

Saints Peter and Paul School

Parent & Student Handbook



2021-2022

****RIGHT TO AMEND** The school reserves to right to amend this handbook and apply them as circumstances dictate. Notice of amendments will be sent to parents via OptionC email communication and will be highlighted in the handbook.

Directory

School Address: 1327 Boot Road, West Chester, PA 19380

Principal: Mrs. Veronica Chandler, 610-696-1000 , ext 202 vchandler@sspeterandpaulrc.org

Saints Peter and Paul Parish Pastor: Monsignor Citino, 610- 692-2216

School Office: Mrs. Barbara McCarron, 610-696-1000. School@sspeterandpaulrc.org

Advancement Director: Mrs. Diana Poole, 610-696-1000 ext 692.
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School Business Manager: Mrs. Loretta Pawlowski, 610- 696-1000, 205
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Preschool Teacher Director: Ms. Jennifer Peacock. jpeacock@sspeterandpaulrc.org

School Website: <https://school.sspeterandpaulrc.org/>

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Nurse: 610-696-2775

CARES: Ms. Jennifer Peacock, 484-999-4321

TABLE OF CONTENTS

Mission Statement	5
History	5
Admissions	6-8
Academics	8-11
Academic Support	11
Innovative Learning Center	12
General Supervision on Campus	12
Daily Schedule	12
Transportation	12-14
Emergency Procedures	14-16
Class Celebrations for Holidays	16
Snack/Lunch/Recess	16-17
Birthdays	17
Field/Class Trips	17-18
Chaperones	18
Uniform	18-22
Lost and Found	22
Attendance	22-23
Vacations/Trips	23-24
Athletics	24
Extracurricular Activities	24
Student Council	24

Liturgy	24
Calendar	25
C.A.R.E.S.	25
Care of Books and Personal Items	25
Care of School Property	25
Release of a Child and Custody	25-28
Food Policy	29
Code of Conduct	29-32
Student Responsibilities	32-333
Virtual/Distance Learning	33-35
Technology	35-36
Sacraments	36
Safe Environment	36
Volunteers	36
Clearances Required for Volunteers	36-37
Board of Limited Jurisdiction	37
Home and School Association	37
Transfers	37
Re-Enrollment	37
Tuition	37-38
Health and Immunization	38-41

MISSION STATEMENT

Saints Peter and Paul School is a Catholic community dedicated to academic excellence and the development of future leaders to be disciples of Christ with hearts to love, and hands to serve.

We Believe

- In educating the whole child: academically, spiritually, socially, and emotionally
- In providing a safe environment where students are physically and emotionally comfortable exploring their faith and curriculum in their own individual way
- Christ is present in our school through prayer and our daily routine
- Respect is the foundation of our school
- In guiding each individual student to reach their full potential -
- In challenging students to discover their core values and express them through their lives.

Profile of a Graduate

A Saints Peter and Paul graduate is equipped for a successful future based on a solid foundation of service, education, leadership, and faith.

Service - Gives generously of time, talent, and resources -demonstrates hearts to love and hands to serve.

Education - Effectively communicates written and spoken word

- Prepares for secondary education
- Strengthens problem-solving skills
- Emerges into a lifelong learner
- Develops critical literacy
- Demonstrates 21st-century technology skills

Leadership -Evolves into a moral, civic-minded individual

- Exemplifies a sense of responsibility and awareness of others
- Matures into a self-confident innovator
- Takes responsibility for their own actions

Faith - Leads a Christ-centered life

- Strengthens their relationship with God through prayer and attending Mass
- Practices spiritual values -enters into discipleship
- Embraces a sense of family at home and at school

HISTORY

In 1997 Saints Peter and Paul Parish initiated a capital campaign and created committee groups to begin the planning for a parish school with an emphasis on 21st-century education. Classrooms were designed to promote the best of educational learning as well as to allow teachers to effectively integrate the changing technologies. Saints Peter and Paul School opened its doors in September 2001 with Prekindergarten, Kindergarten, and Grades 1 – 3. The School has grown to a vibrant prekindergarten, elementary, and middle school program with two sections of each grade, K through 8.

Saints Peter and Paul School is governed by a Board of Limited Jurisdiction which includes participation by the School Principal and Parish Pastor. The first Board of Limited Jurisdiction was installed in August 2012. The board focuses on long-range strategic planning that promotes and advances the school’s mission. The Saints Peter and Paul Board of Limited Jurisdiction, and Mr. Colin Hueston (Board Chairman emeritus) won the NCEA 2018 LEAD. LEARN. PROCLAIM. Award.

In March 2017, the school was accredited by the Middle States Association of Colleges and Schools, Commission on Elementary Schools. An extensive self-study, with a focus on writing, social studies, and grammar took place. The school was also awarded the 2018 National Blue Ribbon School of Excellence by the Department of Education. Principal Mrs. Peg Egan was awarded “Principal of the Year”.

In 2018 the school saw the need to focus on STREAM and hands-on learning. Extensive renovations were made on the library to transform it into an innovation center. This room is the Margaret Egan Center of Innovation (MECI). Further renovations were made in 2021 and a new roof, installation of major parts of the HVAC system, middle school lockers were painted, and a radio amplification system was installed.

Our Principal, Mrs. Veronica Chandler, is committed to leading a school that offers the best in academics, grounded in the Catholic faith, and prepares students for future challenges. Saints Peter and Paul School is a place of academic excellence and an environment of civility where children are preparing for the challenges of an ever-changing society.

Monsignor Citino is the pastor, and under his spiritual leadership, we are grateful for his continued support of Saints Peter and Paul School and Catholic education.

ADMISSIONS

Saints Peter and Paul School admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. Our school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program. Saints Peter and Paul endeavors to accommodate students with special needs, as our school resources and capabilities reasonably permit. Our school reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

The education of our students is a partnership between the parents/guardians and the school. Just

as the parent has a right to withdraw their child if desired, the school administration reserves the right to deny admission or re-enrollment if the administration determines that the partnership is irretrievably broken.

General:

1. Parents/guardians desire a Catholic education for their children
2. Parents/guardians and students agree to uphold the rules, mission, goals, policies, and regulations of the school.
3. The parents/guardians are responsible for all financial obligations
4. The students will study the Catholic faith and participate in liturgies and prayer services.

Order of Admission:

1. Parishioners with children currently enrolled in the school.
2. Other families (non-parishioner) with children currently registered in our school.
3. New families to the school
 - a. Students transferring from other Catholic schools
 - b. Families new to our school residing in our parish
4. Families residing outside the parish
 - a. Catholic students coming from a parish without a school
 - b. Catholic students coming from a parish that has closed its school enrollment
 - c. Catholic students coming from another parish school for other reasons
 - d. Non-Catholic students

Documents for Admission:

1. Birth certificate
2. Baptismal Certificate (regardless of parish)
3. Students in grades kindergarten to 8th grade - A copy of their official transcript, current report card, and any other pertinent academic information must be forwarded from the previous school or school district if the student was homeschooled.
4. Inform the school of any testing (psychological, physical, learning disability, etc) that has been done for the child. Information will be held in confidence.
5. Age appropriate grade level testing may be required for students seeking admission.
6. Non-refundable Registration Fee must be paid at registration
7. Complete physical examination report is due before the first day of classes.
8. Current immunization certificate is required at time of registration

Immunization:

The policy of the Archdiocese of Philadelphia with respect to vaccinations, requires all children to be vaccinated against a wide variety of diseases. Exceptions are not granted, except for medical reasons and requires an original signed note from your child's doctor. (*Archdiocese of Philadelphia: Policies and Procedures, Immunizations p. 1*).

Immunizations Required for All Grade Levels:

1. Diphtheria and Tetanus- three dose initial series and a fourth dose administered on or after the child's fourth birthday.

2. Polio- three or more dose series.
3. Measles, Rubella and Mumps- first dose administered at 12 months of age or older, and a second dose of measles vaccine preferably administered as a combination. This is required for all children grades one through 12.
4. Hepatitis B- three properly spaced doses.
5. Chicken Pox- required.

Age Requirements for Admission

Saints Peter and Paul follows the West Chester Area School District age requirements for admission.

1. All kindergarten students must be five years of age by September 1
2. All first grade students must be six years of age by September 1
3. All Pre K 4 students must be four years of age by September 1
4. All Pre K 3 students must be three years of age by September 1

Registration for New Students - October 1st

1. Registration for Siblings of Current Students - October 1st. .
2. Re-Registration for Current Students is required annually the first two weeks of October.
3. Open Enrollment: November 1st
 - There is a non-refundable fee due at the time of registration

ACADEMICS

Curriculum

- Saints Peter and Paul School prepares its students to be the leaders of tomorrow grounded in faith. We follow the curriculum guidelines of the Office of Catholic Education of the Archdiocese of Philadelphia. These guidelines were created through a partnership with the International Center for Leadership in Education. Click the link to view the curriculum in its entirety. <https://aopeatholicschools.org/elementary-schools/curriculum/>

Academic Assessments

- Student performance is assessed on a daily basis. A variety of formative and summative assessments are part of the overall grade report card grade.
- Assessments can and are not limited to include: individual and group projects, writing assignments, participation, student performance, oral presentations.

