

Sts. Peter & Paul Regional Catholic School (SPPS)
School Handbook 2016-2017

MESSAGE TO PARENTS

The purpose of this handbook is to acquaint you and your child with the philosophy, policies, and procedures of Sts. Peter & Paul School (SPPS). It is the hope of the faculty and administration that the information contained in this book will be one means of strengthening the bonds between the home and the school.

HISTORY

Sts. Peter & Paul Regional Catholic School was formed in 1989 as a result of the merger of St. Peter School, founded in 1955, and St. Paul School, founded in 1913. This first diocesan school serves the parishes of St. Peter, St. Paul, St. Peter Claver, St. Luke, Holy Spirit (U.K. Newman Center) and Pax Christi. All of the parishes are in Lexington, Kentucky except St. Luke, which is in Nicholasville, Kentucky. In 1996, growth allowed the middle school to move back to the original St. Paul School building. The two school campuses are in historic downtown Lexington, an area where students have walking access to many historic and cultural activities. SPPS Kindergarten – 8th grade campus is at 423 West Short Street and the SPPS Early Childhood Campus is at 133 Barr Street.

MISSION

Christ is the inspiration and foundation for Sts. Peter & Paul Regional Catholic School. This school is committed to: fostering Catholic values and embracing diversity; academic excellence and rigor through an arts-infused curriculum; and differentiated instruction for each child to attain his or her full potential. We value the collaboration with our community and partner parishes as we develop faith-filled, lifelong learners.

PHILOSOPHY & SCHOOL GOALS

SPPS is a Catholic Christian faith community, which respects and values the cultural and economic diversity of the students of our six parishes and of other denominations. Our school exists to assist parents who are the primary educators of their children. Together we provide for the development of the basic skills of learning in an atmosphere of Christian truth and life. It is in light of the Gospel, with Jesus as the model, and through the grace of the Holy Spirit, that the school achieves our goals. SPPS aims to instill in each child the system of Christian values by providing an atmosphere for the development of leadership qualities. We accomplish these goals by:

- a. providing the student with the skills required for academic excellence;
- b. adapting the learning situation to meet the child’s individual needs
- c. striving to help the child develop interpersonal relationships, a positive self-image, self-discipline, personal responsibility, and internalized standards of behavior, leading to the respect of the rights, feelings, and opinions of others necessary to build a Christian community.

Integral to this process are daily prayers, weekly liturgies, opportunities to receive the Sacraments, and the involvement in Christian service projects. The faculty, administration, and school council will work with the parents to achieve the above goals by providing opportunities for each parent to be involved in the school community.

STS. PETER & PAUL PARISHES

St. Luke

Pastor: Father William Bush
304 South Main Street, Nicholasville, Kentucky 40356
Phone: (859) 885-4892
Website: nicholasville.cdlex.org

St. Paul

Parish Life Director: Sister Clara Fehringer, O.S.U.
Parish Priest: Father Chris Clay
501 West Short Street, Lexington, Kentucky 40507
Phone: (859) 252-0738
Website: saintpaul.cdlex.org

St. Peter

Pastor: Father John List
153 Barr Street, Lexington, Kentucky 40507
Phone: (859) 252-7551
Website: www.cdlex.org/stpeter/

St. Peter Claver

Parish Life Director: Deacon James Weathers
Parish Priest: Father Norman Fischer
487 West Fourth Street, Lexington, Kentucky 40508
Phone: (859) 254-0030
Website: www.cdlex.org/stpeterclaver/

Holy Spirit Parish

(U.K. Newman Center) Pastor: Father Steve Roberts
320 Rose Lane, Lexington, Kentucky 40508
Phone: (859) 255-8566
Website: <http://uknewman.com>

Pax Christi Parish

Pastor: Father Nick Pagano
401 Victoria Way, Lexington, Kentucky 40415
Phone: (859) 273-9999
Website: <http://paxchristilex.org>

STS. PETER & PAUL SCHOOL ADVISORY COUNCIL

Each of the six partner parishes appoint two persons to serve as voting members of the SPPS advisory council. The first representative should be the pastor, parish life director, or their proxy. The second member should be selected from the parish membership and be willing and capable of serving the best interests of the school. The council members may elect a maximum of five at-large members. The president, principal and teacher representatives are non-voting members of the school council.

The council generally conducts its business meetings on the fourth Monday of each month at 6:00 p.m. Meeting dates are posted on the school website. All meetings are open to any member of the school community. Anyone wishing to speak at the council meeting may request his/her name to be placed on the agenda prior to the meeting. A listing of school council members is posted on the school website.

ADULT CHRISTIAN STANDARDS OF RESPECT AND COURTESY

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At SPPS, high standards are maintained for the conduct of teachers, students, and parents/guardians. Respect and courtesy are the expected norm for interactions between teachers and students, teachers and administrators, and teachers and parents/guardians.

The choice of SPPS by parents/guardians for their children includes a commitment to be governed by the school's policies, procedures, rules, and our Catholic values. All parents/guardians, volunteers, and staff are expected to follow these policies, procedures, and rules in addition to conducting themselves in a respectful, professional manner in all areas involving the school, its students and personnel, and related business. As a Catholic school, we consider it the responsibility of all adults to conduct themselves in such a manner that they serve as Christian models for our children.

