

# Parent/Student Handbook



SS Peter and Paul  
Catholic School

A CATHOLIC SCHOOL OF THE DIOCESE OF WHEELING-CHARLESTON IN WEST VIRGINIA

ACCREDITED BY COGNIA

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## **Mission Statement**

Saints Peter and Paul Catholic School is a Christ-centered community focused on academic excellence and spiritual values. We instill in our students a commitment to learning and inspire them to become faith-filled members of society.

## **Vision Statement**

We recognize that parents are the primary educators of children, and we will work in tandem from PK through 6<sup>th</sup> grade to cultivate the body, mind and spirit of each child while promoting the gospel.

We aspire to provide an exceptional education and will do so by continually reassessing our academic program and provide learning opportunities for our teachers to accommodate the 21<sup>st</sup> century technological classroom.

## **Beliefs**

We believe...

- in educating the whole child academically, spiritually, socially, and emotionally.
- in guiding each child to reach his/her full potential.
- instilling Gospel values through our religious education program and mass attendance.
- every student should receive an outstanding education in a safe, loving environment.
- a Catholic education should be an affordable opportunity for all.
- technology should be integrated across the curriculum to enhance learning opportunities.
- our teachers are professionals who are constantly striving to improve their instructional practices.
- our community is a collaborative relationship between the parents, school, and Church.

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## **Non-Discrimination Policy**

No child whose parents desire to enroll him/her in a Catholic School in the Diocese of Wheeling-Charleston shall be denied admission on the basis of race, gender, national origin, age (in accordance with the law). Notwithstanding the forgoing, students with disabilities will be considered for admission subject to the discretion of the principal, considering the extent of the disabilities and special needs of the student and the resources and accessibility of the school to meet such needs.

Catholic schools are exempt from compliance with the public accommodation provisions of the ADA (Americans with Disabilities Act).

## **Introduction**

Welcome to Ss. Peter & Paul School! We are a Catholic school offering a quality education to children in pre-school through sixth grade. Our school is operated under the auspices of Ss. Peter & Paul Parish and the Diocese of Wheeling-Charleston. It is approved by the West Virginia State Board of Education and accredited by Cognia.

High academic standards, a Christian atmosphere, and a community of devoted faculty, staff, parents, and students form the basis of our program. Ss. Peter & Paul follows the policies of the Diocese of Wheeling-Charleston; therefore, any change in Diocesan policy takes precedence over school policies. The most current policy/regulation will always be on file in our school office. The school also reserves the right to interpret rules and policies as individual situations and needs arise.

As we grow together as a school community, these policies and procedures will be periodically reviewed, edited, added to, and/or deleted when current practices are determined to no longer be practical or when more efficient methods are realized.

We welcome you and your child(ren) to our school, and we will do our best to give your child a well-rounded education. We recognize that you are the primary educators of your children, and we will work in tandem in order for them to be successful in their spiritual and academic endeavors. The family is the first school, but it needs assistance from society as a whole and from the Church to accomplish this mission.

Parents must create a family atmosphere filled with love and respect for God and man, in which a well-rounded personal and social education is fostered. Hence, the family is the first school for developing values, attitudes, and love for Christ and others.

The Catholic School is an extension of the education that begins in the home. By the time a child enters school, he is not beginning his education, but continuing it and needs the help of parents and teachers. Parents should, therefore:

- Maintain a united authority between themselves and the school so that the teacher in the classroom is an extension of parental authority.
- Support and reinforce the school's policies and procedures.
- Check your child's television viewing. Too much television has the tendency to hamper the child's listening abilities. Children also are strong imitators. Be wary of programs that provide a model for violence and/or disrespect.
- Provide the proper time and materials for study both at home and school.
- Encourage some daily period of reading at home; reading is a skill that requires much practice. Also, read to your children, have them read to you, and let them see you enjoying reading.
- Insist on regular and prompt attendance to instill within the child the importance of his/her presence in school.
- Be sure your child's uniform is complete and kept in good condition.
- Be a part of the school volunteer program, if possible; when you are involved, your child sees through your actions that you care.
- Out of consideration for all children, do not send/bring invitations to school unless every child in the class is included.
- Return promptly all materials requiring the signature of a parent or guardian.

## History

Ss. Peter & Paul Catholic School dates back to 1913 when the parish organist began teaching children in the parish hall at Scarbro, West Virginia. The following year, a school building was erected, and it served as the parish school until 1967. Changing economic conditions and the resulting population shift led to Oak Hill, West Virginia, being the population center of the area. In 1967, the new Ss. Peter & Paul Catholic School was completed, and classes started that year in the new facility.

Since moving to Oak Hill, Ss. Peter & Paul Catholic School has not only served the Catholic community but has served the community at large as non-Catholic enrollment has increased.

# Admission Policy

The following policies have been adopted to clearly articulate how enrollment decisions will be determined. If the application is received by the deadline and student meets the school's admissions criteria, student will be further considered for enrollment. Students will be selected and placed in the school based on the maximum capacity of classrooms as set by the Diocese of Wheeling-Charleston according to the following categories in order:

1. Currently enrolled students in good standing.
2. Siblings of students currently enrolled.
3. Students currently enrolled and in good standing at another school in the Diocese of Wheeling-Charleston.
4. Catholic children of participating parishioners who are siblings or children of a graduate of the school.
5. Children of parishioners who are **registered, contributing and participating** members of the School Parish (or if a central school, one of the participating parishes).\*
6. Children of parishioners who are registered, contributing, and participating members at another Catholic parish within the Diocese of Wheeling-Charleston.\*
7. Non-Catholic students (non-Catholic students will be enrolled or added to a waiting list in the order of applications received).

\* Families can obtain a form from their parish that is to be signed by the pastor and submitted to the school at application.

## Wait List

- Students not selected for admission due to class size limits, will automatically be placed on a wait list.
- If an opening becomes available, students on the wait list will be given priority for those openings in the same order of preference as detailed in the Admission Eligibility protocols.
- The wait list will exist for the current academic year only.
- The wait list will be established after the enrollment process for the upcoming school year has ended and will terminate when that school year ends.

Students with an IEP or disability that requires academic, physical, or social modification must be identified during the enrollment process.

Additionally, a birth certificate, baptismal record, and first communion certificate (when applicable), and for parishioners applying for parish tuition rates, a certificate of active membership for Ss. Peter & Paul Parish is required. Students seeking admission should also have reports of grades and standardized tests sent directly from the school from which they are transferring.