Standardized Testing

- The Terra Nova Test is an achievement test commonly given to students in grades K- 7 in March. It measures achievement in reading, mathematics, and other areas. The Terra Nova standardized testing program helps to evaluate the progress of each student and provide class and school norms. Testing results are kept on file in the office and a copy is sent to the parents. **If a student is away the week of Terra Nova testing, he/she will not be able to make it up.**

Homework

- Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class, enrich, and provide a variety of experiences that strengthens skills. Homework

includes both written and study assignments and encourages students to become self-reliant and self-directed.

- Parents are encouraged to check that assignments are completed each night, to sign graded assignments/assessments, and to provide a quiet and monitored environment at home conducive to completing homework.

Daily Homework

- The school realizes that teachers, students, and subjects vary. The following time per night is suggested for homework by the Archdiocese of Philadelphia; this includes both written **and** study assignments:

Kindergarten - 15 minutes

Grades 1 and 2 - 30 minutes

Grades 3 and 4 - 60 minutes

Grades 5 and 6 - 90 minutes

Grades 7 and 8 - 120 minutes

Obtaining Homework When Absent from School

In the event of absence or suspension, all homework and missed assignments are to be made up within five (5) school days. If a student is absent, parents should call the main office for homework before 8:30 AM. The office needs to know how and who is collecting the homework. If homework is requested, it may be picked up outside the main office on the table after 2:00 PM or sent home with another student.

It is not the teacher's responsibility to gather homework assignments for students who are going on a vacation. Students will make up assignments/assessments when they return to school. Family vacations should not be scheduled on school days. Making up tests, projects, and assignments after a vacation can be stressful to a student.

Grades

- Grades are calculated from a variety of assessments: tests, quizzes, projects, written assignments, oral presentations, individual and group projects, home and school assignments completed to the best of the child's ability and completed on time.
- *OptionC* is the platform the school utilizes to record grades online. Passwords and temporary user names are given out at the beginning of the school year. It is the responsibility of the parent and child to use this tool as one way to monitor progress.
- Individual concerns or requests may be addressed in collaboration with the teacher(s). Communication through phone, email or conference is important to the success of the student.

Progress Reports/Conferences

- Progress Reports are communicated to the parents mid way through each trimester. In October, parents and teachers meet for conferences to discuss their child's overall academic, social, emotional, and behavioral progress.
- Spring Conferences are scheduled at the discretion of the parent and/or teacher. Conferences benefit the child and the communication between parent and teacher.

Report Cards

These are communicated home to the parents and child three times a year in December, March, and

June. Report cards will be in an envelope that is to be signed and returned. Report cards will be held for any student whose financial obligations are not current. If this is to occur, you will be notified by the principal.

OptionC

- This online platform is used for:
 - emergency alert system
 - General communications from principal
 - Announcements for early dismissal, 2 hour delay, and school closure
 - New families (parents and students) are given user names and passwords for OptionC.
 - Grades are accessed using personal user and password
 - It is strongly advised parents and students 4th grade -8th view log into OptionC weekly to track grades.
- *It is the responsibility of the parents to maintain their updated contact information in order to receive communications: change of name, address, phone numbers.*

Graded Assignment Folder

- This is another way the school communicates the students progress to the parents
- Students in grades K-8 will receive “Graded Assignment Folders”
- It is the responsibility of the parents to review each assignment with their child and sign each assignment on the front page (please do not initial)
- These must be returned on the due date.
- No copies of any assignments is permitted

Final Examinations and Performance Assessments

- These are developed at the local level and/or by a curriculum committee of the Archdiocese and are used as one of the grades for the last trimester. During the school year, students in grades K-7 participate in the Terra Nova standardized testing program which helps to evaluate the progress of each student and provide class and school norms. Testing results are kept on file in the office and a copy is sent to the parents.

Non-Promotion of Students

Careful assessment of a student’s performance and ability must be considered before retention is recommended. The administrator and teacher will seek the assistance of the school’s Instructional Support Team in making a decision to retain. Parents will be informed and be part of the decision to retain process. Conferencing and consistent communication with all parties must be maintained. Decisions will be made in May of each year. Every effort is made to reach a decision that will be in the best interest of the child.

Math Levels in Grades 4th through 8th

Honors Math (Algebra I) – The Algebra I Honors Course is designed to provide students with an in-depth level of instruction at a rigorous and accelerated pace. It is an intense program that includes all topics taught in Algebra I as well as additional enrichment topics found in Algebra II Curriculum.

Criteria for Honors Math Program

- CSI Score: 125 or above (Found on the In-View of the Terra Nova Test)
- Terra Nova Test Scores:
 - Reading in the range of the 85th percentile
 - Math above the 90th percentile
- Math Grades on Report Card: 90 or above
- End of level math assessments: 90 or above
- Teacher Recommendation

The Algebra I Advanced Course provides a formal development of the algebraic skills and concepts necessary for students to succeed in advanced secondary leveled courses. This course guides students into algebraic problem solving and critical thinking skills.

Criteria for Advanced Math (Algebra I)

- CSI Score: In the range of 115 (Found on the In-View of the Terra Nova Test)
- Terra Nova Test Scores:
 - Reading above the 80th percentile
 - Math above the 80th percentile
- Math Grades on Report Card: 85 or above
- End of level math assessments: 80 or above
- Teacher Recommendation

Fundamentals of Algebra (On-Level Math) - The Fundamentals of Algebra I Course will focus on giving students a thorough understanding of the basic concepts in algebra. The objective is to prepare them with confidence to undertake further studies in algebra and geometry at the secondary level. *Students placed in the Fundamentals of Algebra I program have not met the criteria set for the Advanced Math Program.*

ACADEMIC SUPPORT

The Chester County Intermediate Unit (CCIU) provides support staff and consultation services to Saints Peter and Paul School. Reading, Speech and Language, Math and Guidance services are available to the students. In addition, Saints Peter and Paul School employs additional learning support specialists for students who need academic support.

- **Instructional Support Teams (IST)**

Saints Peter and Paul School uses an IST model when addressing a student's learning or behavioral needs that are impeding a child's progress in school. IST uses a team approach to identify academic and/or behavioral needs, develop strategies of support, and implement intervention strategies through a continuum of services. A team meeting may be requested by a teacher or parent. The IST team consists of parents, teachers, support teachers, and principal. This meeting is required if a formal psycho-educational evaluation by the West Chester Area School District is recommended. The team approach is key in providing a learning plan tailored to meet the needs of the individual child.

INNOVATIVE LEARNING CENTER (MECI) is available to all students. Students in K - 3 will visit the center once a week.. The school librarian/teacher will facilitate the signing in and out of books with the students. Students are responsible for the care of books and must reimburse the school if a book is lost or destroyed.

GENERAL SUPERVISION on CAMPUS

- The School grounds generally are supervised during school hours, from arrival time until dismissal time, when school is in session. There also will be general supervision in connection with school-sponsored activities, such as extracurricular events. Student stay with their parents at dismissal time on car line
- Parents/guardians are responsible for ensuring that they and their children are not on the premises during other times. Saints Peter and Paul School has no responsibility for students or parent(s)/guardian(s) on the premises during unsupervised times.

DAILY SCHEDULE

Morning CARES

- 7:00 am -7:45 K-8
- 7:00 am -8:30 am PreK

Arrival bus/car (K-8) 7:50 am-8:00 am

DEAR time 8:00 am until prayers begin (drop everything and read)

Class for K-8 begin at 8:20 am

PreK arrival 8:30 am

Lunch (PreK-K-1-2) 11:30 am-12:00 pm. Recess (K-1-2) 12:00 pm-12:25 pm

Lunch (3-4-5) 12:00 pm-12:25 pm. Recess (3-4-5) 12:25 pm-12:50 pm

Lunch (6-7-8) 12:25 pm-12:45 pm. Recess (6-7-8) 12:00 pm-12:25 pm

PreK dismissal 2:30 pm

PreK CARES 2:45pm-6:00pm

Prayer for dismissal 2:40pm

Dismissal (K-8) 2:45pm

CARES Program begins PreK-8, 3:00pm

CARES Program ends 6:00pm

TRANSPORTATION

Arrival

Prekindergarten students arrive at 8:30 am

- Drop off and pick up is by parent/guardian only.
- We ask your cooperation in parking in the lane closest to the basketball hoops

- Prekindergarten students will be walked by their parents/guardian and met by their teachers. Please hold your child's hand
 - Pre K 3 students meet their teacher by the school front doors
 - Pre K 4 students meet their teachers by the side door near the preschool playground.

Kindergarten – Grade 8 students arrive 7:50 am - 7:55 am

- When dropping your child off in the morning, enter at the traffic light on Boot Road at Wilson Blvd intersection and use the car and bus drop off line in front of the school.
 - If your child is feeling anxious and having a hard time separating from you, park your car and walk your child to the front door of the school building.
- **Lateness:** The school day begins at 8:00 a.m. All children who arrive after 8:00 AM will be considered and marked late unless there was a bus issue.

Dismissal

Prekindergarten Students Dismiss at 2:25 pm

- We ask your cooperation in parking in the lane closest to the basketball hoops
- Please walk to the front doors of the school to meet your child and hold your child's hand
- Buses are arriving at this time so use caution when crossing the parking lot.
- Pre K students will go to CARES if their parent is not at dismissal. Parents are responsible for the CARES fee.