GRIEVANCE PROCEDURES

The Chancery Office has established a grievance procedure to facilitate reconciliation and to maintain unity within each school community. All grievances should be settled "as close to the problem" as possible and made within ten days of the incident.

If issues arise between parents/guardians and staff, they are to be addressed in a timely manner using the following issue resolution procedure:

- 1). Issues are to be discussed directly and privately with the staff closest to the issue. The two should make every effort to resolve the problem. If the issue cannot be resolved to the satisfaction of both parties, they are to proceed to step two.
- 2). The person involved in the issue shall request a conference with the principal. Every effort should be made to resolve the problem. If the issue is not resolved at this level to the satisfaction of both parties, they are to proceed to step three.
- 3). The person shall request a conference with the superintendent at the Chancery Office, 1310 West Main Street, Lexington, KY 40508. (859) 253-1993

No step in the process may take more than ten working days. To appeal to the Chancery Office, the petitioner must prepare a written petition including:

- Name, address and telephone number of petitioner
- Name, address and telephone number of respondent
- Description of complaint
- Desired remedy
- Date letter is sent

TUITION

The SPPS Administration, School Council, and Diocesan CFO collaborate to set the annual tuition rate schedule, and it may be obtained by contacting the school office or on the school website. Parents are required to sign a tuition payment agreement during the enrollment process. This agreement obligates parents to the payment of a full year's tuition unless they relocate beyond a fifty-mile radius during the school year or if their child is asked to leave the school for disciplinary or academic reasons. Required tuition payments in those cases will be pro-rated, based on the days the student(s) is/are enrolled. All tuition is paid through FACTS Tuition Management and deducted from your checking or savings account, or credit card with a convenience fee applied. The first payment is due based on the payment schedule selected. The last payment is due in June. A 2% discount is applied if tuition is paid in full by June 1. The President must approve special payment arrangements differing from this

schedule in advance. If tuition is greater than thirty days in arrears, you will be required to communicate with the bookkeeper. If tuition is more than sixty days in arrears, you will be required to meet with the President. After ninety days, if good faith efforts to bring tuition payments up-to-date are lacking, the Administration reserves the right to withhold academic records, participation in promotion ceremonies, and/or dismiss the student from SPPS.

REGISTRATION AND ENROLLMENT PROCEDURE

1. Registration and Enrollment/Re-enrollment is conducted online through the school website. Current students are given the opportunity to re-enroll prior to spaces being available to new students seeking entrance to SPPS. Returning families must have tuition obligations and Parish Verification Form up-to-date.
2. Registration for new students will begin once re-enrollment for current students is complete. If space is limited in any grade, priority of acceptance will be as follows if application is made by the stated deadline:
 - a. Siblings of present students enrolled at SPPS;
 - b. Children of families registered and active in one of the six Partner Parishes
 - c. Other Catholic students
 - d. Non-Catholic students
3. New student applicants are considered prospective students and are included on a class list when their application is received. Students are not guaranteed space until the following criteria is met:
 - a. Non-refundable school fee per student
 - b. Pay first month's tuition is received
 - c. Submit the *Parish Verification Form* as proof of parish membership
 - d. Supply a full size Birth Certificate
 - e. Supply up-to-date immunizations, physical exams, dental and eye exams
 - f. Students applying for Grades 2nd – 8th may be asked to submit the previous year's report card and prior standardized test results.
4. New students may be given a grade appropriate assessment to assist in proper placement. Should areas be identified that may impact the student's success at SPPS, a conference will be held to determine the best course of action.
5. All applicants for assistance are required to file a financial aid form through FACTS. Tuition assistance forms are due to FACTS by April 15, for consideration for the next school year.

Health Records Required By State Law

All Preschool Students must have:

- An up-to-date immunization record
- A recent physical examination form on file
- A birth certificate

All Kindergartners and Newly Enrolled Elementary Students must have:

- An up-to-date immunization certificate
- Documentation of an eye exam administered by an optometrist or ophthalmologist
- A physical examination performed within the past year on a Preventative Health Care Exam Form

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- A birth certificate
- Documentation of a dental exam by a dentist

All Sixth Grade Students and Newly Enrolled MS Students are also required to have:

- The hepatitis B Vaccine series
- A physical exam
- A second MMR

UNIFORM POLICY

The School Advisory Council requires students to abide by the uniform policy as determined by school administration. Compliance with the uniform policy is expected on the first day of school. Personal appearance cannot distract from the educational setting of the school. P.E. uniforms are NOT to be worn on Mass days if the child's class is ministering the school Mass. Only regular uniforms are to be worn on class field trips, not P.E. uniforms unless otherwise approved by school administration.