1. Children registering for PK 3 must be three years old by June 30 of the school year and fully potty trained.
2. Children registering for PK 4 must be four years old by June 30 of the school year and fully potty trained.
3. Children entering kindergarten must be five years old by June 30 of the school year. We do not offer or condone early admission tests.
4. First grade students must be six years old on or before June 30 of the school year.
5. Beyond first grade, students must provide evidence of having satisfactorily completed the previous grade in an approved school.
6. Students who seek admission beyond kindergarten are invited to spend a day at the school, but it is not mandatory for admission.

## **Attendance Policy**

State law (18-8-1a) states that attendance is compulsory. Compulsory school attendance begins with the school year in which the sixth birthday is reached prior to July 1st of such year or upon enrolling in a kindergarten program.

Regular attendance and participation in classes along with the interaction between student and teacher and with other students in class are a vital and integral part of the learning process. In order to receive maximum instructional benefits, students must attend school regularly and be on time to classes. Regular school attendance helps develop self-discipline and responsibility.

**An absence is defined as not being physically present the school facility for any reason. Absences are recorded as excused when the school is provided with a doctor's note. Additionally, parents may write a letter of excuse for up to five absences. The note should explain the reason for the child's absence. An excused absence includes personal illness or injury, medical or dental appointments, critical illness in the family, quarantine in home, serious personal or family problems, death in the immediate family, or observance of religious ordinances.**

**All other absences are recorded as unexcused. After ten unexcused absences, parents will be contacted, and a conference will be scheduled to resolve any problems contributing to the absences.**

**Please arrange vacations so that children are not taken out of school. If this occurs, it is an unexcused absence, and the teachers are not required to give extra help to make up assignments nor prepare assignments in advance.**

**Any student arriving after 8:15 A.M. will be marked tardy. Any student who has five events of unexcused tardiness during a nine-week period will serve lunch detention. The parents of any students who has ten events of unexcused tardiness during a nine-week period will be required to meet with the principal. In**



**order for a tardy to count as excused, a doctor or dentist note must be presented that morning.**

**\*\*\*If a student is absent due to illness, he/she should be fever-free for 24 hours before returning to school.**

When a student is absent, the parent must email the teacher or call the school by 11:00 A.M. for missed work. **Make-up work will only be available for pickup between 3:15 P.M. and 3:30 P.M. Please remember that teachers have very little time during the day when they are not actively engaged in the process of educating your children. We do not want teachers to take instructional time to gather make-up materials.**

Parents are notified of our school calendar at the beginning of the school year. Any adjustment to our calendar will be sent home in writing. Families should adjust their vacation schedules to coincide with the school's calendar to avoid student absence for non-illness-related reasons.

## **Discipline Policy**

Ss. Peter & Paul Catholic School has earned a reputation based on its tradition of high academic standards, the emphasis on values and morals, and the sense of discipline and order in the school. In such an atmosphere, teaching and learning may occur so that students prosper spiritually, academically, and emotionally.

The purpose of Ss. Peter & Paul's discipline policy is to create a Christian atmosphere, one of respect and responsibility, as well as to provide order and generate self-control. Each person is expected to do his/her part to bring about this climate. Appropriate conduct is required of each child at all times during the school day and at school-sponsored events such as but not limited to field trips, dances, and sporting events.

Parents are asked to assist children to grow in responsibility and to accept the consequences of their behavior.

Guidelines for our school may be summed up this way:

- Be respectful of others and their property.
- Be supportive, courteous, and attentive to one another.
- Respect all school property.
- Demonstrate responsibility.

Each classroom teacher will establish specific disciplinary standards that students are expected to follow in the classroom. It is the teacher's responsibility to relay to students

and parents their classroom rules and consequences. Corporal punishment in any form is never used.

For minor infractions such as a minor disturbance in class, coming unprepared (forgetting pencil, book, supplies), neglecting or poorly fulfilling a classroom regulation, failure to be in uniform, unexcused tardiness, leaving school early, minor conflict with another child, or other inappropriate behavior, possible consequences:

- Warning
- Redirection
- Conference with student (to be done privately)
- Loss of privileges (such as field trip, free time, partial recess)
- Lunch detention
- Parent Conference
- Email/Call parent

For more serious or repeated offenses as determined by the administration (e.g., fighting, disrespectful behavior or language, stealing, cheating or other dishonest behavior, deliberate property damage, repeated minor offenses, refusing to obey reasonable requests of teachers, truancy, leaving school premises without permission):

- a. In-school suspension (from 1 to 3 days) in which a student is doing schoolwork apart from classmates.
- b. Out-of-School Suspension (not to exceed 10 days) in which a student is barred from attending school with classmates.

**Suspension Procedures:**

1. Parents will be notified verbally of the infraction.
2. A written notification will be provided, and a copy kept in the student's permanent record file.
3. A conference will be conducted.
4. Repeated misconduct could result in expulsion.

Expulsion is the termination of the student's enrollment in the school. A student may be expelled from school for misconduct of a very serious nature (such as possession of a weapon or drugs) or for an accumulation of offenses.

### **Expulsion Procedures:**

1. The decision to recommend expulsion is made by the principal after consultation with the Superintendent of Catholic Schools and with the Pastor/Designated Pastor.
2. Expulsion must have the approval of the Pastor/Designated Pastor.
3. Parents will be notified of any expulsion verbally, followed by written notice. No student will be sent home during the day for any reason unless parents are notified, or the student is released to the custody of the parents.
4. A conference with the parents, student and appropriate school personnel must be arranged. The reasons for the expulsion will be noted clearly during the conference.
5. Parents ordinarily will be given an opportunity to withdraw the student from the school unless circumstances merit otherwise.

**Required withdrawal** is the dismissal of a student from the school by the principal. Reasons for required withdrawal may include inappropriate placement in the school based on insufficient academic performance, behavior problems or social adjustment issues. Parents will ordinarily be given the opportunity to withdraw the student from the school. If the parent does not withdraw the student, the principal may follow the steps to expel the student.

### **Procedure for Appeal and Review of Disciplinary Process**

Parents may appeal to the Superintendent of Catholic Schools to review an expulsion. In the event of such an appeal, the Superintendent of Catholic Schools will solicit from the parents, the principal, and, when appropriate, the Pastor/Designated Pastor the following:

1. A written summary of the issues
2. Any supporting documentation, such as correspondence, local handbooks, etc.

After reviewing the documentation and, if the Superintendent of Catholic Schools deems necessary, conferring with the parties to the disputed action, the Superintendent of Catholic Schools will determine whether the school's action is in accord with applicable diocesan and local policies and within the authority and discretion of the local administration.