Kindergarten – Grade 8 dismissal is at 2:45pm.

- When picking up your child, the car lines form in the traffic lane directly in front of the Main School Entrance and the lance parallel to the church. Children who depart by car are dismissed first. Children are not permitted to meet you in the parking lot outside of the car line.
 - Children who are bus riders walk to their buses with their classmates. The buses usually leave the parking lot around 2:55pm.
 - Both car riders and bus riders are led to their respective areas by a faculty or staff member.
- **Families picking up their children in the car line are asked not to congregate in the parking lot during dismissal or after dismissal. Children playing in the parking lot are at risk of the buses trying to drive through the parking lot to leave.**
- ** If a parent/guardian is late picking up their child, the child will go to CARES. Parents will be responsible for the CARES fee.**

Bus Transportation: Several school districts provide transportation for our students, the majority with Krapf Bus Company.

- Bus Transportation request form needs to be completed each year and returned to the Saints Peter and Paul School Main Office.

- The school secretary will send all request forms to the school districts.
- In late August/early September, you will receive a Bus Letter Report informing you of your student's bus stop as well as pick up and drop off times.
- Questions regarding transportation can be directed to the School District Transportation Center (For the West Chester School District, call 484-266-1000 Ext. 3.) You will also need to go on to the Transportation's website and fill out their online bus form for this action to be completed.
 - **Behavior on Buses**
 - Students are expected to conduct themselves in an orderly manner while waiting for and riding the bus.
 - They are to remain in their seats at all times, show respect to the driver, and observe all safety regulations.
 - Violations will be handled by the District Transportation Director with the support of the school.
 - Students may sit in only their assigned buses at all times and wear masks at all times according to the Federal transportation mask mandate.
 - A written note to the teacher is required if a change in dismissal plans are necessary.

Early Dismissal of a Student: Permission for doctor and dentist appointments should be requested in writing and presented to the Principal and the homeroom teacher. For your child's safety, requests for changes in dismissal or transportation must be IN WRITING (no phone calls, please!). Parents must come in the front doors to the Office window and sign to pick up their child for early dismissals. Once the student arrives at school, they may not leave school grounds without explicit permission of the Principal and parents.

EMERGENCY PROCEDURES - Emergency Closings / Delayed Opening /Early Closing

Information will be communicated via OptionC through email, text, and voicemail. This includes early dismissals as well as inclement weather-related school closings.

- **School Closing** - Saints Peter and Paul School will follow West Chester Area School District for inclement weather-related school closings.
 - All students PreK -8 will be learning virtually (using Google Meets) from 8:30 am-12:00 pm if the school is closed due to weather. All students are expected to be in school virtually and will be marked absent if they are not online. Disciplinary action will be taken for students who do not attend virtual school.
- **2 Hour Delay -**
 - **Arrival**
 - K-8 Students arrive 9:50-10:00 am
 - Pre K Students arrive at 10:30 am
 - Morning CARES on delayed opening days begins at 9 a.m.

- **Buses**
 - Each public school district reports a delay individually. When the school district in which you reside is on time, and SSPP School is on a 2 hour delay, your school district will not provide transportation for the delayed opening.
 - Parents must provide transportation for their child to school, however transportation will be provided by the school district in the afternoon.
 - Students in the districts running on a delayed schedule may wait for their buses and arrive at school late.
- **Early School Closing Because of Severe Weather**
 - Dismissal may occur several hours earlier than normal. Every effort is made to avoid these types of situations. It is the public school districts who decide when and if the buses will arrive for an early dismissal. Safety is always their first consideration.
 - We will use OptionC to communicate (email, text, voicemail).
- * **Prepare Your Child for a Early Closing**
 - It is the parents' responsibility to review with each child what to do and where to go in case of an early dismissal.
 - If the school district is closing early then the students will be dismissed as their buses arrive. OptionC will use the emergency numbers the parents have provided to alert parents.

Safety Drills

Fire drills are conducted on a regular basis. When the alarm bell rings, the students are instructed to leave the building silently, quickly and according to directions posted in each area and given by the teacher. Failure to cooperate is considered a serious matter.

Shelter in Place drills are conducted in cases of severe weather. Students go to the interior hallways away from windows.

Evacuation drills are conducted in cases of an incident requiring the evacuation of the school building. Students leave the school building to a designated area away from the school campus.

Lockdowns are also conducted during the school year. The two types of lockdowns are internal and external. Students remain in lockdown mode until the Principal makes an announcement indicating the drill is over.

Internal lockdown would occur if a dangerous person or animal were inside the school building. Internal lockdown drills require all classroom and hallway doors to be locked. All classroom shades are pulled down and the students gather together in a secluded area of the room. Students are silent during an internal lockdown.

External lockdown would occur if a dangerous person or animal is outside the school building. External lockdown drills require all students who are outside to return inside

immediately. All classroom shades are pulled down. The school doors are always locked from the outside, therefore everything inside the building proceeds as usual. No one is permitted to leave the building during a lockdown situation.

CLASS CELEBRATIONS for HOLIDAYS

- Halloween PreK-8
- Christmas - red and green dress down, board games, class movie, craft, book exchanges, service project for older grades.
- Valentine's Day – cards only in appropriate grades (PreK-3)

** Food - Acceptable snacks are: ice pops, Italian Water Ice, vegetable and fruit trays as well as soft pretzels and popcorn. The food items depend upon the food allergies in the room.

SNACK/LUNCH/RECESS

Students have a designated time each day for a mid-morning snack. Soft pretzels can be purchased through Saints Peter and Paul School online account or by cash/check. Students should bring a snack if not purchasing a pretzel. Eighth Grade ONLY may purchase snacks from the cafeteria at 10:10 am.

Parents need to set family policies regarding what a student can and cannot buy in the cafeteria. If needed, limitations on purchases can be communicated to Aramark. Volunteers must have proper clearances in the office before helping.

Lunch Menu: can be accessed each month on the school website.

Debit Lunch Account:

- The cafeteria is managed by Aramark with meals available for purchase each day of the week. The meal cost and a la carte items are available at posted prices on the school website.
- Parents create a debit account for each student by depositing cash or check. The funds are available to the student when purchasing items in the cafeteria.
- Checks are payable to Saints Peter and Paul School Lunch program and all payments (cash especially) must be enclosed in an envelope marked with the student's name and grade.

Lunch Pin Number: All transactions are by pin code which is their student number. This number is assigned to new students in September.

Lunch Payments can also be made via <https://payschoolscentral.com/#/user/login> All account purchases and balances can be viewed at no-charge. Parents are asked to monitor the student's accounts to avoid low balances. Parents will be notified via email when the account balance is low.

Lunch Policies:

1. If a child forgets to bring lunch, a snack will be provided.
2. Students who bring their lunches should not have any glass containers in their lunch boxes.
3. Name, grade and classroom should be placed on all lunch boxes.
4. Forgotten lunches are to be left at the reception desk with the name and grade of the child clearly marked on the container.

5. Each student is expected to practice manners suitable for a dining room. pleasant are:
 - a. Observe good table manners and remain seated while eating.
 - b. Give respect and show cooperation to the adults.
 - c. Leave the surrounding area clean and orderly, throwing out trash in appropriate containers
 - d. Remain seated until the class is called for recess.
 - e. Use inside voices at all times.
 - f. Push in your chair and clean your area

Recess: takes place outside whenever possible, usually on the field or on the playground behind the school. Sports balls are available for play and intramural sports are available for grades 3 to 8. In the winter, recess takes place on the black top in front of school if there is snow on the field.

Recess Behavior

1. After dismissal by principal/teacher, students are to walk to the designated play area.
2. Appropriate playground behavior is expected of all students. Physical contact with another student in any form is strictly prohibited. No student is permitted to go into the building during lunch unless they need to see the nurse.
3. School employees and parent volunteers will be on the playground during lunch recess. Students are to report any inappropriate behavior to a supervising adult.

Recess Area Rules

1. Fighting/bullying is forbidden, and may result in consequences beyond regular disciplinary action.
2. Unkind behavior and/or foul language will not be tolerated.
3. No fence climbing, snowball, stick, stone, dirt, mulch throwing is permitted.
4. Assigned play areas are to be used at all times.
5. Students may not leave the play area to retrieve a ball without permission of the teacher on duty.
6. The play yard is to be kept clean and free of trash at all times.
7. When the bell rings, all students are to go to their assigned lines.

****Failure to comply with the lunch and recess rules and an evident lack of respect towards lunch and playground moderators will result in disciplinary action.**

BIRTHDAYS

- A birthday is an important occasion for children, and the school helps to make their day special during morning announcements.
- Food treats, balloons, gift bags are not permitted.
- Invitations may not be distributed in school
- Students are invited to dress down on their birthday or half birthday.

FIELD/CLASS TRIPS

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. A class trip is a privilege, which can be taken away if a teacher deems it appropriate.