- A birth certificate

Since August 2, 2001, children under the age of 7 have been required to have the varicella (chickenpox) vaccination. This requirement can be waived if a parent, guardian, or physician states that the child already has had chicken pox. **All records must be on file in the school office by first day of school.**

Apparel Item	Grade Level	Girls	Boys
SHIRT	K-5	White, SPPS current logo Polo (long or short sleeve), White Peter Pan collar shirt (long or short sleeve). Shirts must be tucked in at all times. Only short sleeve white T-shirts without writing are allowed under the uniform shirt.	White, SPPS current logo Polo (long or short sleeve) Shirts must be tucked in at all times. Only short sleeve white T-shirts without writing are allowed under the uniform shirt.
	6-8	Navy, SPPS current logo polo shirt (long or short sleeve). Shirts must be tucked in with belt visible. Only short sleeve white T-shirts without writing are allowed under the uniform shirt. See #1 below.	Same
PANTS	K-5	Navy (traditional cut, long pant with belt loops - no outside pockets, such as cargo pants) No leggings; pants must not be form fitting or skinny pants. See #1 below	Same
	6-8	Same, but traditional Khaki in color	Same
SHORTS	K-5	Navy (traditional cut with belt loops – 3” above knee or no longer than 2” below the bottom of the knee. See #1 below.	Same
	6-8	Same, but traditional Khaki in color	Same
SKORT/SKIRT	K-5	Classic Navy Plaid skort or skirt (3” above the knee or longer) See #3 below. Shorts are required under skirts	None
	6-8	Khaki skort purchased through Parker Uniform (3" above the knee or longer).	None

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Apparel Item	Grade Level	Girls	Boys
Jumper	K-5	Classic SPPS Plaid (3" above the knee or longer) See #3 below. Shorts are required under jumpers.	None
SWEATSHIRT	All Grades	Navy sweatshirt with current SPPS logo. (A uniform shirt must be worn under a sweatshirt at all times.) See #3 below	Same
FLEECE JACKET OR VEST/SWEATERS	All Grades	Navy SPPS fleece jacket, cardigan, or sweater vest with SPPS logo. See #3 below	Same
BELT	2-8 K-1	A plain brown, black or blue, or matching plaid buckle belt must be worn with pants or shorts. End of the belt must be tucked into belt loops. No tie belts allowed. Optional, but encouraged, depending on capability of the child, but not required. (Magnetic or braided plain, brown, black, or blue belts may be worn.)	Same
SOCKS/TIGHTS OR KNEE SOCKS	K-8	Solid white or navy socks or white socks with uniform plaid ruffle. <i>Socks must be easily visible and covering anklebone. <u>No logo.</u></i> Plain white or navy tights or knee socks for girls only.	Same
FOOTWEAR	All Grades	Closed heel and toe shoes (e.g. sneakers) No raised heel greater than 1". Shoelaces must be tied at all times. No jewels, sequins, sparkles, or other accessories on footwear. Boots must be solid color - Black, brown, grey, or navy only including rain boots. No light-up shoes.	Same
JEWELRY	All Grades	Items permitted: One each: watch, necklace, bracelet, ring, earrings (stud type only, one per earlobe). No excessive or overbearing jewelry.	Items permitted: One each: watch, ring, necklace, bracelet. No excessive or overbearing jewelry. <u>No piercing.</u>
MAKE-UP AND NATURAL NAILPOLISH	All Grades	Makeup is <u>not</u> worn in grades K-5. Makeup and nail polish should be natural and conservative in grades 6-8. Nails are to be cut to active length.	No makeup or nail polish. No tattoos allowed (temporary or permanent).

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		No tattoos allowed (temporary or permanent).	
HAIR	All Grades	<p>K-8 SPPS plaid or solid color: white, navy, black, gray or yellow hair ornaments only.</p> <p>Clean, neat traditional and conservative styles, cut above eyebrows, natural colored hair. Bangs are to be pulled back and out of the eyes. No extreme hair ornaments. No hats or head scarves.</p>	Clean, neat, traditional conservative styles, cut above eyebrows/ears and collar, natural colored hair and no hats. No decorative fades or mohawks.
P.E. UNIFORM	K-8	<ul style="list-style-type: none"> • SPPS Sweatshirt • SPPS grey dry-fit shirt with logo • SPPS shorts or plain, navy gym shorts (no shorter than 3” above the knee or no longer than 2” below the bottom of the knee). • Navy trackpants. <u>See #2 below.</u> • Students ministering Mass on P.E. day will wear their SPPS polo shirt. • P.E. uniform shirts, track pants, and hoodies must be purchased through Parker Uniform • The cotton T-shirts and sweatpants have been phased out and are no longer part of the uniform 	Same
Tote Bag	K	SPPS Canvas Tote Bag (available for purchase from the school office)	Same

1. Uniform Polo shirts, pants, shorts and sweat pants may be purchased online through the Parker Uniform via the SPPS website or at Benedictus Bookstore. Additionally, stores such as Target, Wal-Mart, Dillard's, Meijer, Old Navy, Burlington Coat Factory, Lands End and Children’s Place, etc. carry specific uniform grade/type pants seasonally. Many times these uniform pants will fit the school’s uniform criteria.
2. P.E. uniform shirts are available only through the school. SPPS will also carry P.E. pants and shorts.
3. Plaid items, logo, navy cardigan sweaters and vests, fleece jackets and vests, and sweatshirts will be sold through Parker Uniform via the SPPS website and Benedictus Bookstore.
4. Parents are to label all uniform items.
5. Monograms (white, yellow or gray no larger than four inches) are acceptable on the right side opposite the school logo on SPPS fleece jackets and cardigans.
6. ALL OUTERWEAR AND HATS MUST BE STORED DURING THE SCHOOL DAY.