### **Narcotics, Drugs, or Alcohol Policy**

Any student who possesses, sells, distributes, uses, or is under the influence of any unauthorized controlled substance or alcohol in school, on school property or during attendance at school-related events, will be liable to corrective action by any authorized school official. "Unauthorized controlled substances" are defined by the Uniform Controlled Substances Act, West Virginia Code, Chapter 60A-1-101 through 60A-6-605.

### **Procedures**

1. Local law enforcement will be notified, and if necessary, medical personnel.
2. The student's parents will be notified as well as the Superintendent of Catholic Schools and the Pastor.
3. Any of the following actions, which list is not exclusive, may be taken by the principal:
  - suspension or other disciplinary action
  - expulsion from school
  - recommendation for participation in an age-appropriate treatment program
  - recommendation for in-patient treatment

### **Policy on Cyberbullying, Sexting, Texting and Social Networks**

Students involved in possession or transmission of inappropriate photos and/or texts on their cell phones or other electronic devices will face disciplinary actions that may include detention, suspension and/or expulsion.

Ss. Peter & Paul School strives to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) will face disciplinary action that may include detention, suspension and/or expulsion.

All students at Ss. Peter & Paul School (K-6) are required by the diocese to sign an Acceptable Use Policy for each school year. In terms of social networking, blogs, and any online publishing the following guidelines are in place:

1. The official school logo and name are not permitted to be used on any personal online sources without written permission from the principal.
2. The publishing of disparaging and /or defamatory comments about the school or anyone in the school community is not permitted.
3. Engagement in online activities, such as, but not limited to Snap Chat Facebook, Twitter, Instagram, etc., may result in disciplinary action if the content

of student or parent's blogs includes defamatory comments regarding the school, the faculty, other students, or the parish.

### **Deadly Weapons**

Any instrument which is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use, shall not by any person, be brought onto or otherwise permitted on the property of the schools or any other property under the jurisdiction of the Bishop of the Diocese of Wheeling-Charleston; nor shall any such instrument be brought onto or otherwise permitted on any premises where school functions are being conducted which are under the jurisdiction of the Bishop of the Diocese of Wheeling-Charleston.

Deadly weapons shall include, but are not to be limited to, those instruments defined in West Virginia Code, Chapter 61, Article 7, Section 2 as a blackjack, gravity knife, knife, switchblade knife, nunchaku, metallic or false knuckles, pistol, revolver, or other deadly weapon of like kind or character which may be easily concealed on or about the person or any type of firearm of any type or description.

Violations of this policy may result in an automatic expulsion.

NOTE: Each case will be handled on an individual basis. Also, off-premises behavior, while not under school jurisdiction, may reflect on the school and may be detrimental to the reputation of the school and thereby result in consequential action on the part of the school. Not every disciplinary situation can be covered ahead of time by school policy. The school, therefore, reserves the right to take what seems to be appropriate action at the time of any given situation.

## **Textbooks**

Students and parents are responsible for all textbooks and books issued to the students. Care should be taken that no writing in any form be put in textbooks. Textbooks should be free of stray marks and/or drawings. All severely damaged or lost books must be paid for in full. A percentage of the replacement cost of textbooks is assessed for textbooks damaged beyond what is normal wear and tear but does not constitute severe damage.

Teachers may choose supplemental books or magazines to use in their classrooms during the school year. Students may be asked to purchase those items; if that is a financial burden for a family, please let the class teacher or administrator know.

Books must be carried to and from school in a schoolbag. **Rolling backpacks are not recommended.** They present too great a hazard on steps and are far more difficult for a child to carry upstairs than a traditional backpack.

## Visitors

For the safety of your children all visitors, including parents, **MUST** report to the school office to announce arrival. All visitors, including contracted workers, must sign in upon arrival and sign out when exiting the building.

Only a parent who is volunteering in some capacity, or has a pre-arranged conference with a teacher, should be in the halls or classrooms during school hours. Forgotten lunches, homework, books, etc. should be dropped off at the school office. Your support of this school policy is an important component in helping us to ensure the safety of your child and uninterrupted instructional time. Parents should **never** assume that it is okay to go to their child's classroom to deliver materials, pick up make-up work, ask the teacher a question, or initiate an impromptu conference.

## Communication

**Newsletters** are published weekly to keep parents in touch with what is going on at Ss. Peter & Paul School. Please refer to our website, Facebook page, RenWeb, and your email for the most up-to-date information.

**RenWeb** accounts can be used to monitor student progress, view missing assignments, and receive low grade notifications. To set up an account, go to [renweb.com](http://renweb.com) and use spp-wv as the district code.

**Parent/Teacher Conferences** are set up after the first grading period has ended. Parents will receive the first report card at this time.

If at any time you would like to set up a conference with your child's teacher, please call the office or email your child's teacher directly. Conferences may be scheduled during a planning time or after school. **Please note that teachers are not available for conferences when children are arriving in the morning or during dismissal times in the afternoon. These times of day are typically very busy for teachers supervising students and do not lend themselves well to engaging in private conversations regarding your children.**

### **Conflict Resolution**

If a situation should arise, parents should contact the teacher directly involved. The majority of concerns can be resolved satisfactorily at this level.

If the parents feel as though the issue has not been settled, they should request an appointment with the principal. The administration should have had an opportunity to confer with the teacher, so they may have the issue firmly in mind while speaking with the parents.

If the above procedures fail to resolve the issue, the Pastor may be asked to meet with this group. By working together, these situations should be resolved. It is important to follow the appropriate chain of command in order to prevent miscommunication and mistrust.

## Closings and Delays

Ss. Peter & Paul School will **NOT** follow the Fayette County Schools weather related procedures. Families will need to listen to the television for changes to the SSPP schedule. The following stations will be notified by 6:15 A.M. if there are changes to be made: CBS 59 News. School closings and delays are also sent via text blast and email and will also be posted on the Ss. Peter & Paul Facebook page.

**If no announcements are made for SSPP, classes will be held on a regular schedule.**

Decisions will be made on the best information we have on hand concerning the overall area, namely, the norm rather than the exception. Conditions vary from area to area and school-level decisions must be made with consideration to the local situation.

