

## **Our Mission Statement**

SS. Peter and Paul School exists for the purpose of helping students build a strong foundation for life. SSPP strives to give students the tools to succeed: a solid curriculum designed to help the individual grow spiritually, academically, and socially. We provide a disciplined environment in which individuals can discover their abilities and share them with others; we promote participation in extracurricular activities and athletic programs that support the holistic approach of forming the entire person. SS. Peter and Paul School endeavors to prepare students to strive for the final goal of all Christians – Eternal Life in Jesus Christ!

**School Motto: “WE ARE FAMILY”**

**School Mascot: THE KNIGHT**

**School Colors: BLUE, GOLD, AND GREEN**

## 2011/2012 Administration, Faculty and Staff

### Administration

Pastor	Fr. Michael Ahrensfield
Principal	Mrs. Sherry Sernak
School Business Manager	Mrs. Kathleen Stern
School Secretary	Mrs. Denise Stellar

### Faculty

Grade 7 – 8	Mrs. Leann Clee
Grade 5 – 6	Mrs. Jennifer Lorenz
Grade 4	Mrs. Candace Steffie
Grade 3	Mrs. Mary Comensky
Grade 2	Mrs. Bernadette Marzen
Grade 1	Mrs. Linda Vella
Kindergarten	Mrs. Angelina Degler
Pre-School	Mrs. Mary Ott
Early Childhood	Mrs. Mary Ott

### Ancillary Teachers

Librarian	Dr. Katherine Hosler
Computer	Mrs. AnnMarie Oblas
Physical Education	Mr. Ted Pogo, Mr. Nicholas Bellezza
Music	Mrs. Donna Hinkle
Art	TBA

### Support Staff

Extended Care	Mrs. Rosanne Samuels
Remedial	CLIU 21 – Mrs. Karen Heiland
Speech	CLIU 21 – Mrs. Louisa Sarge
Psychologist	CLIU 21 – Mrs. Jennifer Parker
Nurse	Mrs. Deana Blasiak
School Lunch Manager	Mr. Richard Barilla
Lunch Program	Volunteers
Maintenance	Mr. Joseph Wilhelm

SS Peter and Paul School  
**Table of Contents**

<b>Academics</b>	<b>5</b>
<b>Access to Building</b>	<b>5</b>
<b>Accident Reports</b>	<b>5</b>
<b>Act 80 Days</b>	<b>6</b>
<b>Address Change</b>	<b>6</b>
<b>Admission</b>	<b>6</b>
<b>Arrival and Dismissal</b>	<b>6</b>
<b>Athletics</b>	<b>9</b>
<b>Attendance Policy</b>	<b>9</b>
<b>Birthdays and Special Occasions</b>	<b>11</b>
<b>Bus Transportation</b>	<b>12</b>
<b>Cafeteria</b>	<b>12</b>
<b>Cancellation or Delay of School</b>	<b>13</b>
<b>Change of Address/Telephone Number</b>	<b>13</b>
<b>Christian Doctrine</b>	<b>13</b>
<b>CLIU Work Experience Program</b>	<b>14</b>
<b>Conferences</b>	<b>14</b>
<b>Daily Schedule</b>	<b>14</b>
<b>Discipline Policy</b>	<b>14</b>
<b>Disclaimer</b>	<b>18</b>
<b>Dress Code</b>	<b>18</b>
<b>Early Dismissal</b>	<b>21</b>
<b>Educational Trips not Scheduled by the School</b>	<b>21</b>
<b>E-mail</b>	<b>21</b>
<b>Extended Care Program</b>	<b>21</b>
<b>Extra-Curricular Activities and Conduct</b>	<b>21</b>
<b>Field Trips</b>	<b>22</b>
<b>Fire Drills</b>	<b>23</b>
<b>Grading</b>	<b>23</b>
<b>Graduation</b>	<b>23</b>
<b>Guardianship</b>	<b>23</b>
<b>Guidance Services</b>	<b>24</b>
<b>Gum</b>	<b>24</b>
<b>Gym Class</b>	<b>24</b>
<b>Hallway Traffic</b>	<b>24</b>
<b>Health Services</b>	<b>24</b>
<b>Homework</b>	<b>24</b>
<b>Honor Roll and Awards</b>	<b>25</b>
<b>Illness or Injury</b>	<b>25</b>
<b>Instructional Support Team</b>	<b>28</b>
<b>Internet Policy</b>	<b>28</b>
<b>Junior High School Guidelines</b>	<b>28</b>
<b>Library</b>	<b>28</b>
<b>Mass and Prayers</b>	<b>28</b>
<b>Medication</b>	<b>29</b>
<b>Missions</b>	<b>29</b>
<b>Newspaper Photos</b>	<b>29</b>
<b>Nursing Services</b>	<b>29</b>

<b>Parent Contact</b>	<b>30</b>
<b>Parent Teacher Organization</b>	<b>30</b>
<b>Personal Equipment or Material</b>	<b>31</b>
<b>Physical Education</b>	<b>31</b>
<b>Plagiarism</b>	<b>31</b>
<b>Privacy</b>	<b>31</b>
<b>Preschool</b>	<b>32</b>
<b>Problems/Concerns</b>	<b>32</b>
<b>Progress Reports</b>	<b>32</b>
<b>Promotion and Retention</b>	<b>32</b>
<b>Psychologist</b>	<b>32</b>
<b>Recess</b>	<b>33</b>
<b>Registration</b>	<b>33</b>
<b>Remedial Reading and Math</b>	<b>34</b>
<b>Responsibilities</b>	<b>34</b>
<b>Sacramental Preparation</b>	<b>35</b>
<b>School Board</b>	<b>35</b>
<b>School Calendar</b>	<b>35</b>
<b>School Emergencies</b>	<b>35</b>
<b>School Objectives</b>	<b>36</b>
<b>School Records</b>	<b>37</b>
<b>School Security</b>	<b>37</b>
<b>School Website</b>	<b>38</b>
<b>Service Projects</b>	<b>38</b>
<b>Special Services</b>	<b>38</b>
<b>Speech Therapy</b>	<b>38</b>
<b>SPIRIT Program</b>	<b>38</b>
<b>Student Insurance</b>	<b>38</b>
<b>Supplies</b>	<b>39</b>
<b>Tardiness</b>	<b>39</b>
<b>TEAM Day</b>	<b>39</b>
<b>Telephone Use</b>	<b>39</b>
<b>Testing Programs</b>	<b>39</b>
<b>Textbooks</b>	<b>40</b>
<b>Tornado Drills</b>	<b>40</b>
<b>Tuition and Financial Aid Policies</b>	<b>40</b>
<b>Vacation</b>	<b>41</b>
<b>Visitors</b>	<b>41</b>
<b>Volunteer Program</b>	<b>41</b>

**Appendix:** Junior High School Guidelines  
 Internet Acceptable Use Policy  
 Release of Photo Policy  
 Handbook Signature Form  
 2010/2012 School Year Calendar

**Disclaimer:** “The school reserves the right to alter, modify, and change the policies, procedures herein at any time.”

## **Academics**

**RELIGION:** daily instruction, prayer, liturgy, service projects, Sacramental instruction, Gr. 5-6 Gospel Weekly.

**SOCIAL STUDIES:** emphasizing man's past as a means of shaping his future, geography skills.

**SCIENCE:** physical science, life science, and earth science.

**MATHEMATICS:** emphasis on basic skill development for lifetime application, pre-algebra and problem solving.

**LANGUAGE ARTS:** emphasizing good communication skills in writing, listening and speaking.

**READING:** whole group with flexible grouping instruction; phonetic-based program, literature, library skills, sustained silent reading.

**COMPUTER EDUCATION:** Hands-on instruction in database, keyboarding, word processing, etc. in the computer lab; classroom computers for remediation, independent and supplemental work. An Internet Acceptable Use policy is sent home at the beginning of each year.

**MUSIC:** weekly instruction with exposure to various types of music; music appreciation.

**ART:** weekly projects often tied to other areas of the curriculum.

**PHYSICAL EDUCATION:** weekly program to promote health and fitness.

**EARLY PREVENTION OF SCHOOL FAILURE:** small group modality instruction for children in preschool and kindergarten.

## **Access to Building**

The main school entrance in the gym is the only door used as an entrance when classes are in session. If you have an appointment, please ring the doorbell and wait for the secretary to open the door. All visitors must report directly to the office where they must sign in, obtain a visitor's pass if necessary, and sign out upon leaving.

**For the safety of your child and everyone else's child, no one at any time is permitted to enter the building without reporting directly to the office and stating the reason for their visit. Anyone not doing so will be asked to leave immediately.**

## **Accident Reports**

All accidents occurring on school grounds, during school activities, or on the school bus should be reported to the adult in charge and the Principal. This should be done regardless of the degree of injury, minor or major.

The following procedure is recommended when a student is hurt in school:

1. Students are to be sent to the main office.
2. An "Ouch Report" will be completed with a copy sent home with the student involved.
3. A designated adult will contact the parents/guardians if necessary.

### **Act 80 Days**

Throughout the school year, teachers are required to attend professional lecture and workshops. When these occur, students may have a half day of school or no school. Please see annual calendar.

### **Address Change**

Parents or guardians are asked to notify the school office immediately of any change of address or telephone number. The office maintains a file of names, addresses, and phone numbers of persons who may be contacted in an emergency.

### **Admission**

SS Peter and Paul School is an equal opportunity educational institution. It does not discriminate on the basis of race, religion, age, or national origin. Any action to the contrary would be inconsistent with the Catholic mission of the school.

Acceptable evidence of a child's age and immunization record must be presented at the time of registration. See *Registration* for full requirements.

### **Arrival and Dismissal**

The following general guidelines are intended to promote the safety of all students being dropped off at SS. Peter and Paul School during morning arrival and drop-off.

#### **Arrival**

Morning drop-off is defined as the period of time between 7:15AM and 7:35AM on a normal school day. On a day when there is a two hour delay, morning drop-off time would change to 9:15AM to 9:35AM.

All students must report to the Gymnasium immediately upon arrival.

Students must be present at 7:35 AM for Morning Assembly and Prayers.

Students arriving after 7:35 AM are tardy, must report to the office, and will be given a tardy slip which must be signed by a parent/guardian and returned to the office the following school day.

- Motor vehicles (i.e. car, van, truck, SUV, bus, etc.) are not permitted to double park on any borough street at any time pursuant to Lehighon Borough ordinance. Double parking causes serious safety hazards for students entering and exiting motor vehicles, as well as for the other motor vehicles traveling the streets around our school.
- Motor vehicles are not permitted to park in such a way as to block or impede the entrance or exit to or from a driveway or parking lot, pursuant to Lehighon Borough ordinance.
- Pedestrians are only allowed to cross a borough street at a corner of an intersection pursuant to Lehighon Borough ordinance. All students, including those crossing the

street to reach the Marian bus, are required too cross at a corner under the supervision of a Borough Crossing Guard.

## **Morning Drop-Off Procedure**

### **Walkers**

- All walkers are to travel in an orderly and timely manner from their homes to the school.
- All walkers are to observe all safety rules including crossing streets only at corners and under the supervision of a Borough Crossing Guard when available.

### **Students arriving by Bus**

- Students arriving by bus will be dropped off at the curb in front of the school on Coal Street in the designated bus loading/unloading one.
- Students will remain seated until the bus comes to a complete stop.
- Students will gather all of their personal belongings and proceed in an orderly and timely manner to the front of the bus.
- Students will exit the bus and immediately walk down the Coal Street sidewalk and into the school hall.