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Exceptions to the Uniform Policy: On special occasions, the principal may designate an out of uniform day. On “out of uniform” days, clothing must be modest and appropriate, as noted in the section below. Boy Scouts, Girl Scouts, Cub Scouts, Brownies, Daisies and Tiger Cubs may wear their club’s uniform on the days they have their meetings, whether they are after school or in the evenings. This applies also to members of SPPS extracurricular teams or clubs that have uniforms or special events clothing. Uniform shirts or jerseys for school teams only, may be worn on the day of a game or contest. In the case of weekend games, they may be worn on the Friday prior to the game.

Dress Code

Appropriate Clothing for Males:

T-Shirts, polo shirts, sweatshirts, sweaters, jeans, slacks, khakis, etc.

Appropriate Clothing for Females:

T-Shirts, casual tops, polo shirts, sweatshirts, sweaters, jeans, capris, slacks, khakis, etc.

Never Appropriate for Any Student at Anytime, Including Preschool Students:

- Bare midriffs, tank tops of any kind, spaghetti straps.
- Basketball jerseys without a t-shirt
- Any clothing with inappropriate language or imagery
- Any transparent or slightly see-through clothing
- Tube tops or strapless tops
- Leggings
- Skirts, shorts and dresses shorter than 3 inches above the knee
- Hats
- Bare Feet
- Flip Flops, crocs, or any shoe without a heel strap
- Heels can not be higher than 1”

UNIFORM POLICY VIOLATIONS

For K-8 for the first eight days of school, warnings will be given to students and parents. Dress code violation notifications will be sent via e-mail to parents for each offense. After five violations per trimester for students in K-3, a parent and principal conference is required. Three violations per trimester for students in 4-8 will result in detention. Conferences and possible consequences may be required if improvement is not exhibited. Severe violations may result in the student being removed from class until a change of clothing is brought to school.

CURRICULUM

SPPS complies with and follows curriculum guidelines established by the Diocese of Lexington. SPPS is fully accredited by the Kentucky Nonpublic School Commission. Certified faculty at all grade levels teach language arts, math, science, social studies, and religion. Our special area offerings include drama/public speaking, art, computer, guidance, library, music, dance, guitar, band, chorus, physical education, and Spanish. Reading and math specialists work with children as needed. Band is offered to students in grades 5-8. Classical guitar is offered for students grades 6-8.

RELIGIOUS EDUCATION

All sacraments are received in the family's home parish. Parents must check with their parish for details. SPPS provides for a comprehensive religious education program for all students. Students attend Mass or a prayer service each week and parents are encouraged to attend and sit in the designated parent/visitor seating areas. Students attend Mass at St. Paul Church on Thursdays at 8:15 a.m. Students attend Eucharistic Adoration the first Friday of every month. The schedule of times classrooms attend Adoration can be found on the school website.

The ACRE test (Assessment of Children/Religious Education) is administered in April to all students in 5th and 8th grades.

GRADING

The school year is divided into three twelve-week grading periods. Midterm reports are issued approximately six weeks into the twelve-week trimester. Midterm reports are emailed to the custodial parent/guardian. Report cards are issued approximately one week after each trimester ends and are sent home with the students. The final report card is mailed in June. Report cards may be supplemented by progress reports, letters to parents, samples of your child's work, or a request for a conference. Parents may request a conference with the teacher by calling the teacher, sending a note or emailing the teacher. The teachers are always willing to make appointments to talk with you regarding your child's progress at school. An explanation of the grading system is included on the report card. Emphasis is placed on progress according to the individual child's ability. Below is the grading scale that is assigned by the diocese:

A=93–100, B=85–92, C=76–84, D=70–75, F=below 70.

Notification will be given regarding any variation in this scale.

Parents are encouraged to check RenWeb for current grades.

RETENTION

Grade retention is a very difficult and emotionally charged decision. It may be considered when a child:

- Has significant struggles making progress in reading, writing, or math.
- Fails to reach performance levels expected for promotion to the next grade.

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- Appears to be “immature” and “young” for his/her age.
- Has failed two or more trimesters in any two or more of the core classes.
- Attendance/Truancy concerns (see attendance).

HOMEWORK

The purpose of homework is to help the child thoroughly grasp and master the work already presented. Repetition and reflection promote better understanding and retention. Parents can assist the student by providing a quiet place and a regular study time each evening, and by making sure that assignments are neat, complete, and accurate. Time allotments for various grade levels are not specified because of consideration for individual ability and rate of performance. Parents who are concerned about homework should contact their child's teacher. Please also review the planned absence section for instructions about missed homework. Parents are encouraged to check RenWeb for homework assignments.