**In the case of two-hour delays, the main doors will open at 10:00 A.M. to allow staff and children time to get to school safely. Please do not drop your children off prior to that time.** If a two-hour delay is called, any changes to that schedule will be made by 8:00 A.M. Check the school's Facebook page for up-to-date information as well as your email and text messages. Parents are to use their own discretion as to road conditions in their area.

Additionally:

- Morning School Care will not be held on days when there is a two-hour delay.
- If a two-hour delay falls on a Mass day, students will not attend Mass on that day.
- When school is cancelled, school related after school and/or evening functions (e.g., conferences, programs) will also be cancelled and rescheduled.
- If canceled, students will have a virtual learning day or packets may be sent home ahead of time in anticipation of a snow day.

**NOTE: There is a Ss. Peter & Paul School in Ohio. On occasion, when announcements are made regarding school closures, the stations do not always specify *which* Ss. Peter & Paul School. Double check!**

## Emergencies

Emergency information is on file for your child(ren) with current names, addresses, telephone numbers, emergency numbers, and medical information. It is imperative that this information be kept up to date. If you should have a change of address or telephone number, notify the school office **immediately** in writing.

If students must be evacuated and are unable to return to the building, they will be taken to the New River Gorge Visitor Center (Oyler Avenue) or the Holiday Lodge (Virginia Street) depending on the situation.

If the school is being evacuated, **under no circumstances will parents be allowed to pick their children up at the school. All parents, NO EXCEPTIONS, will be required to pick their children up at the evacuation site.** If necessary, the Red Cross will provide food, cots, blankets, etc. City and school officials will keep a log of anyone moved apart from the group (e.g., for medical treatment).

For any emergencies that result in evacuation or shelter in place, parents will be notified via the aforementioned TV station and text blast/email.

**NOTE:** *During an emergency, parents **should not call the school, hospital, or police.** Calling will only tie up lines during an emergency situation. Listen to Emergency Broadcast on radio or TV. All pertinent information regarding group location, timetable for return or release, pick up schedule...will be broadcast, relayed via text blast, email and if feasible, posted on the school's Facebook page.*

## Fire Drills

Fire drills are held at regular intervals as required by law. These are an important safety precaution. It is essential that when the first signal is given that everyone follow directions promptly. Directions are given each year in August and posted in each room. We ask that all adults who are in the building at the time of a drill follow the safety rules and evacuate the building. Silence is required during a fire drill.

## Morning Care/After School Care

Our Morning Care and After School Care Programs are designed to assist parents in providing a safe and pleasant environment for students who need childcare outside of school hours.

Morning care runs from 7:00 A.M. to 8 A.M. Breakfast is available during this time. If your child eats breakfast during this time, you will not be billed for 15 minutes of the allotted time your child spends in Morning Care.

Operation of our After School Care Program begins the first day of school and is open on school days from 3:15 P.M. until 6:00 P.M. Monday through Friday. Children not picked up from school by 3:15 P.M. will automatically be sent to our After School Care Program. Parents will be responsible for the cost of their child's care. It is encouraged for students to bring a snack. There will be free time to play as well as homework time.

Any person picking up children from ASC must enter the building and sign them out. No



child will be permitted to exit the building on his/her own. ASC should be notified if someone other than those listed on the Pick-up Authorization Form. Please complete the Pick-up Authorization Form/Emergency Contact Form (Yellow Card) for the school. Adults not known to the staff may be asked to show ID.

**Rates: \$1.75 per 15 minutes (\$7/hour) per child and will be billed monthly through FACTS.**

## Daily Schedule

Early Morning Care and Breakfast	7:00-8:00 A.M.
Last breakfast served	7:50 A.M.
Classrooms and main door open	8:00 A.M.
Class instruction begins after prayer, pledge and announcements	8:15 A.M.
PK Lunch	11:00– 11:30 A.M.
PK Recess	11:30 –12:00 P.M.
K-6 Lunch	11:45 P.M. – 12:15 P.M.
K-6 Recess	12:15 P.M. – 12:45 P.M.
Afternoon Prayer and Announcements	2:55 P.M.
Dismissal for students	3:00 P.M.
After School Care	3:15 P.M. - 6:00 P.M.

**Note:** Parents, please plan for your children to arrive between 8:00 and 8:05 am. **The front door will not be open until 8:00 A.M.** All children arriving between 7:00 and 8:00 A.M. **must** be dropped off to be supervised in the cafeteria. Preschool children may be dropped off at the Preschool House beginning at 8:00 A.M.

## Instructional Program

### Preschool

SSPP is committed to providing an environment for our children to explore and expand the boundaries of their world. Our classrooms meet and challenge the needs of each child and provide a calm environment for learning and growth.

### Kindergarten

SSPP Kindergarten is a full day program that further develops the child and prepares him/her for first grade. Phonics, number patterns, simple arithmetic, interaction with other children, field trips, an introduction to computers, and multicultural awareness

characterize the learning program at this level. A daily routine is established. This routine includes prayer, patriotism, structured and unstructured play, handwriting instruction, early literacy learning, preliminary math skills instruction, IXL, AR, and countless other activities and experiences designed to meet the needs of the five-year-old child. On a weekly basis, kindergarten students participate in music, gym, and P.E.

### **Grades 1-6**

ELA (English/Language Arts) and math are given special emphasis. Course work in science, social studies, and religion complete the core academic curriculum at Ss. Peter & Paul. Students are instructed in online supplemental programs such as IXL and Renaissance Learning (AR). Music, art, and P.E. are taught weekly.

## **Grading Scale**

Please note that only the **final grade average** is recorded on the student's permanent record card.

### **Graded Subjects**

A = 93 – 100	O = Outstanding
B = 85 – 92	G = Good
C = 77 – 84	S = Satisfactory
D = 69 – 76	NI = Needs Improvement
F = 68 or less	UN = Unsatisfactory

\*\*\*A skills checklist is used for reporting progress of preschool and kindergarten students to parents. Grades A, B, C are not used.

# Report Cards and Progress Reports

## Preschool

Ss. Peter & Paul issues a report for preschoolers in January and at the end of the year. These reports provide an assessment of each child's progress in social-emotional development, physical development, and cognitive development (reading readiness and math readiness).

## Kindergarten

Parents of Kindergarten students receive a report card every nine weeks. Each child's assessment includes an evaluation of social-emotional development, physical development, and cognitive development (in the areas of language arts and mathematics).

