this includes leaving the playground for a play item or going inside the school.
3. Students are to play away from cars and refrain from play considered dangerous by the Teachers and Principal.
4. No softballs, baseballs, wood or aluminum bats are permitted at any time – only rubber balls and plastic bats.
5. All play must stop, and students move out of the way if a vehicle comes around the barrier onto the playground.
6. No fighting (See Discipline Policy and Procedures).
7. No radios, tapes, iPods or CD players are permitted during school hours.

**Library Rules**

In order to keep our Library in proper order; the following rules must be obeyed:

1. Students should enter quietly and speak in low tones.
2. Students may check out two books at a time.
3. Books will be checked out for one week, but may be renewed.
4. No materials may be checked out until overdue books are returned.
5. The student to whom the book was checked out must replace lost or damaged books.
6. Students may not use computer equipment without faculty permission or supervision.

**Extracurricular Activities**

Sts. Peter and Paul School offers both girls' and boys' basketball (grades 3-8); cheerleading (grades 3-8); girls'/boys' volleyball (grades 7-8); cross-country (grades 4-8); academic team (grades 6-8); and Lego Robotics League (grades 3-8). Students are eligible for these teams only if they remain in good academic standing. Students whose overall grade average falls below "C" will be considered ineligible until they bring their average back to "C" or above.

No extracurricular school activity, including sporting events, should begin after 8:30 PM on a school night, including extracurricular events taking place off of the parish property. Activities (including practices) may also not be scheduled to conflict with parish church services.

**School Cleaning**

During the school year and throughout the summer, the custodian cleans the school. A moving crew of parent volunteers is needed during the summer to help move furniture in and out of classrooms to facilitate the floor waxing schedule.

**TRANSPORTATION****School Bus**

Campbell County Buses are available to most students. Proper conduct on the bus is required. The school bus driver is in charge of the bus at all times and has the authority to enforce bus regulations. Student misconduct will be reported to the Principal and the parent. Repeated misconduct may result in the loss of bus privileges. **School Bus Conduct Rules** are provided at the start of the school year.

**Bicycles**

Bicycles must be parked during school hours. When arriving or leaving school, bicycles must be walked until reaching the church parking lot.

**Walkers**

Students must have written permission to walk home from school. Parents may grant permission daily or yearly.

**REGULATIONS****Code of Conduct – Students**

1. Students are encouraged and expected to demonstrate a polite and Christian attitude toward each other.
2. Students should respect and cooperate with the Principal, the Teachers, and all other school staff and volunteers.
3. Students must be prepared for class and are responsible for bringing all necessary books and materials to class.
4. Students are expected to complete and submit all assigned work on time.
5. Students are expected to arrive at school on time.
6. Students are expected to make up assignments and all schoolwork that has been missed due to absences.
7. Students are expected to behave in an orderly manner.
8. Students are to walk quickly and quietly in the hallway.
9. Students are expected to behave properly on field trips or school-sponsored outings.

**(Code of Conduct – cont'd)**

10. Students are expected to adhere to the rules and regulations regarding conduct and behavior on school buses.
11. Students are expected to abide by the uniform code.
12. Students are expected to accept correction gracefully, realizing that discipline is an aid in their own personal growth and development.

**Code of Conduct – Parents**

1. Parents are encouraged and expected to demonstrate a polite and Christian attitude toward the teachers and staff of Sts. Peter and Paul School.
3. Parents must cooperate with the principal, teachers and the staff in the educational endeavors of the school.
4. Parents must conduct themselves in a Christian manner while visiting school and at all school functions.
5. Parents are expected to accept the corrections given to their children gracefully, realizing that discipline is an aid in the personal growth and development of a child.
6. Parents or other adults who drive or chaperone children on a school or parish field trip or event, volunteer in the classroom/cafeteria, coach or come in contact as a volunteer with our children in any way, **MUST** complete the VIRTUS Training Program “**Protecting God’s Children.**” Each individual must also have on file in the School Office a signed “Acceptance Form-Policies and Procedures for Addressing Sexual Misconduct.” Individuals will also be subject to a criminal background check.

**Discipline Policy and Procedures**

Discipline is not an end in itself, but rather a promoter of self-control, good study habits and the facilitation of the learning process. It is the School’s responsibility to provide quality education for the students and to encourage them to complete the goals and objectives outlined for them. It is imperative, therefore, that there exists in the School an appropriate atmosphere so that these goals and objectives can be realized.

Disruptive behavior introduces confusion and chaos to the classroom, impedes academic progress, and deprives the students of their right to learn. It is to the student’s benefit, therefore, for the School to identify disciplinary problems quickly and to address student misconduct in a fair, but firm, manner. To this end, a code of conduct has been established and disciplinary measures outlined to deal with violations of that code.