MAKE UP WORK

Students/parents must request make up work upon return to school. Students will have the same number of days missed plus one to complete make up work. An exception is made in cases where only one day is missed and a test or quiz was announced prior to the absence. These tests or quizzes must be made up on the day of return or according to the teacher's make up schedule. If the parent/guardian wishes to have missed work sent home the same day, the request must be emailed to the teacher by 8:00 AM.

SCHOOL DAY

- School hours for K-8 students are 7:50 a.m. to 3:00 p.m.
- Students may enter the building at 7:25 a.m.
- Students will be counted tardy if they are not seated and prepared for class at 7:50 a.m.
- Students who arrive at school after 11:15 a.m. or leave school prior to that time will be considered absent for a half-day.
- All students must be picked up by 3:00 p.m. unless enrolled in after care. Parents are expected to pick up children on time. If not picked up by 3:15 p.m., students will be sent to aftercare.

TARDY POLICY

Tardy students will report to the office for a tardy slip. A student that has five tardy slips or unexcused absences will receive a phone call to parents. Additional tardy slips or unexcused absences will result in a conference with the principal. Ten tardy slips or unexcused absences will result in detention.

Students coming in tardy or leaving early must be signed in or out by parent/guardian or designee. Students may not enter or leave the building unescorted if after 7:50 AM or prior to 3:00 PM.

BEFORE & AFTER CARE

SPPS offers before and after school care five days a week for grades K-8 from 7-7:30 a.m. and from 3:00-6:00 p.m. Parents may contact the school for information about fees, times and availability.

ARRIVAL AND DEPARTURE

All students shall be dropped off at the rear of the school building car line facing Saunier Drive. Please enter the parking lot from Second Street entrance into the school parking lot. Please have your children exit the car from the right side of your vehicle once your car is pulled down to the end of the sidewalk. Four or five cars can safely drop off at the same time. Please do not attempt to only drop off at the canopy unless severe weather conditions are encountered.

Your cooperation in all procedures ensures the safety of the children and helps avoid traffic congestion.

ATTENDANCE

Parents should see that their child's attendance at school has priority over all other activities. Students are expected to attend school regularly. Students who are absent from school are required to have a legitimate excuse. If your child will be absent from school, parents are to contact the office. Kentucky attendance laws require a signed, written note from parents or guardians stating dates and reasons for absence from school. This note is required upon the child's return to school. Vacations and medical appointments should be planned for after school hours or during school holidays. If it becomes necessary to have your child excused from classes early, please send a note informing your child's teacher of your plans. No teacher is permitted to dismiss a child from the classroom without approval from the principal. **PLEASE PICK YOUR CHILD UP FROM THE OFFICE.** It is required that you sign your child out at the school office.

Students absent during a school day will not be permitted to practice or participate in any school activities that may occur on that day. This includes after school activities.

EXCUSED ABSENCES/TARDIES

All students are expected to attend school regularly. **An absence event is defined as a tardy, less or equal to 35% of the school day; an absence as half-day, 36% to 84% of the school day, or full day is great or equal to 85%.** Students who are absent from school are required to have a legitimate excuse. Within 3 (three) days of a student's return to school after an absence, he/she shall present a written note signed by his/her parent/guardian or medical professional to the designated school personnel. The note should include:

- Current date
- Student's printed first and last name
- Specific dates and reasons for absence or tardy
- Parent/guardian written signature
- Original medical excuse (may be faxed/scanned/emailed)

Legitimate excuses include:

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- Death in student's immediate family (parents/guardians, step-parents, grandparents, step-grandparents, siblings, step-siblings and other members of the student's household (documentation required by parent or guardian).
- Illness of the student. After a total of 10 (ten) cumulative absences due to illness, students are required to present a written statement from a medical professional (doctor, dentist, psychologist, etc.) for each additional absence for the school year in order to be excused.
- Medical and dental appointments (times and dates shall be verified by the physician's or dentist's original signed statement).

Planned Absences

Planned absences are those absences that are known in advance. Examples of planned absences are family vacations, student trips associated with sports leagues, theatre, and other similar situations. Attendance at school is very important and parents should make every effort to maximize student attendance. However, when absences are unavoidable, proper procedures must be followed to insure that school performance will be impacted as little as possible.

When it is known *in advance* that a student will be absent from school, the following procedures are to be followed:

1. At least five days prior to the anticipated absence, parents will advise the school principal in writing of the absence(s).
2. Teacher(s) will be advised of the absences by the office/principal.
3. Teacher(s) may provide the student with any information required prior to the absence.
4. Upon return to school, the teacher(s) will provide the student with a listing of assignments completed by the class during the absence.
5. All work is to be completed following the absence. The student will have the same number of days plus one to complete the work.

Students who miss more than 20 full days of school during the year may not be recommended for promotion. Students missing more than 20 class periods of a single class may not receive credit for successfully completing the class. Both of these situations may be reassessed if there is a valid medical reason for the absences.

