

Parent/Student Handbook

2018 - 2019



Ss. Peter and Paul Catholic School

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

ACCREDITED BY NORTH CENTRAL ASSOCIATION/ADVANCED

Principal, Mr. Ricky White

123 Elmore Street

Oak Hill, WV 25901

Telephone: (304) 465-5045

Fax: (304) 465-8726

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 foregoing, 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).

Behavioral 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. To assure these goals, students are expected to use appropriate behavior not only on school premises, but at any time they are in school uniform or representing the school in any way. Students must realize that they are identified as SSPP students whether they are in uniform or not. Any action that reflects negatively on the SSPP community may result in disciplinary action.

Appropriate school behavior may be summed up in this way: behavior that assures the right of every student to learn, assures the right of every teacher to teach, and demonstrates respect for the personal, civil, and property rights of others. Students behavior will be courteous, attentive, and respectful. Any individual student who does not meet these standards will be disciplined by the classroom teachers and /or school administration. Each classroom teacher will establish specific disciplinary standards that students are expected to follow in the classroom. Students unable to abide by established school behavioral guidelines are subject to dismissal from SSPP. While representing SS Peter & Paul Catholic School at school-sponsored activities, either as participants or spectators, students are expected to demonstrate their personal best. Athletic events, school dances, field trips, retreats, etc., offer students the opportunity to experience learning beyond the classroom. However, all school rules apply, whether the event is on school premises or not. Unacceptable behavior includes, but is not limited to, inappropriate dancing, horseplay, berating opposing layers, spectators, and/or sports officials.

Introduction

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

Central Association (NCA-CASI).

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 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.

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.

Philosophy

It is the belief at Ss. Peter & Paul Catholic School, students should come to know and experience the Word of God and develop their gifts of faith, hope, trust, and love. Students gain knowledge and understanding of the Catholic doctrine and the theology behind worship. Furthermore, it is our credo that education should provide skills that prepare a student for life.

Admission Requirements

Ss. Peter & Paul School exists primarily to serve the needs of the parishioners' children. However, considering the availability of space, other students are welcomed regardless of race, gender, color, creed, or national origin. For families with children already attending Ss. Peter & Paul, pre-registration for the fall opens in early spring followed by registration for other parishioners. Then, in late spring, registration opens to the general public. Students who have been accepted in Ss. Peter & Paul School are admitted to all the rights, privileges, programs, and activities generally accorded to students at this school.

- † For admission, proper immunization with a doctor's signature is required. ***All students entering 7th grade are required the TDap vaccine prior to the start of school. Make sure that your 7th grader receives the Tetanus, Diphtheria, Acellular Pertussis and Meningococcal immunizations before attending school.** 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 preschool must be three years old on or before September 1 of the school year for the five day a week program and fully potty trained.
2. Children entering kindergarten must be five years old on or before September 1 of the school year. We do not offer or condone early admission tests.
3. First grade students must be six years old on or before September 1 of the school year.
4. Beyond first grade, students must provide evidence of having satisfactorily completed the previous grade in an approved school.
5. 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 September 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 of 24 or more days in a school year necessitates that the situation be reviewed and possibly that credit be withheld. Our policy conforms to this based on each grading period. If a student is absent for five or more days during a grading period, the following procedures will hold:

- a. Credit for subjects will automatically be withheld.
- b. Credit may be restored if all of the following hold true:
 - Work is made up.
 - Sufficient reason for absence has been established.
 - The review by administration and classroom teacher has studied the case and has recommended that credit be restored.

Absences

The child must present a **written note (dated and signed)** from the parent when returning to school. The note should explain the reason for the child's absence.

Without a note, an unexcused absence is automatically recorded. If the illness was such that your child cannot go out for playground for a day or so, or is unable to participate in gym, please indicate such in an excuse from the doctor. Any child absent for an extended period of time (3 days or more) must have a written note from the doctor.

On the day that a child is absent, it is also the parent's responsibility to **call the office between 7:30 and 8:30 a.m.** to report the reason for absence. This does not preclude sending the note.

Excused Absences

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.