### **Students Arriving by Motor Vehicle Who Are Ready for Immediate Drop-Off**

- Students arriving by motor vehicle who are ready for immediate drop-off will enter the school from the West Alley entrance.
- Drivers dropping off students at the West Alley entrance are to travel to the school by way of N. 4<sup>th</sup> Street, making a right hand turn onto Coal Street. From Coal Street, drivers will make a right hand turn into West Alley.
- Drivers then will pull up to and park at the school entrance on West Alley. The students(s) will then exit the vehicle on the school side of the vehicle if possible. Otherwise, they will exit on the alley side and cross in front of the vehicle.
- Students will be met at the West Alley entrance by a faculty member who will open the door for them and help them into the building.
- Once the student(s) is/are safely in the building, the driver will then proceed and continue south on West Alley to Cypress Street.
- Any subsequent following vehicles will then pull up to the West Alley entrance and repeat steps 3 through 5.
- The West Alley entrance is only to be used by students who are ready for immediate drop-off. Drivers acting in an orderly and safe manner will cause the traffic coming on West Alley to move in a safe and timely manner.

### **Students Arriving by Motor Vehicle Who Are Not Ready for Immediate Drop-Off**

- Students arriving by motor vehicle who are not ready for immediate drop-off (i.e. students who need to be walked in by parents or guardians, students with projects to unload, students who need extra time getting out of the vehicle, etc.) will enter the school by way of the sidewalk between the Church and Education Center. The motor vehicle in which they are riding will park in a parking spot on 3<sup>rd</sup> Street, preferably in front of the Church/Education Center.

- If the vehicle the student(s) is/are riding in parks on the opposite side of 3<sup>rd</sup> Street, the student(s) must cross at the corner of 3<sup>rd</sup> and Coal Streets under the supervision of the crossing guard or parent/guardian.

**Students are not permitted to be dropped off on Coal Street. Coal Street will be used strictly for SS. Peter and Paul School bus drop-offs and for the boarding of the Marian bus. Parents/Guardians must utilize one of the above described options.**

## **School Dismissal Policy**

### **Parking**

- In accordance with borough parking regulations, no vehicles are to be parked in the alley west of the school.
- Pursuant to a borough parking ordinance, no motor vehicle is permitted to be double parked on any borough street at any time. Violators will be ticketed and required to pay fines.

### **Student Dismissal Procedure**

- **2:00 PM - Prayer Bell:** The entire student body will dismiss to the School Hall where they will end the school day in prayer as a family.
- **2:05 PM – Bus Dismissal:** The bus students will be the first to dismiss from the school hall as follows:
  1. A faculty member will lead the students from the school hall in an orderly line. Students will proceed out of the main entrance, turning left and proceeding up the steps to the area where the bus is awaiting their arrival. Students will enter the bus in an orderly manner, find a seat and remain seated for the ride home.
- **2:15 PM – Corner Dismissal**
  1. **3<sup>rd</sup> and Coal Street Corner:** Faculty members will lead students (walker and riders) dismissing to 3<sup>rd</sup> and Coal Street first. Students will proceed out of the main door of the school hall, turn left, proceed up the steps and turn right (East) at the sidewalk to proceed to the 3<sup>rd</sup> and Coal Street Borough Crossing Guard. It is the responsibility of the Borough Crossing Guard to cross the students to the next corner. Parents, guardians or other designated adults are to meet their child/children at a designated corner of their choice so stated by the child/children's family and which is on file in the school office. At this time, walkers will continue along their route home.
  2. If a student's ride is parked on the south side of the street next to the sidewalk from the school to the 3<sup>rd</sup> street corner where the children will be walking to, students are permitted to exit the line before they reach the corner and enter their ride.
  3. **4<sup>th</sup> and Coal Street Corner:** Faculty members will lead students (walker and riders) dismissing to the 4<sup>th</sup> and Coal Street corner following behind the 3<sup>rd</sup> and Coal Street line. The 4<sup>th</sup> and Coal Street line will exit from the main door of the school hall, turn left, proceed up the steps and turn left (West) at the sidewalk to proceed to the 4<sup>th</sup> and Coal Street Borough Crossing Guard. It is the responsibility of the Borough Crossing Guard to cross the students to the next corner. Parents, guardians or other designated adults are to meet their child/children at a designated corner of their choice so stated by the children's family and which is on file in the school office. At this time walkers will continue along their route home.

4. If a student's ride is parked on the south side of the street next to the sidewalk from the school to the 4<sup>th</sup> Street corner where the children will be walking to, students are permitted to exit the line before they reach the corner and enter their ride.

**5. Inclement Weather-** In the event of inclement weather, parents, guardians or other designated adults have the option of requesting that their child/children remain in the school hall after dismissal. Parents who opt to do this must notify the school office at 610-377-4466 before 1:45 PM that they find the weather to be inclement. Parents must then pick their child/children up in the school hall after all other student dismissal lines have been dismissed to their respective rides or walking routes. Once Faculty members have returned to the school hall, a parent, guardian or other allowed person can then report to the School Hall to pick up their child/children. Those picking up the child/children must log into our registry located at the door before the child will be permitted to leave the school premises. To ensure the safety of our children, this dismissal policy will be enforced by the Administration, Faculty and Staff of SS. Peter and Paul School along with the Lehighton Police Department.

If a child is waiting for his or her ride after all the other students have been discharged, he or she will be brought back to the school and placed in Extended Care for which a bill will be issued. A parent, guardian, or other allowed person must then come into school and sign log in before the child/children will be permitted to leave the school premises.

When buses leave the school zone, no vehicles will be permitted to park in front of the school or to double park on the borough streets. No student will be released in this area.

In order to provide a clear pathway for the dismissal lines, the area in front of the school is to remain free of any obstructions, including people waiting to pick-up their child/children. Children can be met at the corners.

### **Early Dismissal Days**

- **Please Note:** On early dismissal days, the procedures will be the same, but the times will be as follows:

**12:00 – Prayer Bell**

**12:05 – Bus Bell**

**12:15 – Dismissal Bell**

### **Athletics**

CYO sponsored basketball, track, cross-country, volleyball, and cheerleading are available to students in varying grades.

### **Attendance Policy**

A major factor in a student's success is regular attendance. Pennsylvania law requires that all students attend school during all days and hours that school is in session. Any student who has been absent must present, upon return to school, a written excuse signed by the parent, guardian, or doctor explaining the reason for absence.

For the safety of our children, if a child is absent, the parents should call school between 7:00 AM and 8:30 AM to report the absence.

Students who are absent from school because of a communicable disease such as measles, pink eye, strep throat, mumps, or chicken pox must have a doctor's permission slip upon returning to school.

Permission for absence for part of the day due to doctor appointment, etc. must be prearranged with the teacher. Pupils wishing to be excused from school hours are to present such a request signed by parent or guardian.

Students who become ill during school hours may be excused by the principal provided the parents have been contacted to pick up their child. On such occasion, parents or guardian s must report the office to pick up their child.

A student will be considered **tardy** if arriving at school once opening exercise has started at 7:35 AM. A student who is tardy must report to the office upon arrival.

Tardiness to school can be a major problem for students because of the importance of homeroom activities and first period classes.

Partial hours missed will be recorded on attendance records a follows:

Arrival 7:36 AM – 8:15 AM....Tardy  
Arrival 8:16 AM – 1:30 PM ....Absent ½ Day  
Arrival 1:31 PM – 2:15 PM.....Absent Full Day

Departure 7:36AM – 1:30PM...Absent ½ Day  
Departure 1:31PM – 2:15PM...Present Full Day

### **ABSENCE FROM SCHOOL**

The Diocese of Allentown School Policy #5113 states: Students who are absent for more than twenty (20) days a year for whatever reason except for a special health condition will not be issued report cards or marks until the work is made up:

1. Through summer school – excessive excused or unexcused absence may result in the student being assigned to summer school for absence make-up time. Students who are absent from school more than 20 school days will be assigned to this summer make-up time, unless they are able to provide adequate medical documentation for their absence.
2. Make-up assignments outside of regular class assignments as approved by the Principal. A fee may be charged if the teacher has to provide special service.

In light of extenuating circumstances, the Principal may waive (1) or (2).

In case of illness, or other legitimate reason, the parent must report the child's absence from school by calling the **SCHOOL OFFICE (610.377.4466) BEFORE 8:30 AM** that day. It is imperative that the school is notified so the student is accounted for. In addition, a parental note stating the reason for absence is required. Notes should be given to the classroom teacher on the day he/she returns to school and then be sent to the School Office.

**Students who are absent for three or more days must have a doctor's excuse which explicitly states the reason for the absence.** These notes are kept on file.

When a student is considered absent for an entire day, he/she may not participate in or attend any after school activities. Excused absences are exempt from this regulation.

Homework for absentees may be picked up in the school hall after 2:30PM.

Students who are unable to produce satisfactory evidence of sickness or other legitimate reasons for absence will be considered truant. Students who are absent for three days without lawful excuse, will be reported to the local attendance officer to enforce the state compulsory school law provisions.

**DOCTOR AND DENTAL APPOINTMENTS:** should be scheduled at times other than during school hours. When this is not possible, a note must be sent to school explaining this. The parent or guardian must go to the school office and sign the student out of the building; and then sign him/her back in following the appointment. Students being dismissed early for a Doctor's or Dentist's appointment must bring a note from that respective office the next school day.

**LEAVING SCHOOL EARLY:** No child is allowed to leave the school grounds while school is in session unless there is a written request from the parent, stating the reason and the time when the child is to be excused. The child must be called for by the parent or guardian at the school office and signed out of the building.

**FAMILY VACATIONS:** SS. Peter & Paul School strongly discourages vacations during the school year especially during the Iowa testing. Parents who must take their child(ren) out of school for family vacations must complete a form available from the school office. This request form must be presented to the school Principal two weeks prior to the vacation. Work will be assigned when the student returns to school. A conference may need to be scheduled to discuss missed work. The student will be required to complete all work and tests within one week of returning to school, whether at home or during the school day.

Teachers are under no obligation to provide vacationing students with personal tutoring for missed work. After school make up time may be mandated; a fee may be charged if the teacher has to provide special services (Diocesan Policy 51 13.1).

### **PERFECT ATTENDANCE AWARDS**

Awards are given by the Diocesan Board of Education to students who have attended school and have been punctual every day of the school year.

**\*EXCESSIVE ABSENTEEISM (20 DAYS OR MORE) EXTREMELY INHIBITS STUDENTS FROM LEARNING AND CAN RESULT IN FAILURE OF A COURSE OR GRADE.**

### **Birthdays and Special Occasions**

Children celebrating birthdays and special occasions are allowed, with teacher permission, to celebrate at recess time.

Any goodies brought in to share should be wrapped for transport home. With the increase in children's food allergies, it would be best to leave the decision up to the parents about the ability of the child to consume the treat.

It would be helpful if the ingredients in the homemade goodies were sent in with the treat.

Distribution of party invitations may only take place if the entire class is invited.

### **Bus Transportation**

Bus transportation for students in grades K-8 is available from area school districts. Parents should consult with their local district regarding the availability of bussing for their student.

Families in need of transportation must complete a Request for Transportation form.

Please refer to "Arrival" for more complete information.

### **Cafeteria**

Students may either bring their own lunch or purchase their lunch in our cafeteria. Free or reduced cost lunches are available for those with financial need. Financial aid applications are available in the school office.

A menu and lunch request form is sent home at the end of each month for the following month so that the children will know the selections of each day. Each form must be filled out completely and returned to the school. The following month, each child will receive an invoice showing how many lunches were purchased and what the total due is for the month.

Children are welcome to pack their own lunches if they so desire. Milk may be purchased separately.

We urge children to eat the lunches they have bought or packed so as not to waste food. For this reason, we ask you to read the menu and discuss it with your child as to whether or not he/she will eat what is served on a particular day.

### **LUNCHROOM RULES**

1. If buying lunch, stand quietly in an orderly line.
2. Remain seated while eating.
3. Talk at conversational levels.
4. Keep hands, feet, food and objects to oneself.
5. Place all trash in the barrels provided.
6. Clean up after one's self; leave nothing on the table or floor where you are eating.
7. Walk when lining up for recess.
8. Listen to the lunchroom moderators.