- There will be no overnight field trips or activities that Saints Peter and Paul deems to be high risk.
- Parent(s)/guardian(s) must provide written permission in order for their child to participate.
- A field trip parent consent form will be provided for each occasion, to be signed by the parent(s)/guardian(s) and submitted by the student.
- A student may be denied participation in the event if the required school permission form is not returned or properly executed.
- Telephone calls will not be accepted in lieu of the required school permission form. A signed fax will be accepted.
- Student behavior on field trips should be appropriate.
- Chaperones are required to follow guidelines set up by the teacher so as to ensure uniformity.
- Saint Peter and Paul does not afford insurance protection to any individual who would provide transportation on a field trip.
- Furthermore, an individual providing transportation on a field trip may be held legally responsible in the event of injury. Therefore, Saints Peter and Paul has determined that bus transportation is required for all trips.
- All chaperones must agree to refrain from purchasing and /or drinking alcoholic beverages while chaperoning any students at any school activity whether on or off campus.
- Schools are held to a very high legal standard and those who are employed by and/or who volunteer their services in supervising children must avoid even the appearance of impropriety.
- Field Trips in 2021 part of school year will mostly be outside

CHAPERONES Chaperones must have all the proper security clearances including : PA Criminal, Child Abuse, Mandated Reporter and the Safe Environment Class “Protecting God’s Children” to be able to participate on a field trip. The teacher will determine the number of chaperones needed for the trip. The teacher will check with the school office before the trip to make sure each chaperone has the proper clearances.

- **Responsibilities**

- The chaperone must accompany his/her group at all times.
- No child should be left alone at any time on the trip.
- Children should go to the bathroom, etc. in a group of at least two students with an adult.
- Any change in plans or destinations should be reported to the teacher in charge.
- Children should be reminded not to talk to strangers.
- When your group leaves a facility, please make sure that everything is left in the order in which it was found.
- Children may not change their assigned chaperone without the consent of the teacher in charge.
- If a chaperone is in doubt about the health or safety of a student in his/her care, it is the responsibility of the chaperone to check with the teacher in charge.
- Chaperones may not deviate from the specific destination of the field trip. You are there to assist the teacher.
- Alcoholic beverages are not permitted to be consumed while on the trip.

UNIFORM DRESS CODE

NEWThe school is transitioning to the new uniform beginning Fall of 2021. The original green and brown plaid uniform cannot be mixed or matched with the updated 2021 uniform. Please note that FlynnO'Hara no longer carries the original uniform. SSPP will**

fully transition to the new uniform by August of 2023.

The Saints Peter and Paul School uniform dress code creates a sense of school spirit, unity, and a relationship between personal dress and personal attitude. Students are encouraged to dress with pride and respect in themselves and SSPP. Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. Personal appearance that constitutes a distraction is not permitted.

Not in Compliance With Uniform Code

- Saints Peter and Paul School is the final judge on the suitability of attire and/ or appearance.
- The first time a student is not following the Dress Code, the students will receive a warning and the principal will contact the parents.
- The 2nd violation will result in the child going to the office and waiting until their parent brings their correct uniform.
- Continual violation of the Dress Code (3rd time or more) will result in conference with the parents/child and a detention for students in grades 6,7,8.

Out of Uniform Due to Necessity

- If at any time during the year a legitimate exception in uniform/uniform shoes is necessary, a note of explanation **must** be sent to the Principal. This note should indicate the expected date by which the student will return to the proper uniform/shoes.
- If a child has a medical reason for wearing non-uniform shoes, a signed original note from the child's doctor must be sent to the Nurse's Office and the Principal.
- Students out of uniform without a written note from their parents/doctor, will be sent to the office and the parents will be called to bring the proper clothing/shoes.

School Uniform Supplier: Uniforms are to be purchased through Flynn and O'Hara, located in the Festival Shopping Center, 428 W. Lincoln Highway in Exton. Tel: 610-594-1970.

Uniform by Grade

Pre - Schoolers

- Ash grey gym t-shirt with logo
- Ash grey long sleeved t-shirt with logo (optional)
- Hunter green micromesh nylon gym shorts with logo (Fall/Spring only)
- Oxford sweatshirt with logo (optional)
- Hunter green sweatpants with logo
- Plain white crew/ankle(no show socks are not permitted)
- Sneakers required

Girls in Grades K-3

- Year Round Uniform
 - Green, navy, and white plaid drop waist jumper
 - White short or long sleeve peter pan collar blouse

- Green v-neck cardigan with logo (optional)
- Green knee-hi socks, green tights, plain solid green leggings with green ankle /crew socks
- On high-temperature days, students can wear the uniform gym shorts and ash gym t-shirt with school logo. This is at the discretion of the principal.
- Shoes
 - Buc School Issue, Freeman Tuft, or Merrell Jungle Moc (no Sperrys).
 - See Flocco's chart below

Girls in Grades 4-8

Fall/Spring Uniform

- Green plaid wrap-around kilt (length must be no more than 4 inches above the crease on the back of the knee)
- White banded bottom shirt with logo (short or long sleeves)
- Green knee-hi socks, green tights, plain solid green leggings with green ankle socks
- On high-temperature days, students can wear the uniform gym shorts and ash gym t-shirt with the school logo. This is at the discretion of the principal.
- Winter Uniform
 - White button down collar shirt (short or long sleeves)
 - Green v-neck pullover sweater or vest with logo (required)
 - Green knee-hi socks, green tights, plain solid green leggings with green ankle/crew socks
- Shoes
 - Grades 4-8 shoes: Sperry Blue or Buc School Issue or Freeman Tuft.
 - Sperrys must be plain, leather, and tan in color.
 - See Flocco's shoe chart

Boys K-8

Fall/Spring Uniform

- Charcoal pants
- White polo (short or long sleeves)
- Black/brown reversible leather belt (required)
- Green crew socks
- On high-temperature days, students can wear the uniform gym shorts and ash gym t-shirt with the school logo. This is at the discretion of the principal.
- Winter Uniform
 - Charcoal pants
 - White button down collar shirt (short or long sleeves)
 - Green plaid tie (required) (clip-on or self-tie)
 - Green v-neck pullover sweater or vest (required)
 - Black/brown reversible leather belt (required)
 - Green crew socks
- Shoes
 - Grades K-3 shoes: Buc School Issue, Freeman Tuft, or Merrell Jungle Moc (no Sperrys)
 - Grades 4-8 shoes: Sperry Bill Fish or Buc School Issue or Freeman Tuft
 - Sperrys must be plain, leather, and tan in color.

- See Flocco’s shoe chart below

Gym Uniform Girls/Boys K-8

- Ash grey gym t-shirt with the school logo
- Ash grey long sleeved t-shirt with logo (optional)
- Hunter green micromesh nylon gym shorts with logo (Fall/Spring only)
- Oxford sweatshirt with logo (optional)
- Hunter green sweatpants with logo
- Plain white crew/ankle socks (no show socks are not permitted)
- Sneakers required

Free Dress Days (Formerly “Dress Down Days”)

- Throughout the school year, there will be “Free Dress Days” for specific occasions. On these days the students have the option of not wearing the uniform.
- These days are a privilege and all students are required to follow the dress guidelines.
- Parents will be called to bring the appropriate clothes to school if the student does not follow the guidelines. The school is the final judge on the suitability of attire and/or appearance on Free Dress Days.
 - Jeans are acceptable. They should be neat and without holes.
 - Shorts must be a modest length
 - Skirts must be the same length as the uniform skirt (no more than 4 inches above the crease on the back of the knee).
 - Shirts must be short or long sleeves and not have inappropriate logos or images
 - No tank tops, spaghetti straps, bare midriff, or bare shoulders
 - No yoga pants or leggings
 - Due to safety: no flip flops, open-toe shoes, slippers or shoes that look like slippers, or platform shoes are allowed.
 - No flannel bottoms or PJ bottoms
 - No dangling earrings
 - No jewelry except religious medal
 - No makeup
 - Hats are not permitted
 - No Smart Watch
 - Nail polish permitted in pale or neutral colors

Hair, Make-Up, Shoes, and Jewelry

Hair must be kept clean, neat, and properly groomed. Boy's hair should be above the shirt collar in the back and above the eyebrow in the front. Fad haircuts and colors are not acceptable. Natural hair color should not be altered with dye or a rinse. Hair accessories should be kept moderate.

Make-up is not permitted. Perfume, hairspray, or cologne may not be brought to school.

Jewelry

- Boys may not wear earrings
- Girls may wear post earrings and no more than one earring per ear.
- No hanging or hoop earrings
- No rings
- A small religious medal or cross on a chain can be worn inside the uniform shirt
- No smart watch, electronic wrist device may be worn by any student

Fake fingernails or tattoos are not permitted.

Shirts are to be tucked in at ALL times.

Nail polish is permitted for girls in pale or neutral colors only. Nail polish should be kept neat and not chipped.

Art smock Tip for Pre K or K: When sending in an Art smock make sure it is an extra-long shirt that covers most of the uniform. The plastic smocks or smaller shirts do not cover the full uniform. Art mishaps can ruin uniforms.

Shoes

School shoes may be purchased at Flocco's. There will not be a shoe sale at Saints Peter and Paul School. Shoes may be purchased online or in-store.

School shoes may also be purchased from FlynnO'Hara or other retailers if they match the styles shown above.