## Grades 1 - 6

Ss. Peter & Paul issues report cards every nine weeks in grades one through sixth. The reporting system attempts to give parents an objective idea of the progress of their children according to each child's individual ability.

The report card for grades one through six provides an evaluation of scholastic achievement, academic traits, and personal growth and development. Parents should consider each of these aspects in examining the report card.

Students in grades K-6 will bring home weekly samples of class work in their folders for your review. Your child's teacher will make you aware of the day of the week to expect those folders to come home. Parents should review carefully the work in these folders, as these papers provide a continuous and current profile of academic achievement.

## Promotion

A student who has shown satisfactory progress, completed the required grade work, and demonstrated the necessary maturity will be promoted to the following grade.

Students who do poorly over a given year, who have been absent excessively, or who do not exhibit the necessary maturity to advance to the next grade may need to be retained.

Retention of students is based on a consideration of the welfare of the student. Every student will be placed where he/she can work to his/her best advantage. Parents will be advised in writing if retention is being considered. The ultimate decision in regard to retention is made by the administration after consultation with the teacher(s) and parents.

## Homework Purpose and Expectation

Although children work hard during the school day, homework is also an important part of their learning process. Research indicates that students who regularly complete homework enjoy greater academic success. Valid purposes for utilizing homework are that it: (1) promotes growth in self-responsibility and self-direction in learning; (2) directs students toward strong work habits; (3) enriches, enhances, and extends school experiences; (4) helps children learn to manage their times, and (5) provides essential practice in developing and cementing skills.

In general, as a child's learning responsibilities increase with each grade, their homework demands will increase as well. Time increments include all "written homework" along with "some" test preparation time. If additional time is needed to prepare for a test, or work is not completed during the allotted class time, the homework time may vary. If, on a regular basis, it is taking your child significantly more time than estimated, please ask for a conference with your child's teacher(s) to discuss potential help strategies. It is neither desired, nor healthy, for homework to monopolize the child's entire evening. We recognize and support their need to participate in extra-curricular activities and to have "down-time" with their families. In addition, mandatory homework (work intended to be turned in on Monday) will not be assigned over the weekend. Students, of course, may choose to spend time preparing for upcoming assignments, tests, or long-term projects.

Approximate homework time allotments by grade:

- Kindergarten – 15-30 mins.
- Grades 1-2 – 30 mins.
- Grades 3-4 – 45 mins.
- Grades 5-6 – 60 mins.

## Standardized Testing

Ss. Peter & Paul Catholic School is mandated to participate in the NWEA **Measures of Academic Progress (MAP) Growth** This test is administered during three testing cycles throughout the year. Plenty of rest and a complete breakfast are specifically recommended during this time, as the results of these state tests will become a part of the student's permanent academic record. Parents should not plan any trips during the testing weeks.

A yearly assessment for religion education (ARK) will include students in grades 2 and up.

# **Religious Education Program**

Religious education is central to the Catholic school. Through transmission of Catholic doctrine and Christian living within the school, Ss. Peter & Paul aims to assist parents in their task of the moral, ethical, and spiritual development of their children.

Ss. Peter & Paul's religion program helps students to grow in their awareness of their multiple relationships to God, self, community, and the world. From time to time, programs and projects directed to the service of others are brought to the attention of the children, and they are encouraged to participate actively and generously in these activities.

Religion classes are conducted daily for all students, both Catholic and non-Catholic, enrolled at Ss. Peter & Paul. Our non-Catholic students enrich our religious instruction program by sharing their faith experiences with members of their class. In addition, all students PreK - 6 attend Mass once a week and there are opportunities for Catholic students in grades 2 - 6 to receive the Sacrament of Reconciliation periodically throughout the year. Faculty and parent participation is encouraged in all student liturgies. Only individuals who are Catholic are permitted to receive Communion.

Religion is not a separate entity in the life of a Christian and must be part of all aspects of his/her life. Therefore, religion is integrated with other subjects to include experiences that teach the appreciation of and respect for all racial and ethnic groups and the values of peace, justice, social awareness, and moral responsibility. Religion must help the child to relate to all the people of our world, accepting the differences and appreciating their value as children of God. The true Christian works to improve the condition of all people. It is with this spirit that we work together at Ss. Peter & Paul.

## **Liturgies**

On Wednesdays, students in grades PK-6 attend Mass and need to be in their classrooms by 8:15 A.M. so as not to be late for the parish/school liturgy, and mass begins promptly at 8:30 A.M. Students are responsible for the readings and other participatory activities at Mass. All parents, grandparents, and other relatives are welcome to attend mass with our school family.

Only those individuals who are Catholic are permitted to receive Eucharist (Communion), but non-Catholics are welcome to receive a blessing during this time. When a Holy Day of Obligation occurs on a day other than Wednesday, schedules are changed so that the children are able to attend Mass on the Holy Day.

## Breakfast and Lunch Program

Ss. Peter & Paul School participates in the National School Lunch Program (NSLP) sponsored by the Federal Government. Children participating in this program get an excellent lunch and learn to eat a well-balanced nutritious lunch each day.

Each standard lunch will include five offered items. Side items that are offered on a daily basis may include yogurt, fruit, fresh cut vegetables and dressing. All lunches include milk. **In accordance with Ss. Peter & Paul's Wellness Policy, fast food, candy, and soda are not permitted. Drinks in glass bottles are not allowed at school lunch or on field trips. Only water is allowed in the classroom.**

Families that cannot afford to provide this school lunch for their children should fill out the National School Lunch Program Form which will be sent home at the beginning of the year. Suitable provisions will be made for free or reduced lunches according to government regulations. We encourage you to take advantage of this resource if you are eligible for it.

Student lunches are charged. At the end of each month, parents will receive email from FACTS showing monies owed. A maximum of \$100.00 in lunch charges may be accrued on an individual child's lunch bill. **If a child's lunch bill exceeds \$100.00, the child's privilege to charge may be revoked until payment is made. All payments must go through FACTS.** A strict accounting is maintained by school staff as part of adherence to National School Lunch Program guidelines.

Menus are posted monthly and are also available on the school's website.