### **CAFETERIA REGULATIONS**

Cafeteria moderators are urged to be punctual in reporting for duty.

When students come to the cafeteria for their lunch period, they are allowed five minutes to get there. No one may leave the cafeteria without verbal permission from the cafeteria moderators.

A signal will be given five minutes before the end of the cafeteria period to indicate that students are to clean the table and floor and prepare to leave. Trash carts on wheels are available. Students will be called by grade to throw out trash. Any leftover liquids are to be poured out into designated receptacle.

No food may be eaten out in the school yard after lunch.

Not to be tolerated in the cafeteria are: singing, shouting, clapping, whistling, banging on tables, writing on or defacing furniture; throwing anything, radios or other electronic equipment; game playing of any kind, gum chewing (in cafeteria or anywhere else in school).

Teachers will serve as lunchroom moderators according to scheduled lunches and remain with the students in the cafeteria. Teachers will be moderators for one week at a time.

Teachers will also take turns as recess yard moderators. At no time will a teacher be required to be both lunchroom moderator and recess yard moderator at the same time.

Preschool, K, 1, 2, & 3 Lunch begins at 10:55 AM and ends at 11:20 AM with Recess for 4, 5, 6, 7, & 8

Grades 4, 5, 6, 7, & 8 Lunch begins at 11:30 AM and ends at 11:55 AM with Recess for Preschool, K, 1, 2, & 3

### **Cancellation or Delay of School**

Severe deteriorating weather conditions may require that school be canceled, delayed or dismissed early. Announcement to this effect will be broadcast over local radio and television stations with our school listed as **SS Peter and Paul School. Families will receive an automated phone call from the school if signed up for this service.**

Unforeseen problems such as water, power, or heat failure may require an administrative decision to close the school. In such an emergency, parents will be contacted.

### **Change of Address/Telephone Number**

It is important to report all changes of address, telephone etc. as soon as possible to both the teachers and the school office so that proper corrections can be made on school records. Parents should provide the school with emergency phone numbers where they can be reached or where someone who can substitute for them in an emergency can be contacted. You also have the option of providing a cell phone number.

### **Christian Doctrine**

Religion is presented on a daily basis in a manner that is appealing and enriching. All students must take Religion as a school subject.

## **CLIU Work Experience Program**

SS Peter and Paul School participates in the CLIU 21 Work Experience Program. Students from local high schools who wish to gain experience in certain areas, visit a job site to learn the basics.

Students who visit and work with us are interested in learning experience in areas such as: Clerical, Building Maintenance, Food Preparation, and Teacher's Aid.

Students as well as the IU Job Coaches have Drug, Alcohol, and Child Abuse Clearances.

Students are always under supervision by CLIU Job Coaches. Any discipline actions that need to be taken are handled by the Job Coach. In any extreme circumstances, the student is removed from the premises.

## **Conferences**

Parent/Teacher Conferences are planned for both teachers and parents to discuss the progress of each student. Parents are expected to attend these conferences.

The first conferences scheduled are done so at the end of the first quarter to discuss student progress and are scheduled as needed throughout the school year.

Parents and teachers are free to schedule a conference at anytime except during the teaching day. Please call the school to make an appointment if you wish a conference or if you wish to speak to a teacher. PLEASE DO NOT CALL A TEACHER AT HOME.

## **Daily Schedule**

7:35 AM	Morning Prayer Assembly
7:50 AM	Classes begin
2:05 PM	Afternoon Prayer Assembly
2:15 PM	Dismissal

## **Discipline Policy**

Every principal and teacher in a school of the Diocese of Allentown shall have the right to exercise the same authority as to conduct and behavior over the pupils attending that school, during the time they are in attendance, including the time required in going to and from their home, as the parents, guardians or persons in parental relation to such pupils may exercise over them (Diocesan Board of Education Policy 5144).

Discipline problems will first be handled by the teacher in charge. Unresolved issues may be referred to the Principal.

The Discipline Policy guidelines are set up for the good of all members of the school community. SS. Peter & Paul School reserves the right to sever, at any time, its connection with a student whose influence is found to be injurious to the standards, morals, and

scholarship of the student body or whose conduct is prejudicial to the good name of the school even if such conduct occurs off school premises or when school is not in session.

Disciplinary guidelines reflect the differences in the age of our student body and in the severity of the infraction. Depending on the nature of the violation, various disciplinary measures will be taken: Detention, Suspension, and/or Conferencing. For serious infractions, a student may be placed on a Discipline Contract and in severe instances, expelled.

### **Demerit System**

- Discipline at SSPP is conducted on Demerit System using a points/detention system.
- When a student receives a Demerit, he/she must have the slip signed by parents/guardians to acknowledge awareness of their child's misconduct.
- The student must return the signed Demerit to the teacher the next school day.
- Failure to return the signed Demerit will incur additional demerits and further disciplinary measures.
- Depending on the nature of the violation, various disciplinary measures will be taken: Detention, Suspension, and/or Conferencing.
- For serious infractions, a student may be placed on a Discipline Contract and in severe instances, expelled.

### **DISCIPLINE CODE**

All Saints Peter and Paul students are expected to be good Christian models. In order to meet this goal the following rules must be observed.

**BE  
RESPECTFUL**

**BE  
HONEST**

**BE  
RESPONSIBLE**

**TO ALL ADULTS, TO FOLLOW STUDENTS, TO SELF, AND  
FOR SCHOOL PROPERTY**

It should not be necessary to be reminded over and over again about the rules of the school. Repeated warnings will lead to disciplinary action. The seriousness and frequency of the action dictate disciplinary action.

**SCHOOL CODE OF CONDUCT:** Discipline points are given in Grades K through 8.

#### **LEVEL I (one point)**

1. Misbehavior- talking, calling out, disturbing others
2. Tardiness (to school or class)
3. Littering
4. Unprepared for Class (forgetting books/class materials)
5. Running in School
6. Unsigned Documents

#### **LEVEL II (two points)**

1. Dress Code Violations (improper uniform), See Dress Code
2. No homework

**LEVEL III (three points)**

1. Disobedient/Disorderly Conduct (Teacher Defiance)
2. Minor Vandalism
3. Possession of Inappropriate Materials (ex. hand- held electronic games, cell phones, MP3 Players)
4. Skipping Detention
5. Skipping Class

**LEVEL IIII (four points)**

1. Cheating
2. Forging Signatures
3. Disrespect Towards Others (on School Property, including Church)
4. Improper Language/Gestures
5. Lying

**LEVEL V (five points)**

1. An Unwarranted Act Affecting the Safety of Others
2. Commitment of a Crime on School Property
3. Harassment/Bullying/Cyber Bullying
4. Fighting or Assault with Bodily Injury
5. Leaving School Property without Permission
6. Possession of Contraband
7. Possession of a Controlled Substance
8. Insubordinate or Abusive Language Towards Another
9. Possession and Use of Tobacco Products
10. Possession of Weapons of **ANY** Kind, including but not Limited to Knives and other Dangerous Instruments
11. Theft
12. Vandalism

**All Level V offenses will result in a School Team Conference and possible suspension or expulsion. All Level V offenses will be handled on an individual basis with possible psychological referral.**

**SPECIAL NOTES:**

1. All disciplinary points will be doubled if an infraction involves a substitute teacher or volunteer.
2. All disciplinary points will be erased at the end of each quarter.
3. A total of five (5) points will result in a detention. A notification letter will be sent if a student accumulates the necessary points for a detention. Detentions will be held every other week on Wednesdays and be moderated by a teacher or the principal.
4. After a third detention in a quarter (15 points) a school team conference will be scheduled with possible suspension or expulsion as a result.
5. The School Discipline Code is "in effect" for all school sponsored extracurricular activities, including dances, field trips, etc.

## **Detention**

- After School detentions are scheduled as needed on Wednesdays for one hour.
- It is served on the day assigned by the teacher.
- Students must be dressed in regulation school attire.
- A student who does not adhere to detention regulations will be dismissed and assigned additional demerits and detentions.
- A student who fails to report to an assigned detention will receive further disciplinary action.
- Detention takes precedence over school activities including athletic practice and events.

## **Suspension**

- A student is suspended when the violation entails such disciplinary action according to school regulations or when it is deemed necessary.
- Parents/Guardians will be informed and required to sign an agreement in which all agree to the stipulations that are necessary to reinstate the student to academic life.
- The Principal determines the length of suspension, usually one to three days.
- It is the responsibility of the student on suspension to secure and make up all academic work missed while suspended.
- The teacher must give a reasonable amount of time for the student to make up the class work and assignments missed during the suspension.
- Any assignment, paper or project that had a previously scheduled due date during the time of a student's suspension is due the day a student returns from serving the suspension.
- When suspended out-of-school, the student is not permitted on school property, unless accompanied by a parent or guardian. The student is not permitted to participate in extra-curricular activities, such as CYO activities, dances, and class trips for a period of ninety days.

## **Conferencing**

- After accumulating sixty demerit points and in order to remain a student at SS. Peter & Paul School, the student and parents/guardians will be required to sign a Discipline Contract in which they agree to the conditions set forth by the administration.
- Parents and students are required when meeting with teachers, staff or administration to act within the accepted norms of common courtesy or the meeting will be terminated immediately in order to give those individuals the chance to compose themselves.

## **Expulsion**

- A student who gives public scandal, demonstrates an extreme negative influence on other members of the school community or commits any Level V designated offenses may be expelled.
- The following procedures are to be followed before dismissing a student (Diocesan Board of Education Policy 5144.1):
  - The Principal must consult with the faculty and pastor.
  - Parents and student must have an opportunity to present reasons why the student should not be dismissed.
  - Parents should be advised they could appeal the case to the Department of Education.

- The Principal is to consult the Department of Education before dismissing the student and discuss the details of the case at that time.
- The Principal is to complete and forward a detailed report to the Department of Education for each student dismissed.

### **Due Process**

- The Principal or designee reserves the right to take disciplinary action when a determination is made that a student has knowledge, is aware of, or helped to plan any action that is detrimental to the health, safety or welfare of the SS. Peter & Paul School community.
- Parents or students may request a meeting with the Principal at any time regarding demerits, detentions, or conduct in general. In circumstances where a mutual understanding is not reached, parents may request a meeting with the Principal and Pastor.
- Parents and students are required when meeting with teachers, staff or administration to act within the accepted norms of common courtesy or the meeting will be terminated immediately in order to give those individuals the chance to compose themselves.

### **Disclaimer**

Every attempt has been made to review the policies in this handbook to insure that there are no typographical errors. However, at times a mistake may occur.

Unauthorized use or reproduction of SS. Peter and Paul School's name or logo is not permitted. SS. Peter and Paul reserves the right to take any or all legal action to preserve the rights of the school. Expressed written permission is required by the administration to use the logo or name of SS. Peter and Paul School.

### **Dress Code**

Students are required to dress appropriately for all school sponsored activities. Dress standards will be determined for special activities in accordance with the Christian philosophy of the school.

Students in grades K-8 wear a school uniform. Flynn & O'Hara Uniform Company is the official uniform provider for SS Peter & Paul School for all uniforms except the gym uniform. A local store is located at the Valley Plaza Shopping Center, 1876 Catasauqua Road, Allentown PA 18103, 610-231-3788, or [www.flynnohara.com](http://www.flynnohara.com). Order forms are available in the school office.

#### **GIRLS' STANDARD UNIFORM**

- Grades K-2: plaid jumper, not more than 1 inch above the knee, with oxford button down collar blouse
- Grades 3 & 4: plaid jumper, not more than 1 inch above the knee, with oxford button down collar blouse **or** plaid kilt, not more than 1 inch above the knee, with oxford button down collar blouse (tucked in)

- Grades 5-8: plaid kilt, not more than 1 inch above the knee, with oxford button down collar blouse (tucked in)
- Blouse – blue long or short sleeved
- Sweater – navy v-neck or cardigan
- Uniform slacks – navy with a black or navy belt (Gr. 2-8) from Flynn & O’Hara
- Socks – navy knee-highs or leotards
- Jewelry – only post-style pierced earrings (no dangling or multiple sets) Only religious medals and watches are permitted
- Hair accessories and ribbons should be kept simple, serve a practical purpose and should compliment the uniform. No scarves or hats permitted. Only Navy blue, Light blue or White headbands (plain colors or a mix of the three) are permitted.
- No nail polish or make-up is permitted (including clear polish)
- All uniform items must be laundered and kept in good repair.