Corporal punishment will not be permitted at any grade level. Any or all of the following measures may be taken:

- Conference with the student
- Conference with the parents
- Referral to the Principal
- Extra assignments, to be signed by the parents
- Restricted free or play time
- Detention after school, following consultation with the parents
- Temporary isolation of the student who is disruptive
- Restricted classroom or school privileges
- In-school suspension
- Out-of-school suspension
  - Expulsion (only in severe cases, and only by the Pastor or Principal)

#### **Grounds for Suspension (Both In-School and Out-of-School)**

1. Possession or being under the influence of illegal drugs, alcohol or tobacco\*\*
2. Fighting or abusive behavior
3. Flagrant defiance of authority
4. conduct harmful to the safety of others\*\*
5. Willful destruction of property\*\*
6. Stealing\*\*
7. Possession or use of weapons\*\*
8. Inappropriate use of Technology\*\*

#### **Grounds for Expulsion**

1. Three suspensions
2. Possession or being under the influence of illegal drugs, alcohol or tobacco\*\*
3. Abusive behavior\*\*
4. Conduct harmful to the safety of others\*\*
5. Willful destruction of property\*\*
6. Possession or use of weapons\*\*
7. Inappropriate use of Technology\*\*

**\*\*The seriousness of offense or damage will determine which punishment will be issued.**

### **UNIFORM REGULATIONS**

**Uniform and Non-Uniform Days** -- Appropriate and modest apparel must be worn by boys and girls of all grade levels both during school hours and at school/parish functions. Skirts, shorts, and skorts must be of modest length: i.e. no shorter than two inches above the knees.

Girls may not wear spaghetti straps, strapless, or low cut blouses, dresses or shirts. Boys' and girls' shirts or sweatshirts may not contain inappropriate signage or language.

If there is a question as to whether clothing violates the spirit or letter of uniform regulations, the final decision will be made by the faculty and administration (pastor, principal or DRE).

#### **Non-Uniform Days**

Cleanliness and neatness are required even on non-uniform days. Clothing must be appropriate for school. All students must wear socks. Shirttails must be tucked in. Shoes must be clean and tied.

#### **Girl's Uniform**

**Jumper/Skirt/** Grades K-4 wear the Plaid school jumper from Schoolbelles jumper. Grades 5-8 may wear the Skort skirt. Twill skorts may be worn throughout the year, provided they are navy blue, khaki or uniform plaid.

**Blouse** Must be plain white, red, light blue with turndown or oxford collar, short or long sleeves. No other type shirt may be worn. Undershirt must be plain white.

**Slacks** Must be navy or khaki twill slacks or corduroys, with no trim. Blue jeans, leisure pants or "low rise" pants may not be worn.

**Sweaters** May be vests, cardigans or pullovers; Must be solid red, gray, navy, black or white in color.

**Sweatshirts** Must be solid red, black, gray, navy or white in color only. Sts. Peter & Paul spiritwear is also permitted. No other logo sweatshirts are permissible.

**Shorts** Navy blue/khaki twill uniform shorts may be worn from the start of the school year until Oct. 1, and from May 1 until the end of the school year or at the principal's discretion.

**(Girl's Uniforms – cont'd) (Girl's Uniforms – cont'd)**

- Leggings may only be worn under skirt/skort. Must be solid white, gray, black, navy and ankle length
- Socks Solid color (white, red, gray, black or navy) ankle or knee socks must be worn. Required at all times.
- Shoe Must be clean and tied; no sandals or flip-flops;
- Jewelry Must be small and inconspicuous; earrings may not be below the earlobe. Hair ribbons may be any color. Only ear piercings allowed.
- Make-up Must be appropriate.
- Hair No Distracting hairstyles. Only natural hair color is

permitted.

\*Our plaid is available through School Belles. The Company's website is [www.schoolbelles.com](http://www.schoolbelles.com). The school code on the website for Sts. Peter and Paul is 1982.

**Boy's Uniform**

- Shirt Must be plain white, red or light blue, with turndown or oxford collar. These may be pullover or button front with short or long sleeves. No other type of shirt may be worn. Undershirts must be solid white
- Trousers Plain navy blue or khaki twill or corduroy slacks with no trim. No blue jeans, leisure or "low rise" pants.
- Shorts Navy blue/khaki school-type shorts may be worn from the start of the school year until October 1, and from May 1 until the end of the school year.
- Sweaters May be vests, cardigans or pullovers. Must be solid red, black, navy, gray or white in color.
- Sweatshirts: Must be solid red, gray, navy black or white in color. Sts. Peter and Paul spiritwear is also permissible. No other logo sweatshirts are permissible.
- Socks Required at all times. Solid color (white, red, gray, black or navy) ankle or knee socks must be worn.
- Shoes Must be clean and tied; no sandals or flip-flops
- Hair No distracting hairstyles(i.e. mohawks) Only natural hair color is permitted. Hair may not go below the collar. No facial hair.