Unexcused Absences

Students who leave school early for reasons other than those listed above, will be considered unexcused. Students who accumulate excessive unexcused absences (3 per 6 weeks) will not be eligible for perfect attendance and will be subject to detention.

Dental and Doctor Appointments

Dental and doctor appointments should be scheduled outside school time. If an after school appointment is not possible, appointments should be made in the afternoon, or at rotating times so that the student will not continually miss the same subject. An excuse form from the doctor's office should be submitted to the school.

Releasing Pupils from Attendance

If a student becomes ill at school, parents will be notified by the school. (Please be sure that your phone number and emergency information are up to date.) Parents must always sign their children out in the office when taking them from the school prior to scheduled dismissal time.

Tardy/Early Sign Out Policy

Students who arrive late or leave early interrupt the education of other students and greatly jeopardize their own education. Classes **start promptly at 8:10 a.m.** Students who are not in their classrooms at **8:10 a.m.** are tardy. We start the day with announcements, the pledge, reflection, and prayer. Teachers then move right into instructional activities for the day. These first few minutes of the morning set the tone for the day. When children are late, it disrupts the flow in the classroom and sets tardy students at a disadvantage.

If students have medical appointments early in the morning and arrive late, or if they

have standing appointments (e.g., speech therapy), they will not be counted tardy **if the teacher has been notified beforehand (the previous day) or if the student presents a note from the doctor at the time of return.** For the children's protection (so that no one is incorrectly assumed accounted for), parents should phone the school **between 7:30 and 8:00 a.m.** if a child is going to be significantly late that day.

We ask parents not to pick up students after 2:30 p.m. as it disturbs the class. This is a very important part of the day when homework is reviewed and announcements are made. Dismissal time is 3:00 p.m. each day.

Vacation Days

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 with the children. Families should adjust their vacation schedules to coincide with the school's calendar so as to avoid student absence for non-illness-related reasons.

Textbooks

Students and parents are responsible for all textbooks issued to the students. Care should be taken that no writing in any form be put in textbooks. Workbooks 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.

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 up stairs than a traditional backpack.

Classroom Visitation

For the safety of your children all visitors, including parents, **MUST** report to the school office to announce arrival.

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 insure the safety, adequate supervision 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.

Concerns

1. Parents should contact the teacher directly involved. The majority of concerns can be resolved satisfactorily at this level. When students miss class, please email the teachers for assignments by 11:00 a.m.
2. 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.
3. If the above procedures fail to resolve the issue, the parents should make an appointment with the Pastor.
4. Be mindful of following the outlined procedures. Failure to follow the procedures for airing concerns can cause miscommunication, alienation, and/or mistrust.

Communication

News is published periodically to keep parents in touch with what is going on at Ss. Peter & Paul. Please refer to our website, Facebook page, and RenWeb.

Parent/Teacher Conferences Our faculty is always available for conferences if you make arrangements through the office. Please note that teachers are not available for conferences when children are arriving in the morning or during dismissal times in the afternoon. Both of these times of day are typically very busy for teachers and do not lend themselves well to engaging in private conversations regarding your children.

Daily Schedule

Early Morning Care 7:00-8:00 a.m. - Classrooms open 8:00 a.m. – Class instruction begins promptly at 8:10 a.m.- Morning prayer and announcements –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.** 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 Little House beginning at 8:00 am. If your child needs dropped off before that time, please take him/her to the cafeteria to be supervised by a faculty member.

Discipline Policy

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.

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.

Parents are asked to assist children to grow in responsibility and to accept the consequences of their behavior. School and home must support the other's authority or weaken their own.

Rules and Regulations:

Some of the major school rules are listed below. (Students are also expected to adhere to diocesan rules, parish guidelines, and classroom regulations as these are made known to them.)

1. Students must respect the rights of teachers to teach and students to learn. (This requirement includes coming on time and being prepared for class.)
2. Students must respect the school facilities (books, desks, property...) Parents will be held responsible for damages to school property.
3. Students must respect other students at work and at play by controlling inappropriate language and behavior.
4. Students must show respect to the faculty, staff, volunteers and all those who serve at the school as well as those who assist them in getting to and from school.
5. Students must show respect to themselves and others by being honest in all they do and say at school.
6. Students are expected to be aware of the effects of their behavior on their environment and on the feelings of others and act accordingly.