**BOYS’ STANDARD UNIFORM**

- Dress shirt – blue long or short sleeved oxford (tucked in)
- Tie – navy
- Uniform pants – navy – worn at the waist with a black or navy belt (Gr 2-8) from Flynn & O’Hara
- Socks – black or navy dress socks
- Sweater – navy v-neck or cardigan
- Jewelry – only religious medals and watches are permitted

**ADDITIONAL UNIFORM OPTIONS – BOYS AND GIRLS**

**From the beginning of school continuing until the 1<sup>st</sup> Monday in October:**

**SEASONAL UNIFORM OPTION**

ALL STANDARD PLUS:

- Monogrammed short-sleeved golf shirt and shorts, not more than 3 inches above the knee, from Flynn & O’Hara

**From the 1<sup>st</sup> Monday in October until the 1<sup>st</sup> Monday in November:**

STANDARD UNIFORM OPTION ONLY

**From the 1<sup>st</sup> Monday in November until the 1<sup>st</sup> Monday in April:**

**WINTER UNIFORM OPTION**

ALL STANDARD PLUS:

- Monogrammed long-sleeved golf shirt from Flynn & O’Hara

**From the 1<sup>st</sup> Monday in April until the 1<sup>st</sup> Monday in May:**

STANDARD UNIFORM OPTION ONLY

**From the 1<sup>st</sup> Monday in May until the end of school:**

**SEASONAL UNIFORM OPTION**

ALL STANDARD PLUS:

- Monogrammed short-sleeved golf shirt and shorts from Flynn & O’Hara

## **TEAM DAY DRESS CODE**

Nice blue jeans, monogrammed gym t-shirt and sneakers. Please check calendar for specific TEAM DAY dates.

## **FOOTWEAR FOR STUDENTS**

- Shoes – sensible, low heel (no more than 1”) sturdy shoes with a rubber sole – black, brown or navy
- Strap or tie shoes are recommended for safety reasons
- Shoes must remain tied for similar reasons

## **GYM UNIFORMS**

- Navy monogrammed shorts and navy monogrammed t-shirt must be worn
- Navy sweat pants and monogrammed sweatshirts must be worn from the 1<sup>st</sup> Thursday in October and continue until the 1<sup>st</sup> Thursday in April as a covering over gym t-shirts and shorts. It is suggested that even in the cooler months sweatshirts be worn over the t-shirt so that the sweatshirt can be removed if the classroom is warm.
- Weather Permitting, students may wear their gym shorts home without sweatpants as a covering.
- Gym clothing must be appropriate size and length – no short shorts.
- Gym sneakers, no lights permitted, are worn on gym days.

Gym uniforms are available through:

Valley Athletic Supply  
28 W Ridge Street  
Lansford PA  
570-645-5275

## **DRESS DOWN/ DRESS UP PASSES**

Students earn a dress down/dress up pass.

Keep in mind that appropriate clothing be worn (weather permitting) – nice jeans (no hipsters), modest skirt or dress (following uniform rule of no more than 1 inch above the knee), shorts (following uniform rule of no more than 3 inches above the knee), capris, dress pants. Tops must be modest, not too tight or low cut, length of the shirt must meet the waist. Appropriate logo must be on the shirt in accordance with the Christian philosophy of the school.

Accessories: light colored nail polish permitted (only allowed on the day you use the dress down/dress up pass), shoes – no sandals or flip flops of any kind (this is a safety precaution).

## **HAIR**

Hair must be kept neat and simple. No fad hair styles, razor cuts, spikes, or unnatural or extreme coloring are permitted. The length of the bangs should be just above the eye brow. Boys should have a collar length cut.

\*\*\*Warnings regarding dress code violations will be sent home for failure to comply with these regulations. Failure to correct the demerit will result in a detention\*\*\*

**\*See Uniform Calendar on school website for reference.**

### **Early Dismissal**

Scheduled Early Dismissals are at 12:15 PM. Lunch is provided on these days.

Unscheduled Early Dismissal times due to impending weather or other emergencies may vary.

### **Educational Trips not Scheduled by the School**

Students may be excused from school attendance to participate in an educational trip not sponsored by the school when the trip is evaluated as educational. Requests will not be approved the first 10 days of school or during standardized testing dates. No more than 10 days per school year will be approved. Written request must be submitted to the principal a minimum of 5 school days before the trip. Honoring requests for schoolwork during a student's absence is at the discretion of the teacher.

### **E-mail**

School email addresses:

School: [altcspp@ptd.net](mailto:altcspp@ptd.net)

Principal: [principal@sspps.school.org](mailto:principal@sspps.school.org)

Business Office: [financemanager@sspps.school.org](mailto:financemanager@sspps.school.org)

If you wish to be on the school email list for mass communication, please complete the email address portion on your school emergency form.

### **Extended Care Program**

The **Before School Program** provides care for children enrolled in SS Peter & Paul School from 6:45 AM to 7:15 AM. Children who arrive before 7:15 AM will be charged the extended care rate.

The **After School Program** provides care for children enrolled in SS Peter & Paul School from 2:15 PM until 5:00 PM according to the regular school calendar. Indoor and outdoor activities, vigorous play, homework/study time, art, crafts, athletics, holiday celebrations, and snacks are all a part of the program's agenda.

If the Extended Care Program is needed, please forward a note to the office with your request to be enrolled.

The cost for extended care is \$4.00 an hour and an additional \$3.00 per hour for each additional child.

### **Extra-Curricular Activities and Conduct**

SS. Peter & Paul School offers many after-school activities. Among them are the following:

CYO sponsored basketball, track, cross-country, volleyball, cheerleading, Academic Quiz Bowl, Declamation Contest, Spelling Bee, and Arts and Crafts Contests.

School sponsored math contests, service projects, Mission Awareness, Christmas Program, Spring Concert, Field Day, Academic Fair, National Geographic Geography Bee, Readers Digest Vocabulary Challenge, Newsbowl, Yearbook Club, Newspaper Club, Poster/Essay Contests, and Student Council.

When participating in any extra-curricular event, on or off campus, SSPP School students are expected to conduct themselves in a manner befitting our school. All school rules of conduct apply at all events.

### **Field Trips**

Field trips are privileges afforded to students; no student has the absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. A student who has accumulated 3 or more detentions throughout the school year will not be permitted to participate in class field trips. That student will be required to attend school on the day of the field trip and complete work as directed by his/her teacher.

Written permission and diocesan forms from the parent or guardian are required for a child to participate. No child is permitted to go on a field trip if written permission has not been given. It is the student's responsibility to return the permission slip to his/her teacher by the due date. Siblings not enrolled in school and not part of the participating classes are not permitted to participate in field trips of their brothers and sisters.

The parent or guardian may need to absorb some of the cost of field trips. If there is financial difficulty we encourage you to call the principal so that no child misses a field trip due to financial burden. Students are responsible for their own spending money on field trips. There is to be no borrowing from other students or chaperones.

Misbehavior on the field trip or on the bus will constitute a student missing the next field trip and/or detention.

Students are responsible for their own property during the field trip. Students must dress appropriately as directed by their teacher and in accordance with the Christian philosophy of the school. Students who arrive dressed inappropriately will not be permitted to attend the field trip. No refunds will be given.

Field trips with educational objectives are encouraged. Students should be adequately prepared for a field trip and parental permission obtained using the school Field Trip Form available from the School Office. These forms include medical information in the event of an emergency. Once completed, these forms are to be kept by the moderator during the trip in the event the emergency information would be needed. Upon completion of the trip, these forms are to be returned to the School Office to be kept on file.

Field trips must have the approval of the Principal. School insurance covers only the students from the school itself under the supervision of a designated moderator. Students must accompany the class throughout the trip and must use the same transportation as the class. Insurance only covers the student if these criteria are met.

The school ordinarily will not sponsor overnight trips. Exceptions to this policy must be discussed with the Principal.

A student failing two subjects or having disciplinary problems is not permitted to go on field trips held during the school day. The moderator of the trip should check with the Principal before allowing students to go on the trip.

Before any outside activities may be advertised in SSP&P, they must be submitted in writing to and approved by the Principal. Parents are to be notified of the impending Field Trip before any mention is made to the student.

### **Fire Drills**

In accordance with state and federal regulations, fire drills will be sounded once a month – weather permitting. The signal for a fire drill is the repeated ringing of the fire alarm bell. Cards with directions are located in each room detailing the route to follow in vacating the building.

Students are to leave quickly, quietly and orderly. All doors and windows are to be shut and lights switched off. Remain outside of the building until the fire bell has ceased ringing and a specific command is given by an administrator to return.

If a stairwell is blocked during the drill, students are to be directed to the nearest available exit. Teachers are to carry their roll books out with them and check their class's attendance after exiting the building.

Should parents or visitors be in the building at the time of a fires drill, they also must exit the building.

### **Grading**

Report cards serve as a means of sharing with parents and others the progress of a student's development and are issued four times during the academic year. Report cards must be signed by a parent or guardian and returned to the teacher.

### **Graduation**

Kindergarten Graduation: Kindergarten constitutes an invaluable aid in the student's orientation to education. A graduation ceremony will mark the commencement of our students at the conclusion of the year.

Grade Eight Graduation. A measurable achievement has been reached in the course of a student's eight year of education in a Catholic School. An appropriate Mass and graduation ceremonies will be celebrated at the conclusion of this year.

### **Guardianship**

All students attending SS. Peter and Paul School must be under the direct supervision of a parent and/or legal guardian.

**Guidance Services**

A Guidance Counselor is available upon the request of the principal, teacher, parent or student. Pastoral Guidance is available at any time.

**Gum**

The chewing of gum is not permitted in the school building.

**Gym Class**

Students participate in a weekly Gym period unless excused for a legitimate reason. Students in graded K-8 will wear SSPP Gym suits and sneakers on scheduled Gym days.

**Hallway Traffic**

Students are expected to observe all school rules while in the hallways.

**Health Services**

A registered nurse is a part of the school staff and is responsible for physical exams, vision and hearing tests.

**Homework**

Every student is expected to prepare adequately for the school day by following the suggested time allotment for home study:

Grades 1 and 2	20 – 30 minutes
Grades 3 and 4	30 – 45 minutes
Grades 5 and 6	45 – 60 minutes
Grades 7 and 8	60 – 90 minutes

The purpose of homework assignments is to solidify and integrate what has been taught in the classroom, and also to teach the student a sense of personal responsibility and accomplishment.

The help parents can offer is most beneficial to each child:

1. Provide favorable conditions for study free from distractions.
2. Establish a regular time and place for homework to be completed.
3. DO NOT DO THE HOMEWORK – provide assistance, illustrations, and suggestions.
4. Encourage the proper use of time, completion of assignments in one sitting, and check work to see if it is properly and neatly done.

5. Do not make excuses for neglect of homework. Remember that good study habits are developed early in a child's education.

## **MAKE-UP WORK**

When a student is absent, it is his/her responsibility to request make-up work from the teacher or another student. All tests missed should be made up within two days of returning to school. For a long term absence, individual arrangements must be made with the teacher. Homebound instruction is available for extended illness through the public school district of residence.

In the event of an emergency closing of school, scheduled tests will be given the next school day.