SHOE STYLES			SIZES	PRICE
Freeman Tuft Tan scuff	Children		10 - 6	49.00
Freeman Tuft Tan scuff	Adult		6 1/2 - 13	55.00
Merrell	Children K - 4		10 to 6	49.00
Buc School Issue/ Academy	Children		10 - 6	49.00
Buc School Issue/ Academy	Men / Women		6 1/2 - 15	55.00
Sperry Blue Fish	Women		5 to 12	75.00
Sperry Bill Fish	Men		7 to 15	89.00
Sperry Fish kids	Children		10 to 6	From 55.00

LOST and FOUND

- Parents should put their child's last name on ALL removable items (clothing and lunch bag) to avoid being lost.
- Any lost and found items will go to the office and remain there for only one week.

ATTENDANCE

Lateness and/or irregular attendance interferes with students' academic progress.

- Repeated absences are a serious problem and disrupts continuity of the educational process. The benefit of regular classroom instruction, once lost, is never regained and will result in a parent

conference with the Principal where conditions for remaining in our school will be advised. Parents are asked to be very attentive regarding this policy that allows students to remain home only for illness or urgent reasons. A county social worker or truancy officer may be contacted when absences are extreme.

Absences

- A student who has been absent from school, is required to present a written excuse note from the parent or guardian. The note needs to include the reason for the absence and the dates the child was absent. These notes are kept on file for one year. If the school has a question about the absence, the school principal may contact the parents.
- **An original note signed by the child's physician is required after a child is absent for three or more days of school.**
- Students that miss excessive school days without a physician's original signed note for a medical reason, are considered truant and subject to dismissal. The local public school district will be notified of dismissal for truancy and that the child is no longer on the school roll.
- School work missed through absence should be made up when the student returns.
- Grades K-3: parents should contact the teachers about the missed work to be made up.
- Grades 4-8: It is the students responsibility to make arrangements with the teacher to make up missed work.

Doctor and Dental Appointments Please make dental and doctor appointments after school hours, if possible. A written request from a parent/guardian is required for an early dismissal. No student will be permitted to leave school without written permission. Please come to the main office to pick up your child and sign them out.

Early Dismissal - Individual Students If a student needs to be dismissed early for a serious reason, s/he must have written notification from the parent/guardian. The homeroom teacher will forward the note to the office. If there is a change in the dismissal plan about which your child has no knowledge, please call the office no later than 2:00 pm. No parent or unauthorized person is to go to the student's classroom.

Lateness

- A student who reports to school after the last bus arrives at 8:00 is considered "late" for school. The student must report to the Main Office to receive a late admittance notice. Repeated lateness will be addressed by the administration and a conference with the parent will be scheduled..
- A student who has been absent must present a written excuse, signed by a parent, stating the exact dates of and specific reasons for the absence.
- A conference with the principal and the parents will be scheduled for students who are chronically late to school.

VACATIONS/TRIPS

Diocesan policy indicates that a vacation be scheduled so as not to interrupt the continuity of learning. A vacation absence will be indicated on the attendance record. Trips and vacations should be scheduled to coincide with school holidays. Teachers are not responsible to assign work before trips and are not expected to re-teach the material missed while the student is on

vacation. School work will be completed upon the student's return to class. Students will not be permitted to take final examinations early.

ATHLETICS Saints Peter and Paul participates in the CYO interscholastic athletic program. All students of the parish are invited to participate in seasonal sports programs at varsity (Grades 8th, 7th) and junior varsity (Grades 6th, 5th, 4th – as needed) levels. The CYO is a self-supporting organization that is independent from the school.

EXTRACURRICULAR ACTIVITIES Saints Peter and Paul School encourages student participation in extra-curricular interests which enhance their student experience.

Band	Reading Olympics	TV Studio Production Team	
Performing Arts	Soccer Shots	Book Club	Intramural Sports
Choir	LEGO Club	Girl and Boy Scouts	Literary Magazine

STUDENT COUNCIL The purpose of Student Council is to provide students with the opportunity to be actively involved in the direction of the school development and to experience forms of government and decision-making.

- Inappropriate behavior, lack of school work/homework, demerits, etc. could eliminate a student from running for a Student Council position.
- All students in grades 4-8 participate in the election of officers.
- Co-Presidents, Vice President, Secretary, and Historian. Each nominee will give an oral speech before elections.

The following are qualifications to run for an officer's position:

- No failing grades in any subject
- No 1s or 2s on the report card including all special subjects, effort and study skills, and personal and social growth
- A written speech approved by the Principal and Student Council Moderators
- Exhibits positive and appropriate behavior at all times
- Good role model for fellow students

Grades 5-8 elect homeroom representatives who attend Council Meetings.

Class Representatives for Grades 5-8 Each homeroom will elect one student from their homeroom to be the class representatives. Each nominee will give a speech in their homeroom before elections.

LITURGY As a Catholic School, Saints Peter and Paul places great emphasis on the prayer life and spiritual development of all members of the school community. The school day begins and ends with prayers. Classes take turns going to weekly mass. Every First Friday and on special seasonal holidays, the entire student body celebrates Mass together and parents are encouraged to attend.

CALENDAR A yearly calendar is posted on the school website at the end of the previous year and at the

beginning of the current year. It may be updated.

CARES Saints Peter and Paul School offers a before and after school CARES (Children Are Receiving Extended Services) Program. Information and registration is available on the school website. Students must register to attend.

- Ms. Jennifer Peacock is the Director of CARES. jpeacock@sspeterandpaulrc.org

CARE OF BOOKS AND PERSONAL ITEMS It is the student's responsibility to have all books covered at all times. Books must also be carried to and from school in a school bag and kept in a proper place during the school day. Lost books or books which have been damaged beyond use by a student must be paid for in the school office before final examinations may be taken.

CARE OF SCHOOL PROPERTY The physical appearance and cleanliness of our school is a source of great pride. Every child is responsible to maintain this cleanliness at all times. This responsibility extends to school books, desks, interior of classrooms, halls, lavatories, cafeterias, and schoolyard. Any student responsible for destruction of school property will be disciplined by the school principal.

RELEASE OF A CHILD and CUSTODY

Parents are asked to inform school personnel when legal custody of the child(ren) resides with one parent.

The school must be provided with a current copy of the custody decree. Saints Peter and Paul School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child.

If there is a court order specifying that there is to be no information given, **it is the responsibility of the custodial parent to provide the school with an official copy of the court order.** This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises. Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student.

Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters. Saints Peter and Paul School requires parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition, as follows:

Custodial Parent/Guardian Agreement

We are the parents/guardians who have legal custody over [_____]. No other person has such a right. Only we are legally entitled to make decisions concerning the education of [_____]. We agree that no other person is entitled to participate in the issues surrounding [_____]'s attendance at school, including participation in school meetings. We agree that no other person is permitted to attend a school meeting, and the school will not conduct a meeting unless only both or one of us (if we

so agree beforehand) is present. We understand that separate meetings for each of us will not be held.

Recognizing that requiring the school to provide duplicate copies of school grades, notices, and other related educational materials and notices is administratively burdensome, we agree that the school is required to send only one set of such materials to the parent/guardian identified below, and that we retain the responsibility of communicating such information to each other. We understand that the school is not required to send such material to any other person.

We also notify the school that, as indicated below on the dates listed, [_____] may be released to me(us) at dismissal. [_____] may be picked up before dismissal when necessary to do so as identified below on the days listed. In an emergency, or when we cannot be reached, [_____] may be released to those persons whom we have identified on the emergency contact card. We agree and represent that these dates below reflect when we have physical custody of [_____] as reflected in the custody order and/or custody agreement we have provided to Saints Peter and Paul School.

We agree that we are responsible to pay tuition in accordance with the school's tuition payment policies, including Saint Peter and Paul's refund policy, if applicable. We agree that we are jointly and independently responsible to pay tuition and that our failure to pay tuition constitutes grounds for the dismissal of our student.

Signature of Custodial Parent/Guardian(s) _____

PRINT the custodial parent/guardian who will pick up on the days of the school week, and times, when you may pick up child/children, and the child/children's first and last name.

Circle Day Name of Custodial Parent Time Picked Up Child's Name

Circle Day	Name of Custodial Parent	Time Picked Up	Child's Name
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Signature of Custodial Parents/Guardians

Signature

Signature

Print first and last name

Print first and last name

a. Legal Custody

Parents are asked to inform school personnel when legal custody of the child(ren) resides with one parent. **The school must be provided with a current copy of the custody decree.** Saints Peter and Paul abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, **it is the responsibility of the custodial parent to provide the school with 15 of 40 an official copy of the court order.** This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises. Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters. The School requires parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition, as follows:

We are the parents/guardians who have legal custody over [_____]. No other person has such a right. Only we are legally entitled to make decisions concerning the education of [_____]. We agree that no other person is entitled to participate in the issues surrounding [_____]'s attendance at school, including participation in school meetings. We agree that no other person is permitted to attend a school meeting, and the school will not conduct a meeting unless only both or one of us (if we so agree beforehand) is present. We understand that separate meetings for each of us will not be held.

Recognizing that requiring the school to provide duplicate copies of school grades, notices, and other related educational materials and notices is administratively burdensome, we agree that the school is required to send only one set of such materials to the parent/guardian identified below, and that we retain the responsibility of communicating such information to each other. We understand that the school is not required to send such material to any other person.