Meal prices: **Student breakfast \$ 2.50 Student lunch \$3.50 Milk \$ 0.60**

**Parent and Friend Lunches** provide an opportunity for parents, grandparents, and family to dine with their children in grades K-8 during the school day. Scheduled dates for these lunches will be posted in the monthly menu and also in the monthly newsletter. **The cost for lunches for individuals who are not enrolled at SSPP School is \$4.50.**

### USDA Nondiscrimination Statement

- In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## Medications

Pupils requiring prescription medication during school hours must have on file a signed medical authorization form from the parent or guardian and a properly completed physician's statement identifying the medicine, dosage, and purpose of the medication. Medication forms are available in the school office. All medication must be in original containers and have a label affixed with the student's name. **The school is prohibited from dispensing any medication without written parental permission.**

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Parents who need to have nonprescription medication administered to his/her child, must come to the school and administer it.

# **Tuition and Billing**

Tuition is set annually by the Pastor and the School Consultative Board. Ss. Peter & Paul Parish pays a portion of the tuition for parishioners. In addition, since tuition alone is insufficient to pay for the costs of running a school, Ss. Peter & Paul depends on volunteer services and PTO to supplement educational programs. A copy of the current tuition scale is available through the office and on the school's website.

All families must participate in the FACTS Tuition Management Program. This provides a flexible payment plan which is automatically debited from a credit card or checking account. There is a one-time nonrefundable fee for participating in the FACTS program for the monthly billing. Additional fees are assessed if using a credit card. No additional fees are assessed if using a checking account. In addition to tuition, all incidentals such as lunch bills, morning and after school care, yearbooks, etc, will be billed through FACTS autopay.

- Delinquent accounts for lunch or extended day care will result in a suspension of parents' access to grades, report cards, etc.
- Delinquent accounts must be settled before a child may be registered for the next school year.
- Delinquent accounts must be settled before student report cards and student records will be released.

## **Tuition Assistance**

The Diocese of Wheeling-Charleston provides tuition assistance for needy Catholic students in grades Kindergarten through grade 6. Families apply by submitting the required application, supporting documents, and application fee. Tuition assistance decisions are as objective as possible in an attempt to guarantee that families demonstrating the greatest degree of need receive priority when funds are allocated. Only Catholic students are eligible for this program. The Tuition Assistance Program (TAP) applications for the next academic year become available at the end of February with application deadlines set in April and September.

## **Scholarships**

Scholarships are available for both Catholic and non-Catholic students. Applications are sent home at the beginning of the school year.



## **Monies**

Whenever it is necessary to send money to school, please send it in an envelope stating the child's name, amount, teacher and grade, and purpose for the money. To facilitate the collection of money, please enclose the **exact** amount.

Separate envelopes should be used when money is sent for more than one purpose.

Checks should be made payable to Ss. Peter & Paul School with the purpose of the check written on the memo line.

## **Parent-Teacher Organization (PTO)**

Parents of each child enrolled in Ss. Peter & Paul School automatically become members of the PTO. Membership dues are \$25.00 per family and are paid annually via FACTS incidental billing.

PTO meetings are held monthly, September through May in the school cafeteria.

The PTO steering committee and committee chairpersons meet monthly at the PTO meeting to plan fundraisers, volunteer help programs, parent information sessions, socials, and enrichment activities.

Members provide an invaluable service to the school. The school could not exist without this involvement and support, and we are most grateful for it.

## **Telephone**

The school phone is for office use only. Students may use the phone only in case of an emergency with office permission. Please do not request that a child phone home during or after school for any reason. If it is necessary to communicate a message, the parents are expected to phone the school. The message will then be forwarded to the students.

During the school day, students or teachers may not come to the phone to receive messages.

Students are not to use personal cell phones during school. Please see the Electronics Policy.

## Electronics

Any student who brings a cell phone to the school, must turn it off and keep it in the student's backpack. Students are prohibited from accessing the device until after he/she has been picked up at the end of the day. Smart watches and iPads may not be used as communication devices during the school day.

If a child is found to be carrying device or communicating with an electronic device, the device will be confiscated and given to the principal until the end of the day. The principal will release it to the parent at that time.

Repeat offenses will result in the student being prohibited from having communication devices on school property.

## Health and Accidents/Injuries

If your child is going to be successful in school, he/she should be strong and healthy and attend school regularly. It is the parent's responsibility to get the child home if he/she becomes ill at school. Parents must make arrangements for this emergency. School facilities do not enable us to provide extended care for sick children.

Observe your children daily to see if they show any symptoms of contagious diseases and make provisions for them to stay home from school under such circumstances. **Children should be fever, vomit, and diarrhea free for 24 hours before returning to school.**

Please keep your child at home if he/she has:

- A temperature above 99 degrees
- An unidentified or contagious rash
- Upset stomach
- Diarrhea
- Vomiting
- Runny/congested nose

Accidents that occur outside of school should be taken care of through first aid at home or by a family doctor.

While we make every attempt to keep your child safe and healthy, accidents do occur. Minor cuts, abrasions, and bruises will be dealt with in in the office. More serious injuries will be dealt with in the following order:

1. Parents or emergency contact will be notified.
2. If parents are unable to be reached, emergency contacts will be notified.
3. If necessary, we will contact the physician listed to see how to proceed.
4. In extreme medical emergencies, an ambulance may be contacted.

# Dropoff and Pickup Procedures

## Morning Drop-off

We will follow the morning drop-off procedure below:

1. Students arriving at school from 7:00 A.M.- 8:00 A.M. will be dropped off at the cafeteria. Parents need to come down the ramp and stop where the child can easily walk to the double doors of the cafeteria. Out of safety precaution, please do not pull in front of the cafeteria doors.
2. Parents dropping off children after 8:00 A.M. need to enter the upper lot directed by the arrow. Proceed to the front of the school to drop your child off and continue to exit.
3. Children need to be ready to exit the car immediately and must exit from the right side of the car so they will be against the school building. Book bags and other school materials should be easily accessible for the children and **should not be placed in the trunk.**
4. If you need to walk your child into the school, or you are coming into the school to conduct office business, you may park in the main lot. Please be cautious of children and cars that are using the drop-off circle behind the parking spaces. Remember that morning is a busy time and teachers/staff are “on duty” so this is NOT the time to engage the teachers/staff in conversation. Please set up an appointment through the school secretary to talk privately with teachers.
5. Parents, as you may know we are privileged to provide “before school” (early morning care) for our students. Between 7:00 am and 8:00 am, the charge will be a \$1.75 per 15 minutes. Between 7:45 am and 8:00 am, there will be no charge if the student is eating breakfast.