## **Honor Roll**

Certificates will be awarded to students in grades 1-8 who meet the required standards for each marking period:

### **PRINCIPAL'S LIST**

95 or above in all major subjects;  
"S" in minors, Conduct and Effort

### **FIRST HONORS**

90 or above in all major subject; "S" in minors, Conduct and Effort

### **SECOND HONORS**

85 or above in all major subjects; "S" in minors, Conduct and Effort

**STUDENT RECOGNITION AWARDS** - Various awards are given during the school year. Some include:

**STUDENT OF THE MONTH AWARD** – An award given by the teacher to students for showing how to be a TEAM player.

**IMPROVED GRADE POINT AVERAGE AWARD** – given quarterly by the teacher to students who have improved their grade point average in individual subjects.

### **PERFECT ATTENDANCE AWARD**

### **CYO AWARDS**

**VARIOUS AWARDS** given to the 8<sup>th</sup> grade students at graduation, based on actions, character and academics.

## **Illness or Injury**

### **PROCEDURES FOR STUDENT ILLNESS AND/OR INJURY**

1. A student who is ill or injured while in class, will notify the classroom teacher. The teacher will then send the student, accompanied by another student, to the school office.
2. The student, with classroom escort, will inform the school office personnel of the problem. At this time the classroom escort will be dismissed to his/her classroom.
3. The school office personnel will then proceed to interview the student for illness and/or injury, taking his/her temperature, if warranted, recording all symptoms and data in daily log book.
4. Illness and injuries fall into four levels of severity:
  - A. Level 1 – Minor Problems
    - Examples include: headache, small lacerations, abrasions, contusions, menstrual cramps, nausea, vomiting, cold symptoms and fever less than 100F etc.
    - Procedures: Appropriate measures will be taken by office personnel depending on the problem; parents will be notified if necessary.
  - B. Level 2 – Non-life threatening – immediate care not requiring Medical Attention
    - Examples include: epileptic seizures, insulin reaction without loss of consciousness, fainting, acute hysterical episodes, severe abdominal pain, extreme malaise, suspicion of contagious or communicable disease, severe sprain, eye injury, all head injuries, hyperventilation, dental injury, asthma attack, fever greater than 100F and less than 103F.
    - Procedures: Situation assessed by office personnel; School District Nurse notified; parent contacted when appropriate.
  - C. Level 3 – Potentially Life Threatening Emergency
    - Examples include: dislocations or fractures, animal bites, second or third degree burns of face or body, convulsions (not epileptic), penetrating eye injury, severe laceration, temporary loss of consciousness from injury, skin and eye contact with corrosives, suicide threats, high fever 104F in elementary children)
    - Procedures: Render emergency first aid; School District Nurse notified; parent and/or ambulance called.
  - D. Level 4 – Serious Emergency
    - Examples include: choking, massive external bleeding, poisoning, skin and eye contact with corrosives, neck and back injury where there is a possibility of a spinal cord injury, third degree burns on more than 10% of the body, snake or spider bites, heat strokes, heart seizures, insulin reaction with loss of consciousness, drowning, open chest or abdominal wounds, seizures lasting over 5 minutes, drug overdose to cause incoherent behavior or unconsciousness, attempted suicide.
    - Procedure: Anyone with medical training should take charge and render immediate first aid; obtain emergency service from paramedics and transport to medical facility; contact parents and school nurse, staff member must accompany student to the medical facility.
5. Log of Injury and Illness
  - Reports will be completed on students, who require medical attention outside of the school, and who are injured on their way to/from school, in the school building, or on the school grounds.
  - A copy of the log is to remain in the building.

## 6. Administration of Medication during School Hours

- All efforts should be made to administer medication at home; however, when medication must be administered during school hours the guidelines must be adhered to.
- When possible, the student should submit a private physician's written request for administration of specific dosage of medication. This request should include:
  1. Name of student
  2. Identification of medication
  3. Date and time medication is to be administered
  4. Possible side effects, if any
  5. Physician's signature and telephone number on all medication
- This request must then be signed by a parent and submitted to the school office.
- There may be occasions when it is not possible to obtain a physician's written request. The nurse can make an exception to this requirement at her discretion, but only if the medication is delivered in a properly identified container.
- All medication must be delivered in the original prescription container which includes:
  1. The student's name
  2. Identification of the medication
  3. Directions for administration
  4. Physician's name

### **No medication will be administered if it is not delivered in a properly labeled container.**

- All medication must be delivered through the school office. Unsupervised, self-administered medication is not permitted unless cleared through the school office. It is necessary in some situations (such as inhalants used for Asthma and Epicene used for allergic reactions) for medication to be carried by the student. If this is necessary, the medication and its administration must be cleared through the school office.
- In the absence of the school district nurse from the building and the need to supervise medication administration, the Principal and designated office personnel will be responsible for the procedure.
- If the student must take the medication for an extended period of time, arrangements should be made with the office and school district nurse for maintaining a supply of the drug in the school office. If a student is to receive a single dose of medication, the parent should send only that dose to school.

## 7. Doctor's Note

- Is required if a student's illness requires a visit to a doctor. This note should indicate the diagnosis, date of visit and return date for school.
- Is required when students demonstrate chronic absenteeism habits. When this is the case, students will need a doctor's note after 3 days of absenteeism. This note should indicate the diagnosis, date of visit and return date for school.

## 8. Home Reports

- An "ouch report" will be filled out for each injury that is reported to the school office. A copy of the report will be sent home in the student's communication envelope and a copy will be kept on file in the school office.

### **Instructional Support Team**

Any student who is having difficulty academically, socially, and/or behaviorally may be referred to the Instructional Support Team. The IST is made up of the Principal, the school psychologist, the remedial teacher, the student's classroom teacher, another classroom teacher, and the student's parents. This group meets on a regular basis to problem solve and develop strategies to help the child who is having difficulty become more successful. Any teacher or parent may refer a student.

### **Internet Policy**

Please see Diocesan *Internet Use Policy* in appendix.

### **Junior High School Guidelines**

Please see appendix.

### **Library**

Each class has one formal library period per week when they may borrow books, do research, or participate in a library skills class. Students may make arrangements with the librarian for additional library time. Books may be borrowed for a period of one week. A fine of 20 cents per day will be charged for books that are overdue, excluding days of illness and weekends. A fee will be charged for lost or damaged books.

### **Mass and Prayers**

Daily Mass is offered in the Parish Church beginning at 8 AM. Individual classes will rotate a schedule for attendance at these Masses. A monthly school wide Mass with all classes participating will be scheduled and begins at 8:00 AM.

For school Masses, students remain with their class.

School Masses are celebrated monthly on a First Thursday of the month or a Holy Day of Obligation. The Masses are either prepared by all of the grades as a Family Mass or by an individual grade on a rotating basis. The Sacrament of Reconciliation is provided for the children frequently throughout the school year.

Prayers for the beginning of the day, before and after lunch, and at the close of the day are said regularly with the children. Special prayer services are held within the classrooms and with the entire school body. Praying for one another is part of the daily routine.

Students preparing for the Sacraments of Reconciliation, Eucharist and Confirmation are given additional instruction. Parents are included in the educational process, and they are asked to attend special meetings for this purpose.

## **Medication**

See *Health Services*.

## **Missions**

Students are encouraged to offer contributions toward foreign and home missions. The offering of the students should meet with the parent's approval so that no misunderstanding will develop where charity should prevail. Collections are sent to the Holy Childhood Association.

## **Newspaper Photos**

At times, members of the school and also the media take photographs/videos of events involving students from SS. Peter and Paul School.

Please sign the release form in the appendix of this handbook.

## **Nursing Services**

The school nurse is available to our students for consultation or emergencies at any time and is within a few minutes from our building. She is present in our building one day per week for testing and measuring.

Records of each child's medical history, allergies, immunization, etc. must be kept on file for emergencies and as specified by the State of Pennsylvania.

Minor illnesses and injuries are taken care of by either the teachers or the school secretary. In case of serious illness or injury, the parent is contacted immediately. For this reason, it is important that your emergency phone numbers are current and on file in the school office.

## **GUIDELINES FOR SCHOOL ATTENDANCE WHEN YOUR CHILD IS SICK**

When should your child stay home from school?

While we encourage attendance, there are times when your child may be too sick to be in school. For the health and safety of your child and other students and staff that may be in contact with him/her, we suggest you follow the guidelines listed below:

**COLDS:** What seems like a mild cold with symptoms such as runny nose may indeed be allergies. If your child has no fever or severe cough, he or she should attend school. Severe cold symptoms accompanied by a fever, may be signs of a serious problem (such as bronchitis, flu etc.) These children should stay home.

**FEVER:** Any child with a temperature of 100 or higher should stay home until the temperature is normal for at least 24 hours. If accompanied by a sore throat, earache, nausea or rash, your child may be contagious. If your child goes to the school nurse/office, with a fever of 100 degrees or higher, he/she will be sent home.

**DIARRHEA/VOMITING:** Children need to stay home if either occurred during the previous night. Consult a physician if the symptoms persist or are accompanied by a fever, rash or weakness.

**STREP THROAT OR SCARLET FEVER:** Both are highly contagious conditions caused by streptococcal (bacterial) infections. With a doctor's permission, your child may return to school after 24 hours on antibiotics when symptoms subside.

**CONJUNCTIVITIS (PINK EYE):** This is a highly contagious condition of the eye with symptoms of redness, burning, itching and a discharge. Pink eye may be viral or bacterial (which requires prescription treatment). Children may return to school 24 hours after treatment.

**EAR INFECTIONS:** May also be contagious, and if left untreated, may cause permanent hearing loss. Follow the same 24 hour rule with antibiotics.

**CHICKENPOX:** Children must stay home for at least 6 days after the last crop of vesicles (pox) appear. Consult your doctor.

**HEAD LICE:** Children must stay home until treatment with an appropriate lice shampoo has been completed and ALL nits are removed from the hair. To break the cycle, bedding and clothing must be washed in hot water and placed in a dryer. Remind children NEVER to share hats, combs, brushes, hair clips etc.

**MEDICATIONS:** Medication will only be given with specific written directions from the physician/parent. All medications will be kept in the school office. The medication must be brought to school by a parent in single dosages with the time and the amount specifically indicated. Without written permission, the school is prohibited from administering medication. Children should be fully educated as to their medication during school hours.

Long term medication requires a doctor's order and the completion of a special form which can be procured from the school secretary. Short-term medication forms (for less than two weeks) are also available and do not require doctor's orders.

If you are unsure about when to keep your child home or have questions about treatment, call your child's doctor. Staying home at the appropriate time ensures a quicker recovery for your child and reduces the risk to other students and staff. Our goal is maintenance of good health for our entire student body and staff. Good health and academic achievement are inseparable!

### **Parent Contact**

Parents who plan to be away from home are asked to notify the school giving the name of the adult who will be legally responsible for their student during their absences. This must be done before the parents leave.

### **Parent Teacher Organization**

The PTO assists the school in many ways, providing social and fundraising opportunities for special projects and school needs. In the past, the PTO has been instrumental in funding numerous items needed for the school.

All families are participants in this organization and its functions. The PTO meets each month throughout the school year in the school hall. Watch your calendar for meeting dates and times.

Your participation is vital to our school.

### **Personal Equipment or Material**

SS Peter and Paul School is not responsible for personal items brought to school by students, volunteers, or personnel. We are not responsible for lost or stolen items.

### **Physical Education**

Physical education classes are held weekly. All students are required to take part in these classes unless otherwise specified by a written doctor's excuse.

Students in grades K-8 are required to wear the official gym uniform. Students who do not comply with this regulation will not be permitted to take part in gym class. Repeated offenses will result in a detention and a lowering of the physical education grade on their report card.

Children in grades K-8 wear their gym uniforms to school on gym day. See uniform section for information.

### **Plagiarism**

Plagiarism means presenting work done (in whole or in part) by someone else as if it were one's own. Plagiarism involves the improper use of material in essays or other assignments. It can occur through carelessness and negligence when a student is preparing an essay or it can occur as a result of intentional deceit. This is committing a form of academic dishonesty. Because academic integrity is an important part of all institutions, consequences will be enforced for violation of this policy.