Possible Consequences of Inappropriate Behavior:

1. 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:

- a. Loss of playground or break time or other privileges
- b. Conference with teacher or principal
- c. Wearing uniform on dress down day
- d. Supplemental reading and/or written work
- e. Time spent after school at individual teacher's request
- f. Notification of parents, parent signature required

2. 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 (with notification of parent) a period (usually 1-3 days) doing school work apart from classmates.

b. Suspension (with written notification of parent)

c. Expulsion (according to diocesan regulations)

d. Other (as seen fit by the administration)

NOTE: Each case will be handled on an individual basis. Also, off-premise 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.

Corporal punishment is not used.

Emergency Closings

Ss. Peter & Paul School will **NOT** follow **ANY Fayette County Schools weather related procedures**. Families will need to listen to the radio/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: WOAY, WVVA, and CBS 59 News. School closings and delays are also posted on the school's website and Ss. Peter & Paul Facebook page, and parent email (if possible).

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, classes will start promptly at 10:00 a.m. On these days, the building will not be open until 10:00 a.m. to allow staff 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.

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.

• **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!**

In School 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.

Evacuations

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 radio and TV stations and via a homeroom mother phone tree.

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 the homeroom mother phone tree, and, if feasible, posted on the school's web-site and Renweb*

Extra Curricular Activities

All Ss. Peter & Paul students in grades 5-8 have the opportunity to participate in basketball, soccer, and cheerleading. The Dance Team is open to students in grades 1-4. All coaches of extracurricular activities are volunteers. Students are also able to join various clubs offered throughout the year at our school. Through the newsletter and flyers, we try to apprise parents of other worthwhile opportunities in the community.

Fees

Books and Supplemental Texts

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.

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.

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

Homework

The Purpose of Homework

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.

How Much Homework Can Be Expected?

In general, as a child's learning responsibilities increase with each grade, their homework demands will increase as well. Primary aged elementary students (1-2) should expect to have homework three to four times a week, amounting to no more than

30 minutes daily. Students (3-5) should expect homework four times a week, amounting to no more than 60 minutes daily. Students (6-8) should have homework at least four times a week, from 60-75 minutes. These 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 time allotments by grade:

Kindergarten = 15 minutes

Grades 3-5 = 45-60 minutes

Grades 1-2 = 30 minutes

Grades 6-8 = 60-75 minutes

Instructional Program

Preschool - (for three & four year olds)

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, 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, library skills, and computer classes.

Grades 1-8

Basic skills in reading and math are given special emphasis at SSPP. Course work in English, spelling, science, and social studies complete the core academic curriculum at SSPP. Students are instructed in online supplemental programs such as Think Through Math, Study Island, and Accelerated Reading (AR). Computer classes, library skills, music, and art are taught weekly in grades 1-8. All children participate in the structured weekly physical education classes as well as in a daily less-structured play period.

Liturgies

On Fridays, students in grades K-8 attend Mass and need to be in their classrooms by **8:10 a.m.** so as not to be late for the parish/school liturgy. Each week a different class is responsible for the Mass. When your child's class is responsible for having the Mass, the desire to capture the moment is understood. However, if you take a picture or video, **PLEASE DO NOT USE YOUR FLASH. If you are videoing, please position yourself as not to disrupt those around you.** It must be remembered that this is a church service, and though the children are participating, not a performance. There will be additional opportunities to photograph the children at the front of the church following the liturgy.

Only those individuals who are Catholic are permitted to receive Eucharist (Communion). When a Holy Day of Obligation occurs on a day other than Friday, schedules are changed so that the children are able to attend Mass on the Holy Day. Children also attend Mass on Ash Wednesday.

Lost and Found

If your child has lost anything, ask him/her to check with the secretary in the office or at the lost and found bin near the restrooms. All uniform clothing pieces, jackets, lunch boxes, etc. should be labeled with your child's name to allow for easy identification. Unclaimed uniform items will be added to the uniform closet as a donation. Other unclaimed items will be donated to area shelters and/or social service agencies throughout the year.