We also notify the school that, as indicated below on the dates listed, [_____] may be released to me(us) at dismissal. [_____] may be picked up before dismissal when necessary to do so as identified below on the days listed. In an emergency, or when we cannot be reached, [_____] may be released to those persons whom we have identified on the emergency contact card. We agree and represent that these dates below reflect when we have physical custody of [_____] as reflected in the custody order and/or custody agreement we have provided to the school.

We agree that we are responsible to pay tuition in accordance with the school's tuition payment policies, including the School's refund policy, if applicable. We agree that we are jointly and independently responsible to pay tuition, and that our failure to pay tuition constitutes grounds for dismissal of our student.

Signature _____

List all days of school week, and times, when you may pick listed child(ren)

Signature _____

List all days of school week, and times, when you may pick listed child(ren)

Name of Parent/Guardian To Receive School Materials _____

b. Release of a Child

A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. The Court Order/Custodial Agreement is placed in a confidential file.

for students with severe or life-threatening food allergies. Children's health increasingly must be addressed by schools. As we strive to improve the academic success of our students, we cannot lose sight of the health challenges some students face and the need to prevent and effectively respond to health emergencies in school. Learning, safety, and the well-being of students go hand-in-hand.

Among the most serious health challenges schools must be prepared to address are life-threatening chronic conditions, such as asthma, diabetes, and food allergies. While each chronic condition requires specific knowledge, preparation, training, and services for effective management, they share the need for a comprehensive and coordinated approach that is built on a foundation of partnership between schools, families, and healthcare providers.

Healthy meals and eating support our schools' core mission of education, especially when it comes to boosting students' concentration, focus and cognitive function. Nutritious school food and snacks helps students develop lifelong healthy eating habits. It also contributes to a culture of wellness at school, reinforcing nutrition education messages from teachers. To this end, the following policy has been established:

Morning Snack time – no peanut butter products or any tree nuts may be eaten in the classroom, however, they may be eaten in the cafeteria at lunch time.

Lunch Time Designated "Nut Free" tables are established in the cafeteria. Parents who have a child with a peanut/tree nut allergy and do not wish their child to sit at the designated "Nut Free" table will be required to sign a waiver freeing the school/parish from any responsibility.

- Because preschoolers eat in their classroom, they are not permitted to have peanut butter products or any tree nuts in the classroom.

CODE OF CONDUCT

It is the intent of Saints Peter and Paul School to develop an inner discipline in each student as well as provide an educational environment free from all forms of improper threats, intimidation, hostility, and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior otherwise not conducive to the educational and religious mission of the school.

Students are expected to comply with school directives and school policies. Students must be respectful, courteous, and attentive to teachers and staff at all times and considerate and respectful of their classmates.

A student in grades PreK-5 who fails to cooperate regarding the above expectations, will receive a warning. If the behavior continues, an email or phone call to parents will be initiated informing them of the unwanted conduct/behavior. Continuous disregard for school regulations and policies may result in disciplinary action at the discretion of the teacher/principal. If the situation so warrants, it may be necessary to suspend a student from class. A student may be denied participation in school related activities for serious violations of discipline. Parents will be notified in writing if a student is not eligible.

Students in grades 6-8 who do not cooperate with the discipline code will receive a demerit which will need to be signed by the parent and returned to school the next day. Three demerits in one trimester will result in a before school (7:15 am-7:50am) Restorative Conference. This conference will include student, parents, teacher, and principal. Two Restorative conferences in a trimester will result in a suspension

from class and a mandatory meeting with the parents, student, and principal. Misconduct may keep a child from attending special events - Field Day and/or running for Student Council, serving on committees, etc. The Saints Peter and Paul School Demerit System is based on **respect towards peers and adults.**

- **Demerits are not given for academic reasons**
- Faculty members determine whether or not an action of a student is demerit worthy.
- A demerit is given based on the severity of an action or the repetition of minor acts of a disrespectful nature.
- Students with three demerits will result in a Restorative Conference.
- The Principal will request a Restorative Conference for a student who has not received prior demerits if the action of the student is deemed so deserving.
- Restorative Conferences will be with the Principal, student, parents, and teacher from 7:15 am -7:50am.
- Demerits may accumulate over the course of the academic year but do not roll over to the following academic year.
- When a demerit is given, a notification form is sent home with the student to be signed and returned by the parents by the next day.

Examples for which a warning, phone call, e-mail, demerit (Grades 6-8) or a Restorative conference may be scheduled include, but are not limited to the following:

- . Stealing, Cheating, Lying
- . Uniform infractions
- . Chewing gum
- . Disrespect to an adult
- . Disrespect to a peer
- . Misuse of technology
- . Classroom disturbances by student
- . Use of abusive, vulgar or profane language or gestures

The school is responsible for determining appropriate or inappropriate behavior.

Immorality in talk or action and conduct, whether inside or outside school, that is detrimental to the reputation of Saints Peter and Paul School could result in suspension or expulsion.

Suspension is a serious disciplinary measure and may occur when the student has received two school Restorative Conferences(Grade 6-8), demonstrates continued disregard for school regulations, disrespect, disruptive behavior, or for other serious reasons.

Immediate suspension may be warranted for reasons which include but are not limited to:

- . Blatant disrespect for authority
- . Fighting or deliberate physical or verbal harassment of others
- . Serious inappropriate behavior
- . Stealing
- . Possession or use of cigarettes, e-cigarettes, tobacco, alcohol or drugs
- . Truancy
- . Use of profanity

- . Destruction of school property
- . Leaving school grounds or classroom without permission
- . Abuse of the Internet

The length of the suspension is up to the discretion of the principal. Parents/guardians will be notified when a suspension occurs. The student will not be readmitted to school without a parent conference with the principal. The report of the suspension will be filed in the principal's office. Suspension may make a student eligible for immediate dismissal.

Reasons for Expulsion:

- . Actions detrimental to the moral and spiritual welfare of other students
- . Habitual profanity or vulgarity
- . Assault, battery, harassment or any threat of force or violence directed toward any school personnel or student
- . Open, persistent defiance of authority
- . Continued willful disobedience
- . Use, sale, or possession of narcotics, and/or other controlled substances on or near school premises
- . Use, sale, distribution or possession of any alcohol or drugs
- . Stealing
- . Smoking or possession of tobacco products
- . Vandalism
- . Possession of firearms, real or toy.
- . Possession of a weapon
- . Abuse of the Internet

The possession, use, or distribution of tobacco, drugs, alcohol, or weapons or any threats made by a student on school property or at school-related functions will merit immediate disciplinary action. Parents will be contacted and the student will be suspended, expelled, and/or referred to appropriate agencies. A student may be required to have psychological or psychiatric written clearance before returning to school.

Summary –

The above categories do not cover every possible situation. Suspension and expulsion is not limited to students in grades 6-8. The school will determine which behavior is inappropriate in school situations. This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to Saints Peter and Paul School.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric written clearance before returning to school. Documentation of this clearance would need to be provided to the school by the parents.

Harassment/Bullying/Violence As a reflection of the mission of Saints Peter and Paul School it is recognized that bullying, harassing, intentional exclusion, or violent behavior will not be tolerated. We seek to create an environment of learning, compassion, and safety by educating parents, teachers, staff, and students concerning respect. All members of the school community are expected to discourage, prevent, intervene, report, and otherwise appropriately address bullying, harassing, or violent behavior.

- Bullying/harassment is defined as an abuse of power by an individual (or group) who deliberately targets others for repeated physical and/or psychological abuse; and/or in the extreme, causing injury. Bullying can also include a pattern of deliberate isolation or exclusion of another with the intent to be hurtful. Physical contact such as pushing, punching, kicking, or throwing of objects between students will be not tolerated. Making fun of, writing notes, and encouraging a fight in person or using social networking sites, are examples of harassment and will not be tolerated.
- All forms of Cyberbullying on computers at school or home are unacceptable. Cyberbullying includes, but is not limited to, the following misuse of technology: harassing, teasing, intimidating, and threatening another by sending or posting inappropriate or hurtful messages, pictures or images, including Website postings or blogs. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest on-line) face disciplinary action by local police authorities and Saints Peter and Paul School.
- This section is intended to serve notice to students, their parents and all members of Saints Peter and Paul School community, that bullying/harassing/violent behavior is an immediate cause for interventions that could include immediate suspension or expulsion. All persons- those engaging in bullying behaviors, victims of bullying, or witnesses to victimization of another-must realize that bullying is a community concern requiring community-wide accountability and commitment to both its prevention and prompt, appropriate response if and when it occurs.

STUDENT RESPONSIBILITIES

- Each student is expected to know and obey the rules and regulations of the school and the classroom.
- Each student is expected to display Christian conduct on the way to and from school (including the school bus); on the school grounds; and at school functions and activities.
- Each student is encouraged to take pride in his/her school work by taking his/her time and doing his/her best work.
- Each student should cooperate with all personnel by following directives willingly.
- Each student should give proper respect and courtesy to teachers, staff and volunteers.
- Each student should have respect and reverence for the things of God's creation. He/she should care for his/her own possessions, those of others and the total parish community.
- Each student is expected to value the materials given to him/her. All books must be carried to and from school in a safe and secure book bag.
- Each student is expected to keep classrooms, lavatories, hallways, auxiliary service rooms, etc. in good order.
- Each student is to follow the directives of the teacher on duty at recess and the teacher on duty in the cafeteria.