A student who violates SS. Peter and Paul School's school wide plagiarism policy will receive a mark of zero for the assignment that has been plagiarized.

### **Privacy**

Students should not expect privacy regarding items placed in desks or coat closets since school property is subject to search at any time by school officials. The administration reserves the right to authorize its employees to inspect these areas at any time.

## **Preschool**

SS. Peter and Paul holds an Early Childhood session for 3 year olds on Tuesdays and Thursdays.

SS. Peter and Paul holds a Preschool session for 4 year olds daily.

For more information, please call the school office (610)377-4466.

## **Problems/Concerns**

Any concern by parents about a student's progress, discipline, social concerns, etc. must first be discussed with the child's teacher. All conferences must be scheduled at a time that is mutually convenient for parent and teacher. Impromptu conferences are not allowed. If a matter can not be resolved through cooperation of parent and teacher, an appointment should be scheduled with the principal.

## **Progress Reports**

Report cards are an official document issued four times a year. After reading and discussing the report card with your child, a parent or guardian must sign it and must return it to the teacher by the next day. Should you request a conference at this time, there is a place on the back of the report card to check off.

All grades are based on test averages, quizzes, class work, homework, projects, and class participation.

In all minor subjects, conduct and effort, a grade of outstanding "O", very good "VG", good "G", satisfactory "S", improving but not yet satisfactory "I", needs improvement "N", or unsatisfactory "U" may be given.

Preliminary Progress Reports will be issued mid-quarter for students having difficulty in a particular subject(s). Parents are asked to sign and return these reports immediately. A conference may be suggested at this time to afford the student an opportunity to improve.

## **Promotion and Retention**

Promotion and retention are based on the all-around adjustment of the child. A student is promoted when he/she adequately demonstrates mastery of the material covered.

Final decisions are the responsibility of the school.

## **Psychologist**

At the request of the principal, teacher, or parent a psychological evaluation by a licensed psychologist is available.

## **Recess**

A short morning recess out-of-doors during good weather is provided for grades K-2.

A lunchtime break out-of-doors during good weather is scheduled for all children in grades K-8. Organized games are encouraged at this time. No excessive running or horseplay will be permitted on the playground. Only nerf balls or similar balls are allowed on the playground. During inclement weather, each class will return to their classroom after lunchtime.

Teachers will monitor the children during these recess periods with the help of parent volunteers. Students who fail to comply with the rules and regulations of the school yard may lose the privilege of break for one or more days and/or receive an after school detention.

## **RECESS RULES**

1. Stay in the main part of the fenced-in and grassy area.
2. Do not enter the school building without a teacher's permission or unless there is an emergency.
3. Organize a game with your friends; invite others to join your game.
4. No pushing, shoving, tripping or fighting. Do not pull clothing or throw hats.
5. Be considerate of the space used by others for their game.
6. Listen to the adult playground monitors and be courteous.
7. Adults will retrieve a ball from the street or neighbor's yard.
8. When the bell rings, stop, listen to the monitors and move to your line.
9. Upon re-entering the building, silence is maintained in the hallway or on the stairs.

## **Registration**

The following are requirements for registration and admission to SS. Peter and Paul Catholic School:

1. Children registering for Kindergarten must be five years old on or before October 15 of the school year in which they are entering.
2. All registrants must present a state Birth certificate and a Baptismal certificate for verification.
3. All registrants must present the following immunization records as required by the State of Pennsylvania: diphtheria, tetanus, measles, and rubella, mumps, and Hepatitis B vaccines.
4. In the event the child is from a separated family and living with one parent or guardian, custody papers must be presented.
5. Students entering Kindergarten or sixth grade are required to have medical forms completed by their doctor and dentist.
6. Parents of children transferring from another school must complete a form to transfer all records to SS. Peter & Paul.
7. Parents are asked to complete forms requesting transportation and/or textbook services from the State of Pennsylvania.

8. A readiness screening will be administered to all prospective Kindergarten students; students entering grades 1 to 8 may be required to take placement tests in reading and math.
9. Payment of the registration fee.
10. This school does not discriminate on the basis of race, religion, sex or national origin.

Please note: Catholic schools, established and maintained by their personal sacrifices of the Catholic people who will continue to be their main source of support, may justly give preference in admission to Catholic children who are members of the Catholic parish that supports the school. This principle not only accords with justice but constitutes proper accommodation to religious conscience.

### **Remedial Reading and Math**

Teachers and parents may recommend students who are achieving less than their potential in basic reading and math skills. Remedial teachers will first test recommended students to determine their needs.

### **Responsibilities**

Principal/Teaches:

Every teacher in our school shall have the right to exercise the same authority over conduct and behavior of students as the parents or guardians may exercise over them.

Classroom teachers in most instances will deal directly with the students who violate rules. However, serious or reoccurring incidents may be referred to the Principal. These incidents will be handled on a case-by-case basis.

Teachers will consistently enforce policies and promote effective discipline based on fair treatment of all students.

Parents:

Parents should assume primary responsibility for the discipline of their child and be aware of student's rights and responsibilities in school.

Parents should cooperate with school officials and participate in conferences regarding the progress of their child.

Students:

Students should be aware of and follow all rules established in school. Students should be aware of discipline procedures that will follow any violation of school rules.

### **Sacramental Preparation**

Students receive instruction in preparation for the Sacraments of Confirmation, Eucharist and Penance with the assistance of parents at home. The reception of these sacraments takes place in the respective parish church to which the student belongs unless the local pastor grants permission to receive the sacraments at SSPP Church. It is expected that the parents participate in the religious instruction of their children.

In all spiritual activities, the school recognizes the fact that each parent plays an important role in the moral and spiritual training of his/her child. The example of the parents is a key factor for the spiritual development of the student.

### **School Board**

The SS. Peter & Paul School Board acts in an advisory capacity to SS. Peter & Paul School.

Members of the Board include the pastor of the supporting parish, the Principal of the school, the school business manager, one faculty representative, the PTO president and seven lay representatives from the school and parish.

Non-members who wish to speak at a board meeting must submit their request in writing to the President at least five days before the scheduled meeting. Such persons shall be given a specific time limit in the first ½ Hr. of Open session. The closed, Executive meeting among Board members follows.

Meetings will ordinarily be held Wednesdays.

### **School Calendar**

See Appendix or school website for this year's calendar.

Monthly calendars are sent home and available on our website.

### **School Emergencies**

All school families receive an automated phone call from the school regarding any emergency closings, delays, dismissals. In addition, radio and television announcements are made in case of emergency school closings. Please watch BRCT Channel 13; WFMZ Channel 69; WBRE Channel 7; or WYOU Channel 2.

In the event of inclement weather, SS. Peter & Paul School follows the Lehigh School District schedule. Please do not phone the school, as we may be trying to call the radio or television stations regarding emergency closings.

- Listen for the announcement concerning SS. Peter & Paul School. This will give you the official opening or closing time for our school.
- Then listen for the announcement from the public school district in which you reside. This will give you the approximate time when the bus will pick up your child. We at the

school will make arrangements for the supervision of the children who are arriving or leaving at different times due to busing schedules.

**\*\*\*Finally, always inform your children of procedures to follow in case school is closed for an emergency and you are not at home\*\*\***

## **School Objectives**

We, the administrators, faculty, and staff of SS. Peter and Paul School, committed to the Christian education of the whole person, have established these objectives:

### **Religious and Moral**

1. To provide a Catholic atmosphere where students are encouraged to practice and cherish their faith and grow personally and socially in the image of Jesus.
2. To help every student develop self-understanding and a feeling of self-worth.
3. To promote Christian service by giving good example and offering incentives and opportunities for our students to offer Christian service in the school as well as in the home, the Church and the local community.

### **Intellectual**

1. To help the student develop critical, original, inquisitive, and logical thinking and a mature and responsible attitude toward learning.
2. To provide an atmosphere in which student initiative is welcomed and nurtured.
3. To help every student acquire the knowledge, skills and attitudes for successful personal and family living.
4. To provide an atmosphere that will foster student knowledge of the basic skills of speaking, reading, writing and observing through critical thinking.
5. To provide students with knowledge and operation skills of computer-related technology and its responsible use.

### **Social and Civic**

1. To prepare a student to assume his/her individual role in family, parochial and social environment as a practicing Christian.
2. To foster in the student a sense of initiative, responsibility, and respect for authority.
3. To develop an understanding that American democracy is based on the principle that all people have received from God certain rights which are inalienable.
4. To help every student learn the history of the nation, understand its system of government and economics, and acquire the necessary values and attitudes providing the foundation to learn to become a responsible and respectful citizen.
5. To encourage each student to participate actively in community activities.
6. To encourage in the student the daily practice of social graces through refinement of manners, speech and dress.
7. To develop awareness and appreciation of the various cultures of the world, the human condition, and the integrity and dignity of the human person.

## **Aesthetic**

1. To discover and foster creative talents.

## **Health and Physical Education**

2. To provide a health education and a physical education program which will contribute to the physical, mental and emotional health of each student.
3. To develop a concern for physical fitness and personal hygiene that will carry over into adult life.
4. To facilitate the development of a healthy self-concept.
5. To help the student develop awareness of and a responsibility for a safe environment.
6. To foster interest in the students to develop leisure activities conducive to physical health and development throughout their lives.

Parents are the primary educators of their children. Therefore, communication and cooperation between the home and the school are essential if SSP&P is to be an effective partner in the education of its students.

School newsletters, Faculty weekly newsletters, report cards and deficiency notices are among the varied efforts that are being made by SSP&P to keep parents informed of their son's/daughter's progress in school.

To ensure consistency and the establishment of a routine, school weekly communication envelopes will only be sent home on Fridays or the last school day of the week. They are required to be sent back the next school day.

Membership in the PTO, attendance at the monthly meetings, attendance at the "Meet the Teacher's Night", and at various "Open Houses" are opportunities for parents to communicate with the school and become acquainted with the faculty.

In addition to these opportunities, we strongly encourage parents to contact individual teachers, particularly their son's/daughter's teachers.

Through their son/daughter, parents may send a note to a faculty member requesting an appointment or indicating where and when the parent can be reached by phone. If the parents prefer to call the school (610-377-4466), they should leave a phone number where they can be reached.

## **School Records**

A cumulative record of each student's attendance, scholastic progress, test results and health information is kept on file in the school office. These records are kept confidential and accessible only to the professional staff of the school. No records will be released without the written permission of parents. For the protection of our students, names, addresses, or telephone numbers will not be shared with anyone except recognize public and private social agencies.

## **School Security**

All doors to the school remain locked at all times. All visitors shall enter by ringing the bell at the front doors and proceed directly to the main office. All visitors must sign in at the office

upon arrival listing name, date, time and reason for visit. Visitors must sign out in the main office before leaving.

All visitors must wear a Visitor's Badge at all time. For our children's safety, anyone entering the school during school hours without first reporting to the office is considered unauthorized and may be asked to leave.

### **School Website**

[www.sspps.school.org](http://www.sspps.school.org)

### **Service Projects**

All students in grades K-8 will be required to participate in one service project per year.

### **Special Services**

Carbon-Lehigh Unit 21 provides remedial reading and math services, educational testing, and psychological testing.

Speech therapy, hearing therapy, and occupational therapy are provided through the Lehigh School District.

### **Speech Therapy**

Service is provided by the Lehigh Area School District.

### **SPIRIT Program**

The SPIRIT Program is available to those students with a 95 or above average in Math or a combined Reading, Spelling and English average of 95 or above.

### **Student Insurance**

All students who are enrolled in SS. Peter & Paul School are covered by the Student/Athletic Accident Program which is sponsored by the Diocese of Allentown. This insurance covers injuries which occur during the day and hours when school is in session and while attending or participating in school sponsored and supervised activities on or off the school premises. The cost of the program is covered by the school. Claim forms may be obtained at the school office.