## Afternoon Pickup

Afternoon pickup is made easier if everyone follows the guidelines. Please keep in mind that we take these precautions to ensure the safety of your children. It is our goal that they get home safely! Teachers are busy at the end of the day during dismissal and are still “on duty,” so if you need to speak to your child’s teacher, please set up an appointment through the school secretary to talk privately with her concerning your child.

Students in K-6 will be dismissed from classrooms on the first bell at 3:00 P.M. If you

are planning to pick up your preschooler at 2:45 PM, you may pick him/her up at the house and park on the side of the basketball court. If you are not picking up your PK child early, then you will go through the main line and wait for your child to be called.

If you are driving to pick up your children after school, you must follow the drive-through pick up procedure. The pickup line does not start moving until 3:00 P.M. Do not enter the side lot ramp until 2:50 P.M. because there are days that our students are outside the building and near that area.

The office will close from 3:00 P.M. until 3:15 P.M. so we can dedicate our time to make sure pick up moves quickly. The secretary's phone will be unavailable from 2:55 P.M. until 3:15 P.M. to concentrate on end of day duties. If student pick up changes during the day, please notify the office before this time.

1. All students in grades K-6 are ready to be dismissed from their classroom at 3:00 P.M. and PreK must be picked up by 3:15 p.m. Students not picked up by 3:15 P.M. will be dismissed to our after-school care program.
2. Place your school designated SSPP car visor sign on your passenger side visor. This sign must be visible for proper release.
3. Enter the side lot and proceed down the ramp stopping beside the steps on the side of the school to pick up your child. After your child has exited down those steps and is safely in your car, proceed around the driveway to exit. If the ramp is full, please pull into the upper parking lot circling the lot making your way to the ramp as others exit.
4. Using the family/carpool sign on the car's visor, the teacher on duty will announce your name over the intercom, and your child will be released from the classroom to exit through the side door.
5. If you are picking up a Pre-K student or a child who must be buckled into a car seat by an adult, please pull to the side, out of the line, so we may keep traffic moving.

**If your child(ren) needs to be picked up by another family or is riding home with a friend, please send a note to school that morning to make us aware. The letter must state the name of your child(ren), family/person picking him/her up and day(s) the child(ren) will be riding with that family. Please date and sign your name to the letter.**

## Uniform Dress Code

Ss. Peter & Paul School has a well-defined uniform policy. When parents enroll their children in the school, it is with the understanding that the uniform code, along with other school expectations, regulations, and policies, will be followed. Uniforms are just that – uniforms. They are not intended to reflect the fashion trends of the moment. The purpose of the school uniform is to contribute to the academic atmosphere of the school, give students a feeling of equality, to provide a visible sense of school unity and identity, and to cut clothing costs. **All students in grades K-6 must adhere to the uniform guidelines. All uniform attire should be clean and pressed and must be in good repair – hemmed, sewn at seams, not torn, not faded or “worn,” etc. No outside jackets are to be worn in the classroom. However, SSPP cardigans from Land’s End are permitted.**

If new uniforms items must be purchased, it is recommended that they be purchased through **Land's End (School Number 900027475)**, as these items are in conformity with the current policy. You can find the link to Land’s End on our website [www.ssppcatholic.org](http://www.ssppcatholic.org). If parents choose not to purchase the shorts and pants from Land’s End, please make sure that uniform guidelines are followed. In an effort to ensure that the purchase of uniform pieces does not constitute a financial burden for our families, a uniform exchange program has been implemented.

### Girls Dress Code Policy:

- **Khaki slacks or shorts** - (no corduroy, denim or denim-like material, no stitching, no sweatpants, no stretch pants, skinny pants, knits or cargos). Shorts cannot be any shorter than 3 inches above the knee. Shorts must not be below the knee. Students may wear their uniform shorts during the months of August through October 31<sup>st</sup> and April 1<sup>st</sup> through June.
- **Skorts/Jumpers** – Girls may wear Land’s End uniform approved skorts/jumpers only. Skorts must not be any shorter than 3 inches above the knee and may not be worn below the knee. The jumpers must have the uniform white or navy blue shirt underneath (does not have to have logo) and the skort (plaid or khaki) may be worn with a white polo shirt or with the navy polo with logo.
- **Shirts** –Navy turtleneck or navy blue shirts (short or long-sleeve) with collar and school logo. Long-sleeved shirts may not be worn under short-sleeved shirts. No outside jackets are to be worn in the classroom. A solid white undershirt is permitted under a uniform shirt. **Shirt tails must be tucked in at all times.** Girls must wear school approved Land’s End white or navy uniform shirts under plaid jumpers. Skorts may be worn with the white shirt or the navy uniform shirt. **The white shirt is not to be worn with slacks or shorts.**

- **Shoes/Socks** – **Tennis shoes or closed shoes ONLY.** No high heels, shoes with lights, sandals, boots, plastic or jelly shoes, Crocs, clogs, wedges, or flip-flops allowed. Navy or white knee-hi's (to the knee) or tights may be worn with skorts and jumpers. **Socks must be easily seen and worn at all times. No low-cut or no-show socks.**
- **Belts** – Navy blue, black, or brown belts must be worn with slacks and shorts that have belt loops in grades 3<sup>rd</sup> through 6<sup>th</sup>. Girls may wear Land's End plaid belt with D ring. Belts **MUST** be plain with no embellishments or designs. Bandannas, scarves or tassels are not permitted as a belt.
- **Makeup** – No makeup is permitted. No distracting nail polish...light colors only.

### **Boys Dress Code Policy:**

- **Khaki slacks or shorts** - (no corduroy, denim or denim-like material, no stitching, no sweatpants, no stretch pants, skinny pants, knits or cargos). Shorts cannot be any shorter than 3 inches above the knee. Shorts must not be below the knee. Students may wear their uniform shorts during the months of August through October 31<sup>st</sup> and April 1<sup>st</sup> through June.
- **Shirts** –Navy turtleneck or navy blue shirts (short or long-sleeve) with collar and school logo. Long-sleeved shirts may not be worn under short-sleeved shirts. No outside jackets are to be worn in the classroom. A solid white undershirt is permitted under a uniform shirt. **Shirt tails must be tucked in at all times.**
- **Shoes/Socks** – **Tennis shoes or closed shoes only.** No sandals, boots, plastic, Crocs, clogs, flip flops allowed. White or navy crew or quarter length socks may be worn. **Socks MUST be worn at all times. Socks must be easily seen. No low-cut or no-show socks.**
- **Belts** – navy blue, black, or brown belts must be worn with slacks and shorts that have belt loops in grades 3<sup>rd</sup> through 6<sup>th</sup>. Belts **MUST** be plain with no embellishments or designs. Bandannas, scarves or tassels are not permitted as a belt.