- Students in grades 6,7,8 are expected to keep their locker clean and tidy at all times.
- All students go directly to their homerooms when they arrive in the morning.

VIRTUAL LEARNING (VL) CODE OF CONDUCT

- **Virtual Learning** - When a student in grades first through eighth can not physically be in the regular classroom and learning takes place at home virtually. The student will use the Google Meet link provided by the teacher to virtually be present to the teacher in the classroom. It is challenging for a teacher to teach virtually and in-person simultaneously. For a child to successfully learn virtually, the school asks for the parents to partner with the school to ensure the child is following expectations. Teachers often have several students coming onto virtual learning at the same time.
- **The following situations are for virtual learning ONLY:**
 - The student has a long-term recovery from hospitalization or from a very serious illness that will continue for weeks or months. An original signed doctor's note is required before the student goes to virtual learning.
 - The student is placed in quarantine by the school or the student's doctor. A signed original note from the doctor must be provided before a student goes to virtual learning. The length of the quarantine is dependent upon the health department's guidance for quarantine time.
- **Steps to Virtual Learning**
 - Once it has been determined by the school nurse or the student's doctor that the student will go to virtual learning, teachers will have 24 hours to set the student up to go virtual. Teachers will need 24 hours to send student's books up to the office to be picked up by the parents.
 - The teacher will email the parents when the books will be outside the office.
 - The teacher will email the parents and students with directions. The Google Meet link for the student to access the classroom virtually will be emailed to the parents and student. All emails will include the student and the parents.
- **Virtual Learning Expectations**
 - **Students will be expected to:**
 - Be in the proper uniform
 - Log into the virtual classroom at 8:00 am and log off only when directed by the teacher.
 - Be on the Google Meet until 2:40 pm unless otherwise stated by the teacher.
 - Have their video and audio on at all times
 - Have their face in front of the computer camera at all times
 - Have all books/supplies with them while they are seated at a table
 - Follow all directions from the teacher
 - Turn in all work on time as instructed by the teacher.
 - Parents/Friends/Relatives are not allowed to participate in the Google Meet via audio and/or camera or audio
 - **Parents will:**
 - Work together with the school to make sure their child follows all rules
 - Ask questions through email

- Avoid assisting their child with their assignments or assessments on Google Meet or at home (unless directed by the teacher).
- Parents/ Friends/Relatives are not permitted to record and/or videotape any part of the Google Meet.
- Provide the child with a quiet area
- Parents/Family Members/Relatives are not allowed on camera or audio Make sure family members are not on the camera (Redundant- said before)
- Ensure that students laptop video/audio/ wifi is working properly
- Email the teacher and the principal before 8:00 am if their child is not going to be virtual for the day.
- **A student will receive a warning from the teacher if he/she is :**
 - Disrespectful
 - Logging on and off of the virtual class
 - Distracting the class
 - Unprepared
 - Late for class
 - Out of uniform
 - Turning the audio/video off when not directed
 - Not handing assignments/assessments in on time or in the manner they are asked to
 - Using other devices when in virtual class(cell phone)(unless this is the only device student can log in on)
 - Constantly not connected to wifi or laptop is not working
- **A student who receives 2 warnings from a teacher**
 - Will lose the privilege of learning virtually.
 - Each warning will be shared with the parents/student/principal through email the same day the warning was verbally given to the student.
 - The principal will contact the parents that the student is going to distance learning.
 - When distance learning, the teacher will either send home hard copies of assignments or share them on Google Classroom.
 - It will be the responsibility of the student to complete work at home and turn in assignments through Google Classroom or by scanning the work and emailing it to the teachers.

DISTANCE LEARNING (DL)

- Distance Learning is for students in grades Pre K and kindergarten who can not physically be in the regular classroom due to quarantine from COVID-19.
 - **The following situations are for distance learners ONLY:**
 - The student is placed in quarantine by the school or the student's doctor. A signed original note from the doctor must be provided before a student goes to distance learning. The length of the quarantine is dependent upon the health department's guidance for quarantine time.

Steps to Distance Learning

- Once it has been determined by the school nurse or the student's doctor that the student will go to distance learning, teachers will have 24 hours to prepare for the student to be a

distance learner. Teachers will need 24 hours to send student's books up to the office to be picked up by the parents and create a packet for daily assignments. These assignments will be sent to the office each day or can be sent home with a neighbor or sibling. Parents must make arrangements.

- The teacher will email the parents when the books/work will be outside the office.
- The teacher will email the parents all directions each day.

TECHNOLOGY

Cell Phones/Smart Watches/Fitbits

- Smart watches and Fitbits are not permitted to be worn during the school day. These will be collected and returned at the end of the day.
- Students are not permitted to use their phone without the permission of their teacher.
- Students are to place their cell phone in an assigned pocket chart located near the teacher's desk when they arrive in the morning. It will remain there for the duration of the school day.
- Failure to comply with cell phone/smart watch rules will result in the confiscation of cell phone/smart watch/Fitbit until the end of the day and a demerit.

Personal Laptops/Ipads

- Students are responsible for their own laptop.
- Saints Peter and Paul School is not responsible for lost, stolen, or damaged laptops or iPads.
- Laptops and iPads brought to school are only used for educational purposes and under the guidance of an adult.
- Failure to comply with personal laptop/iPad rules will result in the confiscation of the device until the end of the day and a demerit. The student may no longer be permitted to bring their personal device to school.

School Laptops/iPads

- These are the property of the school.
- School laptops and iPads are only used for educational purposes and under the guidance of an adult.
- Failure to comply with school laptop/iPad rules will result in the confiscation of the device until the end of the day and a demerit.
- The student is responsible for a lost or damaged school laptop.

Technology Use Guidelines

- Educational Purpose/Appropriate Use: All technology use and internet access for faculty, staff and students is provided solely for educational purposes. Educational sites and teacher created assignments are to be used to enhance student learning. Students must not access entertainment sites, social media sites or gaming sites, except for educational purposes under teacher supervision. Expressed permission to use the internet and hardware/software in any area of the school must always be obtained.
- Copyright/Intellectual Property: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal copyright laws
- Transferring copyrighted material to or from a school without expressed permission of

- the owner is a violation of Federal Law.
- All students and parents will sign and acknowledge the: “Responsible Use for Technology” and the “Virtual Classroom Video/Audio Recording “

SACRAMENTS Children receiving the sacraments of Reconciliation and Eucharist must participate in an approved Archdiocesan religion program for two consecutive years. These sacraments are received in grade 2. Candidates receiving the Sacrament of Confirmation must prepare by service and class preparation for a two year period. The sacrament currently takes place during grade 7.

SAFE ENVIRONMENT LESSONS

The program begins with education and understanding. We teach safe touch lessons twice during the school year. Parents will be informed when the lessons will take place.

- Children are taught how boundaries are established in relationships, and then look to see where the risks of boundary violations may arise.
- Teaching safe touching requires teachers, parents, and other caring adults to help children learn appropriate relationship boundaries and how to protect themselves from violators. By teaching safe touching, we can empower children to respond in the best possible ways when those boundaries are violated.

VOLUNTEERS

There are many volunteer opportunities available to parents. Contact Kelly Smith at hsa@sspeterandpaulrc.org or the principal to learn more about volunteering opportunities through the HSA.

- Lunch and Recess Volunteers
 - Lunch volunteers are needed for every lunch period, but especially for the younger students. For the 2021-2022 school year, inside volunteers or visitors must wear a properly fitted face mask that covers their mouth and nose .Volunteers at recess do not wear masks.

CLEARANCES REQUIRED for VOLUNTEERS

In Saints Peter and Paul Parish and School community, volunteers who have any contact with children are required to submit all state and federal clearances to begin volunteering. Volunteers are then required to complete the Safe Environment Training, Parts I and II within 90 days of beginning their volunteer work.

- Mrs. Barb McCarron, our School Secretary, will be in charge of all clearances for school volunteers. You may call or email to check your status at school@sspeterandpaulrc.org or 610-696-1000.
- NO VOLUNTEERS, including Mystery readers, will be admitted to school or on a field trip without all of these clearances on file.
- All Volunteers and Visitors to school for classroom activities must report to the office, sign in as visitor/volunteer, and wear a badge while on campus.
- Information regarding clearances is found on the Saints Peter and Paul School website on the tab

“Parents” and then go to “Volunteers and Clearances” or go to <https://school.sspeterandpaulrc.org/volunteer-opportunities>

BOARD OF LIMITED JURISDICTION

Saints Peter and Paul School is governed by a Board of Limited Jurisdiction which includes participation by the School Principal and Parish Pastor. The first Board of Limited Jurisdiction was installed in August 2012. Members were selected based on specific criteria prescribed by the Healey Education Foundation and each were approved by School leadership. Members of the Saints Peter and Paul School Board of Limited Jurisdiction have expertise in finance, business, marketing, public relations, law, facilities and other skills that objectively lead the School using best practices. The board fosters the highest possible standard of academic and religious education for students and works to promote and advance the mission of the School.