### **Supplies**

Stationery supplies are available for purchase through the school store. Supplies include: notebooks, crayons, pencils, pens, rulers, erasers, theme tablets, folders, glue, copybooks, handwriting tablets, homework assignment books etc. Supplies may be purchased during recess time. Prices are subject to change depending upon the quotes received from the suppliers. Please refer to the Addendums for each grade-level supply list for additional supplies.

### **Tardiness**

Students arriving after 7:35AM are considered tardy. Persistent unexcused tardiness (3 times) will result in the student receiving a demerit. Students start with zero demerits at the start of each new marking period.

### **TEAM Day**

T.E.A.M. stands for Together Everyone Achieves More.

Students of the Month are announced on TEAM Day.

### **Telephone Use**

If an emergency arises, please call the office and the message will be delivered to your child(ren). In order for the student to get a message at the end of the school day, the parent/guardian must call the school no later than 1:30PM.

Students are not permitted to use the school telephone unless given specific permission to do so by their teacher or Principal.

Students are not permitted to have cell phones. Emergency phone calls will be made through the school office. If a student has a cell phone, the phone will be sent to the office to be picked up by the parent.

### **Testing Programs**

**IOWA TESTS OF BASIC SKILLS (ITBS)** are administered annually in April in grades 2-7. SS. Peter & Paul School children have consistently scored above national norms.

**COGNITIVE ABILITIES TESTS** are administered in late March in grades 3, 5 and 7. These tests measure a student's general learning ability both quantitatively and qualitatively.

**SEMESTER EXAMS** are administered in January and June to grades 1 – 8. These tests are used to determine a student's progress in major subject areas.

**EARLY PREVENTION OF SCHOOL FAILURE SCREENING (EPSF) (KINDERGARTEN)** All students entering Kindergarten are screened to determine their strengths and weaknesses in audio and visual discrimination, fine and gross motor coordination, and communications skills. Usually administered at the beginning of the new school year.

**VACATIONS ARE NOT TO BE SCHEDULED DURING TESTING PERIODS.**

### **Textbooks**

Textbooks are the property of SS Peter and Paul School. When they are assigned to a student, they are on loan; therefore, students are required to cover their textbooks and keep them in good condition. Students are responsible for damaged or missing books.

### **Tornado Drills**

All Diocesan schools are required to participate in annual Tornado Drills as requested by Emergency Management Offices throughout the state.

Annual tests are conducted on state-wide directed dates.

### **Tuition and Financial Aid Policies**

- A 3% discount is given to families of K through 8<sup>th</sup> Gr. who pay tuition in full.
- Families who wish to pay monthly may do so through the FACTS Tuition Management program.
  - A semi-annual payment is available through FACTS. Payments will be taken in July and January on the 5<sup>th</sup> or 20<sup>th</sup> of the month. There is a \$15.00 administrative fee per family for this payment option.
  - Automatic monthly payments through FACTS. Payments start in July and can be taken out on the 5<sup>th</sup> or 20<sup>th</sup> of each month. There is a \$38.00 administrative fee per family for this payment option.
  - Please consult the school office for additional information.

### **FAILURE TO COMPLY WITH THE ABOVE WILL RESULT IN THE FOLLOWING:**

1. Registration of your child for the next school year will be put on hold until you submit a financial aid form or make some arrangements for payment. Non-compliance will result in your child being disenrolled.
2. Full payment of tuition, deficit fee, lunch bill, Supply fee, Technology fee and Extended Care will be required for an eighth grader to participate in graduation exercises and before any student's academic records are sent to another school.
3. Report cards will be held and/or end-of-the-year class trips denied if arrangements have not been made for proper tuition, deficit fee, lunch bill and Extended Care bill payment.

## **FINANCIAL AID POLICY**

As grant information becomes available, it will be sent home to all school families. Any family applying for aid needs to fill out an application meeting the guidelines set down by that particular grant company or foundation. The application must be returned to the school finance office by the listed deadline.

Confirmation of a family's application approval will come from either the grant office or the school financial office. If at any time a financial problem arises, please contact the school office to set up an appointment to meet with the Principal.

## **Vacation**

SS. Peter & Paul School strongly discourages vacations during the school year especially during the Iowa testing. Parents who must take their child(ren) out of school for family vacations must complete a form available from the school office. This request form must be presented to the school Principal two weeks prior to the vacation. Work will be assigned when the student returns to school. A conference may need to be scheduled to discuss missed work. The student will be required to complete all work and tests within one week of returning to school, whether at home or during the school day.

Teachers are under no obligation to provide vacationing students with personal tutoring for missed work. After school make up time may be mandated; a fee may be charged if the teacher has to provide special services (Diocesan Policy 51 13.1).

## **Visitors**

All visitors must make their presence known in the school office.

Visitors must verify time of arrival by signing in, and receiving Visitor Badge which must be worn.

Visitors must verify time of departure by signing out, and returning Visitor Badge.

## **Volunteer Program**

Parents/guardians of all students are required to participate in the volunteer program which affords them the opportunity to become an integral part of the operation of the school. A sign-up sheet is sent home early in the year listing the many aspects of volunteerism in our school. Volunteers work in the library, lunchroom, pre-school and kindergarten classrooms, kitchen, and on the playground.

**Disclaimer: "The school reserved the right to alter, modify, and change the policies, procedures, herein at any time."**

# Appendix

**Contents:**

**Junior High School Guidelines**

**Internet Acceptable Use Policy**

**Release of Photo Policy**

**Handbook Signature Form- Please sign and return to SSPP School Office.**

**2011/2012 School Year Calendar**

SS Peter and Paul School  
**SS. Peter and Paul School**

**Junior High School  
Guidelines**

SS. Peter and Paul School believes that parents, pastors, administrators, teachers, staff, alumni and students earnestly desire and work to make the school a vibrant and active community of faith that respects personal integrity and promotes Christian involvement in the world community.

SS. Peter and Paul School encourages the development of the whole person and is in accord with the Church's recognition of the dignity, worth, and uniqueness of the individual.

Keeping with these beliefs, SS. Peter and Paul School recognizes the continual emotional, physical and intellectual changing and growth of our students. Because of this growth, we feel that an additional section for our older students is needed to help to develop the students' potential so that they will be able to successfully face future challenges.

**CAFETERIA POLICY**

Students in Grades 5 through 8 are the leaders within the lunchroom who are required to set a good example for the rest of the student body.

**CLASSROOM POLICY**

Each teacher has a classroom policy paper which governs his/her specific academic discipline. Parents and students are informed of the teacher's academic expectations, grading policies and classroom procedures via this policy paper. The policy paper is sent home to be reviewed, signed and returned so that everyone is informed of the stated expectations of the particular class. All policies recorded on this paper are required to be followed by the student and the teacher.

**CORRIDORS**

Students using the restroom facilities are given a three minute time allowance. No loitering in the corridors, rest rooms, and walkway from the Cipko Annex to the main school building.

Students will be monitored by school staff. Talking, loudness, screaming and shouting is not permitted. At all times and in all places, student decorum should reflect refinement, orderliness, and good manners.

Students are not permitted in the corridors during a class period except for using the rest rooms. Habitual or excessive disregard for this regulation will be treated as a blatant disregard of school policy.

**DEFICIENCY NOTICE**

If a student is in danger of failing a course or courses for a quarter, a deficiency notice is issued five (5) weeks into a respective term. Notices must be signed by the parents and returned to the classroom teacher.

If a student's level of performance drops after notices have been issued, the teacher will notify the parents either in writing or by phone and provide a copy of the confirmation to the administration for their records. Demerits will be issued if deficiency notices are not returned within 5 days

### **FAILURE FOR THE MARKING PERIOD**

Failure in any quarter (a mark less than 70) is a serious matter. If a student does fail a subject for a quarter, an "F" will appear on his/her report card. Student and parent cooperation with the teacher is necessary in order for the student to achieve better than a passing grade for the year.

The Allentown Diocesan School Policy #123 regarding failure states:

### **FAILURE OF ONE OR TWO SUBJECTS**

Students must successfully complete make-up work of ALL subjects failed. This can be done in one of the following ways:

1. Attendance at Summer School
2. Summer make-up work as approved by the Principal

### **FAILURE OF THREE OR MORE SUBJECTS**

1. Disenrollment
2. Special programs approved by the Principal in cases of severe hardship or unusual circumstances.
3. Repeat the grade

### **DETENTION**

Detentions are scheduled as needed on Wednesdays for one hour after school. Extracurricular activities do not excuse a student from a scheduled detention. Parents will be notified of scheduled detentions.

During detention, students must follow teacher's directives and complete work assigned.

### **DRESS CODE**

Students are required to be in school dress upon entering and leaving the building. The only exception to this occurs at the end of the day when a student is required to change for athletics or a related activity.

Students are to follow the Dress Code. The following regulations are to be followed to remain in accordance with the current Dress Code:

- Blouse/Shirt (male & females) - Long-sleeve Oxford shirts and blouses must be buttoned at the wrists. Spring Polo shirts must follow the two button rule – two buttons must be fastened at all times. All blouses and shirts must be appropriately tucked in at all times. T-shirts under school regulation shirts and undergarments are to be plain and light colored.

- Slacks (male & female) - Both males and females may wear the navy blue slacks year round. Belts must be worn with the slacks. Slacks are not to be tight fitting.

- Skirts – Must be an appropriate length, no more than 1 inch above the knee. Shorts may be worn under the skirt. No questionable undergarments allowed at any time, under any garment.

- Shorts – When wearing the Seasonal Option, students are not to wear shorts any shorter than 3 inches above the knee.

## **PLAGIARISM**

Plagiarism means presenting work done (in whole or in part) by someone else as if it were one's own. Plagiarism involves the improper use of material in essays or other assignments. It can occur through carelessness and negligence when a student is preparing an essay or it can occur as a result of intentional deceit. This is committing a form of academic dishonesty. Because academic integrity is an important part of all institutions, consequences will be enforced for violation of this policy.

A student who violates SS. Peter and Paul School's school wide plagiarism policy will receive a mark of zero for the assignment that has been plagiarized.

## **POLICY ON DRUGS AND ALCOHOL**

SS. Peter and Paul School takes the health, safety, and welfare of its students both in and out of school seriously. If information is provided to the administration that a party in which alcohol and/or illegal drugs may be in the possession of or being consumed by minors, it is the responsibility of SS. Peter and Paul School to inform the parents/guardians/owner of the residence. In addition, SS. Peter and Paul must notify the local police in whose jurisdiction the residence is located.

Any student involved in any illegal activities (that is, against civil law or Diocesan and school regulations) may be suspended for a period of 3 days. These activities include: possession, use, abuse, buying, selling of drugs, look-a-like drugs, or drug paraphernalia, etc., drinking or being under the influence of alcohol or other drugs. Student will be suspended if the above activities occurred on school grounds or during a school function. The student's parents/guardians will be notified to report to school and other disciplinary sanctions will be imposed. If there is a repeated violation, expulsion procedures will be followed.

## **PREGNANCY POLICY**

Girls who conceive a child out of wedlock should be given opportunities for counseling to support respect for human life and to explain the various Christian approaches to solving their difficulties. The Catholic Social Agency is a good source for counseling.

The young woman may continue her education in Catholic school; however, arrangements should be made to provide homebound instruction when, for reasons of health and safety, she can no longer continue her studies at the school. A Doctor's note is needed for any Gym restrictions, and for a leave of absence.

The Administration requests the parent to submit a permission letter to inform teachers of pregnancy for emergency and restriction purposes. When the young woman is able to return to school, she is to continue her education at a level commensurate with her educational progress.

## **PROCEDURES FOR STUDENT ILLNESS AND/OR INJURY**

1. A student who is ill or injured while in class, will notify the classroom teacher. The teacher will then send the student, accompanied by another student, to the school office.