INCLEMENT WEATHER

SPPS makes every effort to be open on inclement weather days. In cases of extreme weather conditions, tune into WKYT (Ch. 27), WLEX (Ch. 18), WTVQ (Ch. 36), SPPS Facebook page, Twitter, Instagram, or school website for any changes in our normal schedule. Notification of inclement weather days will also be sent through parent text, phone and e-mail alerts. Please refrain from calling the office or staff at home. Please note that school will be held whenever possible and only closed for significant snowfalls or extremely dangerous conditions.

FIELD TRIPS

Field trips, which enhance educational experiences and classroom learning, are planned during the year. VIRTUS trained parents may be asked to help chaperone and private cars may be used. Parents must sign a permission slip stating that their child may attend the trip. Students may NOT leave the building unless a written permission slip is on file in the school office.

TESTING

SPPS administers MAP (Measured Academic Progress) Testing to students in grades K-8, OLSAT (Otis-Lennon School Ability Test) to students in 3rd and 6th grade, and ACRE (Assessment of Children Religious Education) to students in 5th and 8th grade. Parents will receive the MAP and OLSAT test results for their children. Teachers use results for skills placement and to identify curricular and instructional needs.

CRISIS MANAGEMENT

We will comply with Diocesan policy regarding students threatening violence and use the Emergency Management Guide, which contains protocols consistent with Diocesan recommendations. The Principal will make an annual report to the Advisory Council concerning crisis management, physical security and safety.

GUIDANCE

SPPS has a comprehensive program that includes but does not limit the following curriculum areas: Anger and Conflict Resolution, Issues of Harassment and Bullying Behaviors and Safety Issues. The Principal will make an annual report to the Advisory Council on the status of this program.

BEHAVIOR MANAGEMENT AND DISCIPLINE

As a school community we share a faith in God and a value system, which is Christ centered. It is the goal of the staff to teach these values in every aspect of the daily routine of our students, through words and example. Students are expected to show respect to the staff and each other. Students are expected to respect the gifts they find within themselves and to do their best in class.

Good education is dependent upon the maintenance of effective learning conditions within the classroom and school building. School rules will be used as a systematic method to solve behavior problems that may arise.

All students:

- Must obey school, classroom, church, cafeteria, and playground rules.
- Must not eat food in classroom or on the playground without the teacher's permission.
- Must not chew gum at school without the teacher's permission.
- Must be in uniform as stated in the uniform policy.
- Must remain in their seats if a teacher is called from the classroom for any emergency.
- Are expected to be at school on time.

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- Are expected to come to class prepared each day with proper materials and homework.
- Are expected to be participants in all class activities.
- Are expected to walk on the stairs and in the hallways.
- Are expected to uphold the Catholic faith.

DISCIPLINARY PROCEDURES

Discipline Referrals

Once classroom consequences have been exhausted, the teacher or principal may issue a discipline referral to the principal. Parents are asked, through these written notices, to reinforce the teacher's efforts to correct the misbehavior. When a referral is issued, the teacher will send a copy home. It is to be signed by the parent and returned to the teacher the next school day. A parent-teacher conference will be held if requested by the parent or the teacher. If the signed slip is not returned at the beginning of the next school day, the teacher will contact the parent on that same day. Examples of infractions are as follows:

- verbal, nonverbal or written disrespect of students, faculty or staff
- disrespectful/inappropriate behavior in class, church or other school areas
- repeated talking during prayers or announcements
- not following teacher instructions
- chewing gum; unauthorized eating in the classroom

For grades 4-8, students may be required to serve a detention if receiving an infraction.

Some behaviors are more serious and will immediately result in students receiving a referral and disciplinary consequence from the principal and or designee. Some examples are:

- major class disturbance (i.e. excessive talking, throwing things)
- disrespect/disobedience to teachers or supervising adults
- obscene language, gestures, notes, etc.
- verbal, physical or sexual harassment of other students
- cheating
- disregard for adult authority
- physical contact that could result in injury
- destruction/vandalism of property
- forgery/falsifying of any signature
- cruel or excessive ridicule toward any student
- leaving seat when teacher is out of the classroom
- failure to serve an assigned detention
- threats, whether serious or in jest

The list of infractions is not all-inclusive. The principal/designee reserves the right to determine the seriousness of a student's actions. In addition, the school has the right to amend rules and/or waive rules and procedures in cases, which warrant such action.

Detention

Those students who have earned a detention in grades 4-8 will report to the designated area. Parents will be notified at least a day in advance by a written detention form which students are

responsible for giving to their parents to sign and return the next school day. Students who are absent on the designated detention day or whose parents have requested a date change due to an emergency will stay the next designated detention day. Students who miss detention without valid cause will have an additional detention added. After two detentions students will meet with the principal and his/her teachers to discuss concerns and develop steps to improve behavior. Parents will be notified of this meeting.