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. A fresh salad bar is offered daily. Side items that are offered on a daily basis include: yogurt, fruit, fresh cut vegetables and homemade dip. Children choose at least 3 foods to go on their trays. All lunches include milk. In order to maintain a healthy, balanced diet for our students, we are

encouraging parents not to bring in any outside food (does not include lunches packed at home). Children may not bring soda or “energy drinks” to school. 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.

Money will NOT be accepted in the office. All payments will 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 \$ 1.50 Student lunch \$2.50 Milk only \$.50**

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 \$4.00.**

Requesting Missed Work

When a student is absent, the parent must email the teacher by 11:00 am for missed work. It will only be available 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.

Previously assigned work is due the day the student returns. For a one day absence, work is due the day after returning to school. For two days absence, work is due two days after returning to school. For three or more days absence, work is due three days after returning to school.

Make-up tests due to absence will be taken the day the student returns to class, unless it has been an extended absence. In such cases, arrangements to take the tests missed

should be made with the teachers concerned, ordinarily within one week's time after returning. Make-up work will not be given prior to absences.

Medications

Pupils requiring 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 and on the webpage. All medication must be in original containers and have a label affixed with the student's name. The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Parents who send nonprescription medication to school with students must follow the same procedure as that outlined for students possessing prescribed medication.

The school is prohibited from dispensing any medication without written parental permission.

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 Involvement

Parents have a serious obligation first and foremost in providing for and supervising the education of their children. 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.

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 and collected the first PTO.

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.

PTO 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.

Pictures

Individual school pictures are taken during the fall. It is optional for parents to purchase the pictures. Class pictures are taken in the spring. Again, purchase is optional.

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.

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 Pre K - 8 attend Mass once a week and there are opportunities for Catholic students in grades 2 - 8 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.

Sacramental Preparation

Catholic students in 2nd grade are formally prepared for the first reception of the Sacraments of Reconciliation and Holy Eucharist.

Report Cards and Progress Reports

Preschool

Your child's papers are kept in a folder at school for you to review his/her progress throughout the school year. Ss. Peter & Paul issues a report for preschoolers 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). You are welcome to make an appointment and conference with the Preschool teacher at any time during the school year.

Kindergarten

Parents of Kindergarten students receive a report card every six 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 - 8

Ss. Peter & Paul issues report cards every six weeks in grades one through eight. 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 eight 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 1-8 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.

School Health

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

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

Standardized Testing

Ss. Peter & Paul Catholic School is mandated to participate in the Terra Nova Standardized Test for grades K-8. This test is administered in the spring. 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 week.

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.

Traffic Control

Being right off of Rt. 19 has its advantages as far as convenience, but it also is a disadvantage when it comes to safety. Vince Schmidt, Superintendent of WV Catholic Schools has suggested that SSPP consider a change to its drop-off and pick-up procedures in order to ensure that our students arrive and depart school safely. The Pastor, with the support of the Principal, has implemented the following pick-up for students in order to meet the requirements.

To help ensure our students' safety, make things run as smoothly and as efficiently as possible for parents, and contribute to the sanity of school staff, it is critical that parents follow these procedures. Please make sure that anyone who will be transporting your children reads and understands the traffic procedures. We know that you appreciate the fact that everyone benefits when rules are followed.

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. To avoid having to back up, 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 newly marked middle of the 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 are ‘on duty’ so this is NOT the time to engage the teachers 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 7:45 am, the charge will be a \$1.00 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 K-8 will be dismissed from classrooms on the first bell at 3:00 p.m. A faculty member will escort preschoolers to the cafeteria for pickup unless a parent requests to pickup at the preschool. In that case, please park on the side lot near the slide or in front of the preschool to get your child.

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 2:45 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-8 are ready to be dismissed from their classroom at 3:00 p.m. and Pre-K dismissed from the cafeteria 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. **Only SSPP designated car visor signs will be accepted for pickup.**
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 in to 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/children need to be picked up by another family, please send a note to school that morning to make us aware of that. The letter must state the name of your child(ren), family 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.

Tuition

Tuition is set annually by the Pastor. 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 dues to supplement educational programs. A copy of the current tuition scale is available through the office and on the school's web-site.