**Non-Uniform Days**

Cleanliness and neatness are required even on non-uniform days. Clothing must be appropriate for school. All students must wear socks.

**P.E. Dress Code:**

- Students must wear gym shoes
- Solid red, black, navy, or gray shorts. Shorts must be no shorter than two inches above the knee and can not have any logo larger than a quarter.
- Pants can not be spandex/tightly-fitted.
- Any Sts Peter & Paul t-shirt or solid black, red, gray, navy or white t-shirt is permitted and can not have any logo larger than a quarter.

**BOARD OF TOTAL CATHOLIC EDUCATION**

Sts. Peter and Paul Board of Total Catholic Education is a policy formulation body for the educational programs at Sts. Peter and Paul Parish. It is subject to approval by the Pastor and to all policies and directives that proceed from the Diocesan Board of Education.

Members of the Board shall consist of Pastor (non-voting), Principal (non-voting), Director of Religious Education (non-voting), six (6) elected representatives (two each for a 3-year term), and the President of the PTC.

Anyone may serve on the Board who has the following qualifications:

- Is a member of the parish;
- Has vision and concern for the total Catholic educational needs of the parish;
- Shows willingness to learn skills needed for consensus decision-making and communication;
- Is not an employee of any educational program under the auspices of the Board.

The purpose of the Board is:

- To coordinate parochial educational activities
- To formulate policy for all educational activities of Sts. Peter and Paul Parish
- To create better understanding and support of Catholic education
- To maintain a close working relationship with the Parent-Teacher Club.

Policy concerning Communications and Petitions:

- Communications and petitions to the Board must be submitted in writing to a Board Member by the first Tuesday of the month.
- Communications and petitions will be considered only if the petitioner signs the communication or petition.

Shirttails must be tucked in. Shoes must be clean and tied. Leggings, if worn, must be under a skirt or dress. No flip-flops or sandals.

**BOARD OF TOTAL CATHOLIC EDUCATION MEMBERS**

2022-23

Sarah Curtsinger	President
Ben Dreyer	Vice President
Jake Rebholz	Secretary
April Kreidenweis	PTC President
Carla Martin	Board Member
Mandy Lauer	Board Member
Fr. Jacob Varghese	Pastor
Sister Lynn Stenken	Director of Religious ED
Micki Humphreys ( <a href="mailto:mhumphreys@stsp.com">mhumphreys@stsp.com</a> )	Principal

**PARENT TEACHER CLUB**

Sts. Peter and Paul School depends upon the generosity and talent of each of our parents to enrich the education offered to our students. The Parent Teacher Club (PTC) provides this support. All parents are encouraged to attend monthly meetings and to support the PTC in their fund-raising endeavors.

Meetings are held monthly on the fourth Tuesday, August through May, as determined by the President of the Club. There is no meeting held in the month of December. Meeting dates and times are published in the Sunday Bulletin and on the Sts. Peter and Paul School website at: [www.stsp.com](http://www.stsp.com)

**PTC officers for 2022-23**

President:	April Kreidenweis
Vice President:	Mandy Lauer
Secretary:	Mandy Kramer
Treasurer:	Jeremy Bezold

**PARENT-TEACHER CLUB**

The objectives of The objectives of the PTC are as follows:

- To promote open communication among the parents, teachers and administration;
- To provide parents and teachers with the information to aid in all aspects of education, growth and development;
- To promote good will and cooperation between and among parents, faculty, administration, Board of Education and the Parish of Sts. Peter and Paul;
- To direct and coordinate parental support to Sts. Peter and Paul through assistance activities, social functions and fund-raisers;
- To foster the political action of parents as advocates regarding national, state and local legislation that affects Catholic schools as well as the lives of students and parents. This will be accomplished through speakers and membership in KLEA.

**BOOSTERS CLUB**

The purpose of the Boosters Club is to assist the Parent-Teacher Club in funding the entrance fees for athletic programs at Sts. Peter and Paul School. Parents of students participating in the sports programs are automatically members. Anyone in the Parish is also welcome to join. Meetings are held at 7:30 p.m. on the third (3<sup>rd</sup>) Thursday of each month, August through April.

**SCHOOL WEBSITE ADDRESS**

The website address for Sts. Peter and Paul School is:

[www.stsp.com](http://www.stsp.com)

Please check the website often for updates to School news, schedule changes, general information, etc.

**SCHOOL E-MAIL ADDRESS**

[mtwehues@stsp.com](mailto:mtwehues@stsp.com) or [office@stsp.com](mailto:office@stsp.com)

**PRINCIPAL E-MAIL ADDRESS**

[mhumphreys@stsp.com](mailto:mhumphreys@stsp.com)

**VIRTUS TRAINING PROGRAM**

For information or to register for VIRTUS “Protecting God’s Children,” go to <http://www.virtus.org>.