HOME AND SCHOOL ASSOCIATION (HSA) Promotes the involvement of parents in creating a supportive rapport between home and school. An active member is one who volunteers to help coordinate activities designed to improve the school environment. It is a great opportunity to mingle with other school parents and learn what is going on at the school.

TRANSFERS - Parents of students transferring from Saints Peter and Paul School must:

1. Notify the school office, principal, and teachers in writing a week in advance.
2. Include in the note the reason for the transfer, the school and the school’s address to which the educational records are to be sent.
3. Include your new address and telephone number, if you are moving.
4. Meet financial obligations.
5. Return all textbooks and library books.

*** Records will not be sent until all obligations have been fulfilled.*

RE-ENROLLMENT This begins in October. Parents will be notified by the business office when the re-enrollment fee is rolled into their tuition payment.

TUITION

- **Tuition Rates for 2021-2022**

	Catholic Parishioner	Non-Catholic
PreKindergarten (3 full days)	\$ 5,000	\$ 5,000
PreKindergarten (5 full days)	\$ 6,450	\$ 6,450
Kindergarten	\$ 4,600	\$ 6,835
Grades 1 – 8 (1 child)	\$ 4,460	\$ 6,835
Grades 1 – 8 (2 children)	\$ 8,110	\$13,670
Grades 1 – 8 (3 children)	\$ 11,775	\$ 20,505
Grades 1 – 8 (4 children)	\$12,500	\$27,340

- **School Fees:** \$195 per student. Invoiced on the July tuition statement.
- **Tuition Payments** Saints Peter and Paul School uses Parish Giving for the processing and collection of tuition and fees. New families will receive an email from Parish Giving to set up a tuition account. The first tuition payment is due on July 1st and the last one is April 1st.
- **Delinquency of Payment:**By signing the Saints Peter and Paul School Enrollment Contract, families agree that if tuition payment is delinquent, Saints Peter and Paul School may not allow a student to start school or be admitted to any class, examination, or activity, and the school may refuse to issue documentation, including but not limited to transcripts, reports, health records and diplomas. An administrative fee will also be assessed by Parish Giving for delinquent payments.
- **Financial Aid:** Saints Peter and Paul School is committed to making our school experience available to every student who desires to attend. The school has available financial resources through EITC and The Saints Peter and Paul School Scholarship Fund for families in need of tuition assistance. Also, the SCRIP program is available online with no limit to the amount of money a family can earn toward tuition credit. Information is available on the school website or you may contact the Business Office or Advancement Office with any questions.
- **Cancellation of Enrollment Contract** - Recognizing that the school must make commitments for expenditures based on the enrollment contract, families must provide written notice of cancellation.
 1. On or before July 1, no additional payment will be required.
 2. After July 1, but on or before the opening day of school, payments will not be reimbursed, but families will not be responsible for the remaining balance of the tuition.
 3. After the opening day of school, all amounts due under the terms of the signed enrollment contract shall be payable.

**** Contact Mrs. Loretta Pawlowski, School Business Manager, for questions regarding tuition and financial aid. 610- 696-1000, 205 lpawlowski@sspeterandpaulrc.org**

HEALTH and IMMUNIZATION

Nurses are provided by the local school district according to state mandate. The school provides a nurse for any days not covered by the school district, giving the school full nursing coverage.

The nurse is responsible for annual state mandated screenings: height, weight, BMI, and vision on a yearly basis; hearing in grades K-3, and 7; and scoliosis in grade 6th. Screening results are sent home to parents/guardians at their request in writing. Referral forms for those who need further evaluation are sent to parents.

- The nurses are available to help you with any questions or concerns you have about your child's health at school. A nurse is always available during school hours, 8am-3pm, and can be reached directly by calling 610-696-2775.

Physical and Dental Exams: All children entering Saints Peter and Paul School for the first

time and those students entering grades K and 6 must have a recent physical on file. The physical must be dated within one year of the first day of school. Children in grades: K, 3, and 7 must have a recent dental exam on file dated within one year from the first day of school. These forms are to be dated within twelve months before entrance into above specified grade levels, or within eight months after entrance into specified grades.

*All new students at Saints Peter and Paul School, kindergarten through Grade 8, are required to have an updated physical exam and dental exam on file.

All PreK students must be up to date with PA state mandated immunizations as well as provide an updated physical examination report.

Immunizations

- **Immunizations are required for school attendance.**
- **ONLY medical exemptions are accepted for students who are not up to date with Pennsylvania state mandated immunizations. A licensed physician must provide an original signed letter to the school in order for the student to be exempt from PA state mandated immunizations.**
- **ALL students MUST be up to date with all PA state mandated immunizations within the first 5 days of school to avoid exclusion from school.**

• Polio: Four doses - The 4th dose on or after the child's fourth birthday

* Dtap: 4 doses with one dose on or after the fourth birthday

• Hepatitis B: Three doses

• MMR (measles, mumps, rubella): Two doses

• Varicella: Two doses

• MCV (Meningitis): Prior to entrance into seventh grade

• Tdap (tetanus, diphtheria, pertussis): Prior to entrance into seventh grade.

**Children who are not in compliance with the Physical, Dental, or Immunization requirements will be excluded from school. Any exclusion from school is an unexcused absence.

Injury/Illness: The nurse is available for students who become injured or ill at school. Parents or designated emergency contacts will be called on an as-needed basis. The main office will be notified of any illness or injury that requires a child to be sent home from school.

Medication: Medications will be given at school in the Nurse's Office on an as-needed basis. Prescription and nonprescription (over the counter) medications require a signed order from the physician and a signed note from the parent with the child's name, medication, dose, route, and time to be administered specified. All medication must be brought to school in the original container with a pharmacy label attached. Medication forms are available in the Nurses' Office for your physician to complete. No medication will be given without the above requirements.

- Only medication listed in the Physicians Desk Reference (PDR) will be administered by nurses.

- Students are not permitted to carry or self administer any medication during the school day (prescription/OTC).
- All medications (prescription or OTC) must be stored in the Nurse's Office

Medication on Field Trips - Parents must attend field trips if their child requires any medication. If a parent/guardian does not wish a child to attend the trip for any reasons, he/she should notify the School. Field trips will be outside until further notice.

Emergency Sheets: Emergency sheets are kept on file in the Nurse's Office and must be updated at the beginning of each school year for every student. The signed form allows the nurse to give Tylenol, Advil, Benadryl, or an antacid with the parent permission. The Emergency Sheet is used for easy access to phone numbers in the event of an emergency or the needs to be sent from school related to illness or injury. Please update the Nurse's Office with changes in phone numbers during the school year.

Required Absence:

- Fever over 100.0 degrees, until fever free for 24 hours – without the benefit of fever reducing medication.
- Communicable disease: If a condition requires medication, your child may not return to school until treatment has been in effect for 24 hours, or longer, depending on the condition.
- * The child must be symptom and fever free for 24 hours prior to returning to class.
- Children must be nit-free to return to school after having lice.

Concussion

- It is imperative that parents, the student's physician (treating the concussed student), school nurses, principal, and teachers (of the student) work cooperatively throughout the student's recovery and as a team to ensure the safety, health, and well being of a student. SSPP school will make every effort to follow the directives/modifications/accommodations/restrictions recommended by the student's physician.
- It is the responsibility of the parent/guardian to report the head/brain injury to the school personnel and school nurses prior to returning to the school. The student may not return to school until the child's physician sends a signed original letter to the school with directives/modifications/accommodations for the school to follow.
- The school nurse will provide a copy of the physician's orders of the accommodations/modifications/restrictions/directives with the teachers of the student, school nurses, and principal.
- The principal will contact the parents of the concussed student as soon as the school is notified from the parent to schedule a conference so that the parent and school can complete the Elementary Curriculum Accommodations and Adapted

Grading Parental Agreement document based on written guidance from the student's doctor.

- Elementary Curriculum Accommodations and Adapted Grading Parental Agreement will be completed with the parents and teachers present at the conference. This document will ensure all team members (parents, school nurses, principal, student, teachers) are working together and following the doctors orders for the concussed child. This document will be updated per the physicians directives.
 - [Link to Doc](#)
- Any current or updated physician's accommodations/modifications/restriction/directives, for a student of Saints Peter and Paul School, must be in a signed original letter ONLY from the doctors/health care providers treating the concussed student. Directives for academic assignments/tests/projects will be followed according to the guidance of the physician only.
- Any change with regards to the concussed child's academics or physical condition must be reported to the school and the school nurses from the child's physician. The parent must provide the school with all original and current/updated notes signed from the physician.
- The student will return to a regular school schedule, expectations, and activities only at the directive of the student's physician treating the child's concussion.

Accident/Illness at School Parents will be notified as soon as possible in the event of a sudden illness, accidents, or injuries of a serious nature.

- *Please be sure the office and the homeroom teacher have the current information for emergence contact.*

Assistive Device Use for Medical Reasons A child with any type of assistive device (cast,sling, brace, crutches, hearing aid, splint, leg boot) is required to give an original signed note from their doctor to the school nurses before going to class. The nurses will review the physician's note and provide the child's teachers and the principal with the note. The assistive devices are not limited to the ones listed above.

****RIGHT TO AMEND** The school reserves the right to amend this handbook and apply them as circumstances dictate. Notice of amendments will be sent to parents via OptionC email communication and will be highlighted in the handbook.