Tuition Assistance

The Diocese of Wheeling-Charleston provides tuition assistance for needy Catholic students in grades Kindergarten through grade 8. Families apply by submitting the required application, supporting documents, and application fee. Applications are evaluated by FACTS, a tuition management service located in Lincoln, Nebraska. 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 being April 1st and September 1st.

Uniform Standards

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-8** 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.**

If new uniform items must be purchased, it is recommended that they be purchased through Land's End, 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. 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.

*Since everyone at SSPP wears the same type of clothing, and since our lost and found box is generally overflowing, we suggest that you place your children's names in **each** article of clothing.

Miscellaneous

- Students may not wear hats, ball-caps, or other head coverings inside the school building. Occasionally, students will be allowed a “Hat Day” as an incentive.
- No non-uniform jackets, coats, sweatshirts, or sweaters are to be worn in the classrooms during the school day. □ No gym wear permitted in classroom out of PE day.
- No nail polish, cosmetics, lipstick, colored lip gloss, or artificial nails may be worn. No visible tattoos of any kind.
- Boots and clothing for outdoor wear may not be worn in a classroom.

Slacks & Shorts – khaki uniform slacks or walking 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 31st and April 1st through June.

Belts – navy blue, black, or brown belts must be worn with slacks and shorts that have belt loops in grades 3rd through 8th. Leather braided belts are also approved. 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.

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 shirt underneath (does not

have to have logo) and the skort may be worn with a white shirt (with logo) or with the navy polo.

Shoes – tennis shoes or closed shoes ONLY. No boots, cowboy boots, high heels, shoes with lights, sandals, plastic or jelly shoes, Crocs, clogs, wedges, or flip-flops allowed.

Shirts –navy turtle neck or navy blue shirts (short or long-sleeve) with collar and school logo. Long-sleeved shirts may not be worn under short-sleeved shirts. 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.

Socks – boys and girls must wear white or navy crew or quarter length socks. Girls must wear solid white or navy footed tights in the winter months (November-March). **Socks MUST be worn at all times. Socks must be easily seen.** No low-cut or no-show socks. Navy or white knee-hi's (to the knee) or tights may be worn with skorts and jumpers.

Physical Education Apparel – Physical Education classes will be held on designated days on student's schedule. 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.

Hair styles are to be conservative. Boy's hair should be above and not touch the shirt collar and trimmed around the ears. Scrunchies, hair clips, rubber bands, pony tail holders, etc. must be in the hair, **not worn on wrists. 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 - No body piercing except pierced ears. Girls may wear **one pair of earrings not larger than a dime and without 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 - Students may wear their khaki uniform shorts during the months of August – October, and April – June.

Casual Dress-Down Days

Students may wear:

- *jeans
- *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
- *nail polish
- *jewelry
- *dresses
- *slacks

Students may not wear:

- *flip-flop sandals
- *crocs
- *no 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
- *clothing that is extremely tight
- *hats

If clothing is deemed inappropriate or unsafe by a member of the faculty, parents will be called to bring appropriate clothing. Dress-down days should be fun for everyone! Please assist your child(ren) in making wise choices.

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 complete the following requirements:

- Must have a background check. (USIS Background Screening Release Forms are available in the School Office.)

- Must receive and acknowledge the intent to read the Policy Relating to Sexual Abuse of Children. The policy can be viewed at the Diocesan website: www.dwc.org/restore/policy.shtml. Copies of the policy are also available in the school office.
- Must attend a Virtus Workshop (*Protecting God's Children*). Virtus Training opportunities are scheduled periodically at Ss. Peter & Paul School, or participants can register for Virtus Training on-line at www.virtus.org.

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 parent's 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. The use of private passenger vehicles is discouraged and should be avoided, if possible. 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

Diocese of Wheeling-Charleston Policy for Catholic Schools 11/29/12

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.