2. The student, with classroom escort, will inform the school office personnel of the problem. At this time the classroom escort will be dismissed to his/her classroom.
3. The school office personnel will then proceed to interview the student for illness and/or injury, taking his/her temperature, if warranted, recording all symptoms and data in daily log book.
4. Illness and injuries fall into four levels of severity:
  - Level 1 – Minor Problems
    - Examples include: headache, small lacerations, abrasions, contusions, menstrual cramps, nausea, vomiting, cold symptoms and fever less than 100F etc.
    - Procedures: Appropriate measures will be taken by office personnel depending on the problem; parents will be notified if necessary.
  - Level 2 – Non-life threatening – immediate care not requiring Medical Attention
    - Examples include: epileptic seizures, insulin reaction without loss of consciousness, fainting, acute hysterical episodes, severe abdominal pain, extreme malaise, suspicion of contagious or communicable disease, severe sprain, eye injury, all head injuries, hyperventilation, dental injury, asthma attack, fever greater than 100F and less than 103F.
    - Procedures: Situation assessed by office personnel; School District Nurse notified; parent contacted when appropriate.
  - Level 3 – Potentially Life Threatening Emergency
    - Examples include: dislocations or fractures, animal bites, second or third degree burns of face or body, convulsions (not epileptic), penetrating eye injury, severe laceration, temporary loss of consciousness from injury, skin and eye contact with corrosives, suicide threats, high fever 104F in elementary children)
    - Procedures: Render emergency first aid; School District Nurse notified; parent and/or ambulance called.
  - Level 4 – Serious Emergency
    - Examples include: choking, massive external bleeding, poisoning, skin and eye contact with corrosives, neck and back injury where there is a possibility of a spinal cord injury, third degree burns on more than 10% of the body, snake or spider bites, heat strokes, heart seizures, insulin reaction with loss of consciousness, drowning, open chest or abdominal wounds, seizures lasting over 5 minutes, drug overdose to cause incoherent behavior or unconsciousness, attempted suicide.
    - Procedure: Anyone with medical training should take charge and render immediate first aid; obtain emergency service from paramedics and transport to medical facility; contact parents and school nurse, staff member must accompany student to the medical facility.
5. Log of Injury and Illness
  - Reports will be completed on students, who require medical attention outside of the school, and who are injured on their way to/from school, in the school building, or on the school grounds.
  - A copy of the log is to remain in the building.
6. Administration of Medication during School Hours

- All efforts should be made to administer medication at home; however, when medication must be administered during school hours the guidelines must be adhered to.
- When possible, the student should submit a private physician's written request for administration of specific dosage of medication. This request should include:
  1. Name of student
  2. Identification of medication
  3. Date and time medication is to be administered
  4. Possible side effects, if any
  5. Physician's signature and telephone number on all medication
- This request must then be signed by a parent and submitted to the school office.
- There may be occasions when it is not possible to obtain a physician's written request. The nurse can make an exception to this requirement at her discretion, but only if the medication is delivered in a properly identified container.
- All medication must be delivered in the original prescription container which includes:
  1. The student's name
  2. Identification of the medication
  3. Directions for administration
  4. Physician's name

**No medication will be administered if it is not delivered in a properly labeled container.**

- All medication must be delivered through the school office. Unsupervised, self-administered medication is not permitted unless cleared through the school office. It is necessary in some situations (such as inhalants used for Asthma and EpiPen used for allergic reactions) for medication to be carried by the student. If this is necessary, the medication and its administration must be cleared through the school office.
- In the absence of the school district nurse from the building and the need to supervise medication administration, the Principal and designated office personnel will be responsible for the procedure.
- If the student must take the medication for an extended period of time, arrangements should be made with the office and school district nurse for maintaining a supply of the drug in the school office. If a student is to receive a single dose of medication, the parent should send only that dose to school.

#### 7. Doctor's Note

- Is required if a student's illness requires a visit to a doctor. This note should indicate the diagnosis, date of visit and return date for school.
- Is required when students demonstrate chronic absenteeism habits. When this is the case, students will need a doctor's note after 3 days of absenteeism. This note should indicate the diagnosis, date of visit and return date for school.

#### 8. Home Reports

- An "ouch report" will be filled out for each injury that is reported to the school office. A copy of the report will be sent home in the student's communication envelope and a copy will be kept on file in the school office.

**SS. Peter and Paul School  
2011-2012**

**ACCEPTABLE USE POLICY for  
COMPUTING AND INTERNET ACCESS**

Please read the following carefully before signing this document. This is a legally binding document.

**SECTION ONE: GENERAL COMPUTING POLICY**

**1) Acceptable Use**

In order to ensure smooth system operations, the system administrator has the authority to monitor all accounts. A user must abide by the terms of all software licensing agreements and copyright laws. A user can be monitored at anytime. Once a user receives a user ID to be used to access a computer or network and computer systems on that network, he or she is solely responsible for all actions taken while using the user ID. Therefore the following are prohibited:

- a) Applying for a user ID under false pretenses
- b) Sharing your user ID with any other person. (If you do share your user ID with another person, you will be solely responsible for the actions of that other person)
- c) Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent
- d) Attempts to evade or change resource quotas
- e) Use of facilities and/or services for commercial purposes
- f) Any unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance or causes it to malfunction is a violation, irregardless of system location or time duration
- g) Copying programs purchased by you on to SSP&P
- h) Computers and/or the network systems, without the express, written consent of SSP&P
- i) Copying programs licensed to SSP&P for personal use
- j) Abusing computer equipment

**2) Security**

As a user of a computer or network, you may be allowed to access other networks and/or computer systems attached to those networks. Therefore the following are prohibited:

- a) Use of systems and/or networks in attempts to gain unauthorized access to remote systems
- b) Decryption of system or user passwords
- c) Copying, deleting, or moving system files
- d) Deleting, examining, copying, or modifying files and/or data belonging to other users
- e) Copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license
- f) The willful introduction of computer "viruses" or other disruptive or destructive programs into the computer and/or network or into external computers and/or networks

g) Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/internet, or any networks or sites connected to the network/internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.

h) Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school/institution operator from intercepting and stopping E-mail messages, which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.

## **SECTION TWO: INTERNET ACCESS**

Internet access is now available to employees and students of SS. Peter and Paul School. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Administrators, teachers, employees, and students have access to:

- \* electronic mail communication with people all over the world;
- \*access to many University Library Catalogs, the Library of Congress, and ERIC,
- \*discussion groups on a plethora of topics ranging from Japanese culture to music to politics to the environment,
- \*public domain and shareware of all types;
- \*information and news from NASA, as well as the opportunity to correspond with the scientists at NASA and other research institutions.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. SSP&P has taken precautions, which are limited to known sites, to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We, at SSP&P, firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this Project.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a SSP&P user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

## **INTERNET ACCESS - and CONDITIONS**

### **1) Acceptable Use**

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work, The use of your account must be in support of education

and research, and consistent with the educational objectives of SS. Peter and Paul School. Each user is personally responsible for this provision at all times when using the network.

- a) Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- b) Transmission of any material in violation of local, state, and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to: copyrighted material, material protected by trade secret, threatening or obscene material, and criminal activity.
- c) Use by student users for commercial activities or product advertisement (including campaigns for student government/ council) is prohibited.
- d) Do not use the network in any way that would disrupt network use by others.
- e) NEVER reveal personal information, such as your address, phone number, password, or social security number. This also applies to others' personal information or that of organizations.
- f) Use of the network or computer resources to publicly oppose, degrade, or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church are strictly prohibited.

## **2) Privileges**

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be a part of a discussion with a SSP&P faculty member pertaining to proper use of the network.) The system administrator will deem what is inappropriate use and his or her decision is final. Also, the system administrator may close an account at any time. An administrator, faculty member, or staff of SSP&P has the right to request, for cause, that the system administrator denies, revoke, or suspend specific user accounts.

## **3) Network Etiquette**

You are expected to abide by the generally accepted rules of network etiquette (netiquette). These include, but are not limited, to the following:

- a) Be polite. Do not send, or encourage others to send, abusive messages
- b) Use appropriate language. Remember that you are a representative of your school and district on a non-private network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c) All communications and information accessible via the network should be assumed to be private property.

## **4) Electronic Mail (E-Mail)**

Whenever you send electronic mail, your name and userID are included in each message. You are responsible for all electronic mail originating from your userID. Therefore:

- a) Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- b) All users must understand that the school/institution cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail.

- c) The school/institution reserves the right to access E-mail to retrieve school/institution information and records to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- d) Any information contained on a school/institution computer's hard drive or computer disk which were purchased by the school/institution, are considered the property of the school/institution.
- e) Forgery (or attempted forgery) of electronic mail is prohibited.
- f) Attempts at sending harassing, obscene and/or other threatening e-mail to another user are prohibited.
- g) Attempts at sending unsolicited junk mail, "for profit" messages or chain letters are prohibited.

## **5) Security**

Security on any computer system is a high priority, especially when the system involves many users. Never use another person's account to log on to the system. If you feel you have identified a security problem, you must notify the system administrator. Do not demonstrate the problem to other users. Do not reveal your account password to anyone. Users are responsible for any misuse of their account that is due to their own negligence. Users are responsible for reporting unauthorized use of their account to the system administrator.

## **6) Updating Your User Information**

If for any reason you need to change your user information, see the system administrator.

## **7) Services**

SSP&P makes no warranties of any kind, whether expressed or implied, for the service it is providing. SSP&P will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, incorrect deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the system is at your own risk. SSP&P specifically denies any responsibility for the accuracy or quality of information obtained through its service.

## **Photo/Video Permission- Consent, Waiver, Release**

For and in consideration of benefits to be derived from the furtherance of the educational programs of the Diocese of Allentown, the undersigned parent of the student(s) enrolled at SS. Peter and Paul School, Lehigh, PA do hereby consent, authorize and grant permission to the Diocese of Allentown and SS. Peter and Paul School, its agents, employees or duly authorized representative to take photographs, motion pictures, video or audio tapes of said student(s) and do further consent to the publication, circulation and dissemination of said photographs, motion pictures, videos, or audio tapes or any duplication or facsimiles thereof for the purpose of instruction and/or promotion of SS. Peter and Paul School. In granting such permission, I hereby relinquish and give to the Diocese of Allentown and SS. Peter and Paul School all right, title, and interest I may have in the finished pictures, negative, reproductions or copies, and further waive any and all right to approve the use of such photographs, motion pictures, videos, or audio tapes and so release any and all claims of any nature whatsoever arisen for their use.

# Photo Release Policy

Throughout the school year, some of the students may have the opportunity to have their pictures taken for local newspapers.

In addition, students may have an opportunity to participate in video projects that may be broadcast on cable TV during the allotted airtime.

Parents must give permission for these photos and video taping projects.

Parents/guardians must sign the photo release portion of the *Handbook Signature Form* on the last page of this *Student/Parent Handbook*.



If a parent/guardian has difficulty in interpreting this handbook due to a language barrier, please contact SS. Peter and Paul School for assistance.

**SS. Peter and Paul School  
Parent/Teacher Handbook  
SIGNATURE FORM**

**This form must be signed and returned to the SSPP School Office.**

---

**Student Name(s)**

**Handbook Form**

I have read and agree to follow the policies and procedures set forth in this Handbook, by SS. Peter and Paul School and the Diocese of Allentown, and will assist my child(ren) in adhering to them.

---

Parent/Guardian Signature

Date

**Internet Form**

I am the Parent/Guardian of the below named student. I have read the Acceptable Use Policy for Computers and Internet Access and I have either explained it to my child or I have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software, and Internet access at SSPP School. I hereby consent to my student having access to, and use of, the internet and computers at SSPP School. I also hereby indemnify and hold harmless the Diocese of Allentown and SSPP School from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

---

Parent/Guardian Signature

Date

**Photo Release Form**

I hereby give permission for my child to appear in photos and participate in video projects which may be broadcast.

---

Parent/Guardian Signature

Date