Suspension and /or Expulsion

Very serious behavior may result in automatic out-of-school suspension or expulsion from school. Examples of behaviors that may result in out-of-school suspensions or expulsions are the following:

- possession of dangerous objects: a gun, knives, lighters, matches, etc. Even toy weapons and look-alike weapons are prohibited.
- stealing
- behavior which results in injury to another student (physical or verbal)
- destroying or marring property, whether school or personal
- leaving the school grounds without permission
- possession or use of tobacco, alcohol, or drugs
- false fire alarm, bomb threat, or emergency call
- repeated violations of school rules

The lists of infractions are not all inclusive. The principal reserves the right to determine the seriousness of a student's actions. Also, the school has the right to amend rules and /or waive rules and procedures in cases, which warrant such action. A student who has been expelled from SPPS will not be readmitted. The school may expel a student by following the process for expulsion as detailed by the Catholic Schools Office Policy on Expulsion (Section 7003.4), which is as follows:

- Students may be expelled for serious cause.
- The decision to expel a student rests with the principal.
- Whenever a student is expelled from school, the Superintendent of Catholic Schools should be notified.
- Expulsions may be appealed through the Catholic Schools Office "Grievance Procedure."

LUNCH PROGRAM

The school provides a hot lunch program supported by federal funds. Drinks are sold to those who wish to bring their lunch. Carbonated beverages or fast food are not to be included in lunch brought from home. Parents are asked to either pre-pay for their child's lunch or send money on the day they eat. Students will only be allowed to have extras if money is in the account. My School Bucks program allows parents to place money into student accounts. Please contact Misty Carlisle, cafeteria manager, 859-254-9257, extension 114, with any questions.

SNACKS AND REWARDS

Snacks served during the school day and during After Care will make a positive contribution to the students' diet and

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health, with an emphasis on serving fruits and vegetables as the primary snack and water as the primary drink. Candy, sweets and soft drinks will not be used as rewards for academic achievement or good behavior. Celebrations that involve food during the school day will be kept to a minimum. *Soft drinks and fast food are not permitted at lunch.*

LOST AND FOUND

Lost clothing and articles are abundant! **Please put your child's name on everything brought to school.** Lost items are kept in a storage area for a short while and then if unclaimed, donated to an appropriate charity.

PLAYGROUND

Use of the playground is permitted only under adult supervision.

TEXTBOOK REPLACEMENT

Students are provided with textbooks and workbooks that are new or in good condition at the beginning of the school year. It is the student's responsibility to take care of his/her textbooks so that they do not get lost or torn up. Should students lose, tear or damage pages in textbooks or workbooks, their teacher should be notified. Reasonable efforts will be made to repair the textbook/workbook. If a textbook is damaged beyond normal wear and tear as determined by the teacher, or lost, the parents are expected to pay the full cost of replacing the textbook or workbook.

TELEPHONE

It is important for students who are ill, to come to the office. Calling parents from the classroom or from a cell phone is not permitted. If students bring cellular phones to school they are to be kept in lockers in the off position and are not to be used at school without teacher permission. Students may not give cell phones to other students during the school day.

HEALTH AND SAFETY

Any medication to be taken during the school day must be stored in the office. Please address the following requirements prior to sending medication to school. Written instructions must be made available to the office, giving the following information:

1. Time the medication needs to be taken
2. Medicine properly labeled and in the original container
3. Amount of medication to be given
4. Parent's signature

Health screenings may be held each year through the use of volunteers in conjunction with community health agencies.

REASONS TO KEEP YOUR CHILD AT HOME

1. Head lice are a serious problem in a school setting. Therefore, SPPS has a "no nit" policy. Your child will not be permitted to return to school until he or she is 100% nit free. Any child with nits will be sent home until they comply with the 100% nit free policy. A written statement from a health care

professional stating that a student is nit-free is required before returning to school.

2. Conjunctivitis or pink eye is a very contagious illness. Children will be sent home and asked to remain home until they have received three doses of a physician prescribed eye drop. Conjunctivitis is usually not contagious after 24 hours of treatment.
3. Do not send your child to school if they have had the following symptoms within the past 24 hours:
 - a. Fever of 101.0 or higher
 - b. Nausea or vomiting
 - c. Earache
 - d. Abdominal cramps
 - e. Diarrhea
 - f. Unidentified rash
 - g. Conjunctivitis (pink eye)
 - h. Head lice
 - i. Any infectious disease your doctor has diagnosed

If your child is sent to school with any of the above symptoms, you will be contacted to pick up your child.

FIRE, EARTHQUAKE AND SEVERE WEATHER DRILLS

The principal conducts monthly fire drills and regularly required safety drills. Exit routes are posted in each classroom. Students are made aware of the exit plan and move rapidly and quietly to the designated area. Preparation for an earthquake, lockdown, and severe weather is part of our school emergency planning.

ASBESTOS INSPECTION

This notice is to advise parents, teachers and all school employees that our school has been inspected as required by the AHERA federal legislation for the presence of asbestos in our school facility. Air-Source Technology, Inc., of Lexington, has performed the re-inspection and has developed a management plan for our school. A complete asbestos management plan for the Catholic Schools of the Diocese of Lexington is on file at the The Chancery Office, 1310 West Main Street, Lexington, KY 40508, and individual building plans are also available at the Short St Campus and Early Childhood Campus offices.