**Physical Education Apparel** – Physical Education classes will be held on Tuesdays and Thursdays. Students must wear a uniform gym t-shirt and gym shorts/sweatpants. The SSPP sweatshirt is optional to wear on gym day. The hot weather uniform policy applies to gym shorts; they can only be worn during the months of August-October and April-June. All other times, students may wear gym shorts under their sweatpants and the gym teacher will allow students to remove their sweatpants for gym participation, but sweatpants must be worn throughout the school day. **All students are required to wear tennis shoes on P.E. day. Students will be asked to not participate due to**

**safety reasons because of inappropriate footwear. If a student wears boots, he/she must change into tennis shoes on P.E. days.**

**Hair styles** are to be conservative. Extreme hair coloring and bleaching is not permitted. No beads or scarves should be worn in the hair. Hair accessories that coordinate with the required uniform are acceptable.

**Jewelry** - Girls may wear **one pair of earrings not larger than a dime or small hoops.** Boys may not wear earrings of any type. Necklaces are permitted but should be limited to religious symbols; all necklaces must be worn inside a shirt. The teacher and principal will make the final determination if the jewelry is appropriate for school.

**Hot Weather Uniform** - Shorts permitted during the months of August – October 31, and April 1 – June only.

## **Uniform Holidays**

### **Students may wear:**

- Jeans that are not distressed or have holes
- tennis shoes/ other shoes may be worn as long as they have a closed toe, an enclosed heel (no higher than 1 1/2") and is secured to the foot (i.e. with elastic, a strap)
- short socks
- shorts no shorter than three inches above the knee
- skirts no shorter than three inches above the knee
- skorts
- sweatshirts
- jogging suits
- jewelry
- dresses
- slacks

### **Students may not wear:**

- flip-flop sandals, crocs, or open-back shoes
- tank tops/halter tops/spaghetti strap tops/tops that expose the stomach
- T-shirts with inappropriate language, advertisements, phrases, or pictures
- tennis shoes that convert to roller skates
- biker shorts
- pajama pants
- make-up
- jeans with holes or clothing that is extremely tight
- hats

**Good Rule: If you think you shouldn't wear it, you shouldn't!**

## Volunteer Requirements

The Diocese of Wheeling-Charleston requires that parents, guardians, and adult friends who work directly with children or who are volunteering when minors are present must go to [www.virtus.org](http://www.virtus.org) and complete the components (background check, Virtus training, and acknowledgement forms).

**All three components must be completed before volunteering.**

## Field Trips

Field trips that have been planned by a teacher or the school are an important part of a child's instruction in a particular area of knowledge and experience. Field trips of any kind, involving vehicle transportation or not, require written permission of parents in advance of the trip. Students are required to wear school uniforms when representing the school. Sometimes extenuating circumstances arise; the principal will make the final decision. Field trips will follow the guidelines as set forth in The Diocese of Wheeling-Charleston Policy 5713:

A field trip is a privilege, not a right. The Diocese of Wheeling-Charleston recognizes the importance and value of trips for field study and approves of these visits to places of cultural, educational, spiritual or co-curricular significance to further enrich the lessons of the classroom. Only trips of this nature are permitted.

It is the responsibility of the principal to approve any and all field trips taken by students in the school.

Overnight trips are permitted by the Diocese of Wheeling-Charleston, only on a case-by-case basis and with permission of the Superintendent of Catholic Schools; however, local Catholic School Consultative Boards may approve policies which forbid overnight trips for students in their schools.

Monies raised in the name of the school may be used to defray the costs of trips only if those trips have the approval of the principal, and when such trips are permitted by the local Catholic School Consultative Board policy.

The following should be taken into consideration when any field trips are planned:

- 1) Adequate adult supervision must be provided, including one or more certified employees of the local school.
- 2) Waivers must be completed by all chaperones and all parents/guardians of students participating in any field trip holding harmless the Diocese of Wheeling-Charleston and the school for injury, accident, illness, or death occurring during or by reason of the field trip.



3) Bus transportation is the most desirable method to be utilized for any field trip and, whenever possible, this mode of transportation should be utilized. If a private passenger vehicle must be used, the following information must be supplied and certified by the driver in question:

a. The driver must be at least 21 years of age.

b. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.

c. The vehicle must have a valid and current registration with valid and current license plates.

d. The vehicle must be insured for the following minimum amounts - \$100,000 per person/\$300,000 per occurrence. A copy of the vehicle insurance card should be provided.

e. A signed DRIVER INFORMATION SHEET on each vehicle used must be submitted to the principal prior to the field trip.

4) Permission in a written form must be provided by each student's parent or legal guardian prior to the trip. A permission form is provided by the Diocese of Wheeling-Charleston. **Permission by telephone is not permitted.**

5) The school retains the right to approve all individual drivers and chaperones.

6) All drivers and chaperones must complete a background check and be compliant with all guidelines.

## Withdrawal

If transferring to another school, have the new school send a written request to the office for your child's records. The records then will be sent to the new school of attendance. It will be the responsibility of the parents to get the child's report card and personal possessions on his/her last day in school. All responsibilities to the school (books returned, tuition and fees paid) must be met before withdrawing from school.

If withdrawing from the school, the parent/guardian must submit their intention to the school in writing. It is the responsibility of the parent to contact their local Board of Education within ten business days to inform them of their decision.

A Home-School Consent Form, obtained from the local County Board of Education is to be completed within ten business days and returned to the school.

Required withdrawal is the dismissal of a student from the school by the principal. Reasons for required withdrawal may include inappropriate placement in the school based on academic performance, behavior problems, or social adjustment. Parents will ordinarily be given the opportunity to withdraw the student from the school.

***Please note: Ss. Peter & Paul School reserves the right to amend this handbook at any time and notification will be given.***

**Ss. Peter & Paul Catholic School Student/Parent Handbook Contract**

**I/we have read and understand the school handbook and agree to follow the rules and policies. I/we understand that failure to abide by the rules and policies outlined may jeopardize my child(ren)'s placement at Ss. Peter & Paul Catholic School.**

**\*Please sign and return school handbook contract form to the school.**

If you have more than one student attending SSPP you may add all to this list.

Student's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

**Parent or Guardian:**

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_