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

USDA Nondiscrimination Statement

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html , and

at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter 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;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Catholic schools in the Diocese of Wheeling-Charleston make every effort to provide a safe environment for teaching and learning with technology. The use of technology by students, faculty and staff is a privilege not a right. The students, faculty, staff and entire school community are granted the privilege of using the hardware and software, peripherals, technology device and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined below. It should be understood that the use of these technologies will be monitored by the school administration and should not be confused with private home use. The guidelines provided in this document outline the responsibilities that are associated with the use of technology. There is no expectation of privacy for use of Diocesan technology and the Diocese reserves the right to monitor all electronic communications and devices to insure that activity is consistent with these policies.

TECHNOLOGY USE GUIDELINES

- **Educational Purpose/Appropriate Use:** The use of all technology including Internet access at schools for all faculty, staff, and students is provided solely for educational purposes to enhance teaching and learning. Students are not permitted to access social networking sites, gaming sites or other inappropriate sites, except for educational purposes under teacher supervision.
- **Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with federal copyright laws. Reproducing copyrighted material without express permission of the owner is a violation of Federal Law.
- **Communications:** Electronic and /or Digital communications with students should be conducted for educationally appropriate purposes and employed only on school sanctioned means of communication. School sanctioned communications methods include, but are not limited to: school web pages, school email, school phone numbers, and educationally focused networking sites.
- **Electronic and Mobile Devices:** Use of any technology device in our schools must have an educational focus. Users must adhere to local school policy regarding the use of electronic devices including, but not limited to, mobile devices, calculators, gaming devices, cellular phones, i-Pods of all kinds, PSPs, MP3 players, iPads, digital and video cameras, etc. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices.

- **Online Publishing:** Users are not permitted to use a photograph, image, video or likeness of any student, or employee without the express permission of that individual and of the principal. Users must not use school equipment to create any site, including wikis and blogs, without express permission of the principal. Maintaining or posting material to a Web site that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, is a violation of the Acceptable Use Policy and subject to disciplinary action.
- **Reporting:** Users must report immediately any damage or change to the school's hardware/software that is noticed by the user.
- **Administrative Rights:** The school has the right to monitor students, faculty/staff, and volunteers' use of school technology and all content accessed through technology.

All electronic devices brought to school are to be **turned off**. Students' cell phones must be turned off and placed in a location designated by the teacher at the beginning of the school day. Students are not to have access to their cell phones until he/she is preparing to be dismissed at the end of the school day. SS Peter & Paul School is not responsible for the damage or loss of cell phones.

Students, who carry an electronic device or have one out in school, whether it is turned on or off, will have the device confiscated and given to the principal unless the device is being used for an approved guided curricular activity.

Any device that is confiscated will not be released to the student but shall only be released to the parent/guardian of the student.

Failure of any student to sign the Acceptable Use Policy, and/or commit repeated offenses of the Technology Policy, will prohibit a student to possess or use any electronic device on school property.

As communication devices will continue to be an integral part of education, teachers are encouraged to incorporate such devices into the curriculum for purposes of instruction and learning if permission from the administration is granted.

- **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-12) 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.

Please note: Ss. Peter & Paul School reserves the right to amend this handbook at any time.

SS Peter & Paul Catholic School Technology Acceptable Use Policy

Student:

I understand that when I am using the Internet or any technology device, I must follow all rules of courtesy, etiquette, and proper use of technology. I understand my responsibility as a student user. I have read the above rules and realize that any infraction may cancel my user privileges and may result in further disciplinary action. I understand I have no expectation of privacy in the use of school based technology.

My signature below and that of my parent(s) or guardian(s) means that I agree to follow the guidelines of the Acceptable Use Policy for Technology for the Catholic Schools in the Diocese of Wheeling-Charleston.

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

Student's Signature: _____

Parent or Guardian:

We ask that you review this policy with your child and sign below.

As the parent/guardian of _____

I have read the Acceptable Use Policy for Technology and have discussed this with my son/daughter. I understand that technology access is for educational purposes only and my son/daughter is responsible for its proper use. I understand that the teacher cannot be held responsible for intentional infractions of the above rules by my/son/daughter.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

SS Peter & Paul Catholic School Student/Parent Handbook Contract

I/we have read and understand the school handbook, posted on the school's website, 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.

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

Student's Signature: _____

Parent or Guardian:

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

***Please sign and return school handbook contract form to the school office prior to the start of the school year or first week of student enrollment.**