STUDENT PLACEMENT

Classroom placement is taken very seriously. The principal and faculty evaluate each child's needs along with the total class makeup, in order to achieve greater classroom success. Individual placements may affect the overall balance of a classroom and therefore affect the harmony of personalities and study habits. Therefore, parents may not request teachers. Changes in classroom placement are rarely made after classes begin.

EMERGENCY CONTACT NUMBERS

An emergency file is kept on each student so that you or someone of your choosing can be reached in case of illness or emergency. You will be requested to update this information each spring at registration. Be sure to notify the office when this vital information changes. Hospitals will not treat children

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without parental permission, so it is important for us to be able to reach you.

RECORDS POLICY

To safeguard the privacy of our students and the integrity of our records, school records will be distributed only if a written request is made from the school where the child will be attending.

PARENT/TEACHER ORGANIZATION

Parents are expected to be a part of the active Parent Teacher Organization (PTO). Four formal meetings are held each year to keep you informed of school activities. In addition, fund-raising is a principle focus of the PTO and help is expected from all families on each project. It is the expectation that each student and staff member sell a minimum of ten UK raffle tickets. It is also mandatory for all staff to volunteer for Fall Festival and Mardis Gras and parents to contribute and or volunteer for the Fall Festival and Mardis Gras Gala. We also need volunteers in our school library, cafeteria, and Great Leaps reading program. Please make every effort to donate some of your time to one or more of these projects to greatly benefit your child's school. Please contact the school office with any questions regarding volunteering.

SCHOOL VOLUNTEERS

A school volunteer is anyone who is willing to give time and talent to help as a member of the educational team. Parents, retirees, business and professional people, college students, young adults, high school students, grandparents and those who have a special talent or who can help as a resource person are encouraged to volunteer. Volunteers must submit a criminal background check every five years for volunteer services application along with a \$20 processing fee. This record will be kept on file in the principal's office. Volunteers must also attend Virtus Training, offered by the diocese. This training is in place to provide a safe environment for children. Volunteers will receive a copy of the Diocese of Lexington Statement of Policy and Procedure on Sexual Abuse. Volunteers must complete and submit the Application for Volunteer Services, Code of Conduct, and Technology Code of Conduct. These forms can be found on the school website. Each job is important, therefore, planning your time to fit the schedule to which you agree is essential. Please contact your supervising teacher in advance if you cannot keep your scheduled time. For more information on volunteering, please contact the principal or any teacher.

EXTRACURRICULAR ACTIVITIES

The following activities are available through SPPS:

- Basketball Grades 5 to 8
- Cheerleading Grades 5 to 8
- Girls Scouts
 - Daisies Grades Kindergarten to 1
 - Brownies Grades 2 to 3
 - Juniors Grades 4 to 5
 - Cadettes Grades 6-8
- Cub Scouts Grades 1 to 5
- Math Counts Grades 6 to 8
- Math Team Grades 6 to 8

- Academic Team Grades 4 to 8
- Battle of the Books Grades 2 to 8
- Girls Volleyball Grades 6 to 8
- Future Problem Solving Team Grades 4-8
- Cross Country Grades K-8
- Lego Robotics Grades 4-8
- Jump Rope Team Grades 3-8
- Show Choir Grades 6-8
- Eagle Arts Grades K-8
- School Play Grades 4 to 5
- School Play Grades 6 to 8

Standards for Eligibility for Extracurricular Activities

1. Student must maintain an overall "C" average during the grading period when the team begins its season. If the overall average at midterm is below "C" the student will be penalized with a two (2) week suspension from participation. At the end of the two-week period, grades will be re-evaluated. If at that time the overall average has been raised to a "C", the suspension will be lifted. If the average is still below a "C", the student will be suspended from participation for two (2) additional weeks. At the end of the second two-week suspension, grades will again be re-evaluated. If the overall average at that time is a "C" or better, the suspension will be lifted. If the average remains below a "C" the student will be removed from the team. Any student removed from a team in this manner will be eligible to participate in other extracurricular activities, when the overall grade average for a subsequent grading period or mid-term reaches the required overall "C" average.
2. Students who are absent from school may not participate in extra-curricular activities on that same day.
3. Habitual school absenteeism may result in ineligibility.
4. No student under suspension will be allowed to participate while suspended.
5. Classroom behavior deemed inappropriate by individual teachers may be grounds for ineligibility, after consultation with the principal.
6. In addition to the above standards, each teacher may have additional requirements for their respective classes/team.
7. The principal will make final judgments regarding enforcement of these standards. Grievance procedures as established by the Sts. Peter & Paul School handbook apply to these standards.

NOTICE OF NONDISCRIMINATORY POLICY

Diocesan policy states, "No person shall be refused admission to any church, school, or institution or membership in Catholic society or organization solely on the grounds of race or nationality. "In keeping with this policy, the schools under the auspices of the Diocese of Lexington do not discriminate on the basis of race, color, national or ethnic origin. Students of any race who meet the individual school's eligibility

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requirements are admitted to all the rights, privileges, programs and activities generally accorded to students at the school and that school does not discriminate on the basis of race in administration of its educational policies, admission

policies, scholarships, and loan programs, and other school-administered programs.