



**STS. PETER AND PAUL STAFF
2018-2019**

ADMINISTRATION

Principal Theresa Williams
School Secretary Kim Johnson
Pastor Fr. Robert Stein

PRESCHOOL

Heather Ellis
Mora Miller

ELEMENTARY

Kindergarten/1 Theresa Williams
Grade 2 Mary Henegar
Grade 3/4 Callie Kirkpatrick
Classroom Asst. Carrie Ferrell
Mora Miller
Cassie Laube

SPECIALS (K-8)

Music Beth Guenther
PE Cassie Laube
Art Heather Ellis
Spanish Viva

LUNCH PROGRAM

Cafeteria Manager Sandra Stebbins

CHURCH STAFF

Deacon Dale Youngblood
Secretary Nancy Johns

AUXILIARY PERSONNEL

School Counselor Jennifer Grimm
Auxiliary Clerk Nancy Adams
Speech Pathologist Pam Douglas
Charlotte Lisle
Tutor Kim Johnson
Nurse Mary Pawlicki

OUR MISSION STATEMENT

The mission of Sts. Peter and Paul School is to empower students to strive for academic excellence and to live a life of grace, inspired by the Gospel.

This mission is accomplished through respect shown towards one another and an opening in our hearts and minds to all of God's wonders.

OUR BELIEFS

- Student learning and the teaching and modeling of God’s love are the chief priorities of our school.
- Each student is a valued individual with unique intellectual, physical, social, emotional, spiritual, and aesthetic needs.
- Parents are the primary educators of their children.
- Everyone involved in the school (teachers, staff, administrators, parents, students, parish, and local community) emphasizes the importance of learning and shares in the responsibility for providing a safe and supportive learning environment.
- Administrators and teachers set clear goals and have high expectations for student achievement.
- Teachers provide clear and focused instruction based on a curriculum that integrates traditional school subjects, technology, critical and creative thinking skills, and basic Christian attitudes and values.
- Teachers serve as facilitators and coaches while basing learning activities on students’ varied learning needs and styles.
- Administrators, teachers, and parents establish and enforce clear consistent discipline policies to develop integrity and self-discipline.
- Teachers use a variety of assessment tools to allow students to demonstrate their achievement and apply their learning.
- Administrators and teachers are engaged in ongoing personal and professional development to enhance their contribution to self, school, and community.

OUR PHILOSOPHY

Sts. Peter and Paul Catholic School, as a ministry of Sts. Peter & Paul Church, is a Catholic community where we live and learn together spiritually, academically, and socially. We value the development of each student and support parents as the primary educators of their children.

ADMISSION POLICIES

Non-Discrimination Policy

Sts. Peter and Paul Elementary School admits children of any race, color, nationality, ethnic origin, sex, and religion to all rights, privileges, programs, and activities made available to the students at our school. We do not discriminate on the basis of race, sex, or age in our hiring practices, educational policies, or any school-administered program.

Admission Procedure

SPPS recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and athletics/extra-curricular activities. The school is open to students of families who sincerely seek the religious nature of our program. While at SPPS, students must be willing and able to function effectively within the programs and services available.

EdChoice Expansion Scholarship Families who qualify for this income based scholarship through the State of Ohio may use it to pay for full tuition. The application is through the Ohio Department of Education and includes K, 1st, 2nd, 3rd and 4th grades. Please contact the office with questions or go to the Ohio Department of Education web site <http://education.ohio.gov>. We have information packets available in the office.

Auxiliary Services

The students of SPPS benefit from the following professional services of state and federally funded personnel: Intervention Specialist, Speech and Language Pathologist, School Nurse, School Counselor and Government Clerk.

New Students to SPPS

- Families must complete and submit the SPPS Registration Form and the Kindergarten/New Student Application.
- A child entering kindergarten must be five years of age by August 1st and the parent or guardian shall present proof of age.
- For a child entering Kindergarten, the Health History and Physical Examination forms must be

completed by the parent or guardian, the physician and the dentist. We must also have a copy of the child's Immunization Record, students must be toilet trained.

- A non-refundable school fee is required each year. This fee helps defray the cost of books, supplies and other materials students need during the upcoming school year.
- Unless the child was baptized at Sts. Peter and Paul Parish, a Baptismal certificate must also be presented at the time of registration, if Catholic.
- The custodial parent is required to provide the Principal with a certified copy of any child custody order or decree pertaining to the student.
- A copy of the students Birth Certificate and Social Security Card are needed. SPPS will be happy to make those copies for you if needed.
- Parents of new students in grades K to 6 are asked to register their children with the Principal. The registration fee, Baptismal Certificate, and other required paperwork are to be completed before the student can begin at Sts. Peter & Paul School.
- SPPS reserves the right to discuss the incoming student with his/her previous teacher and/or principal.
- If students are joining SPPS for grades 1 through 6, a signed Release of Records is needed to obtain records from their previous school prior to acceptance.
- Please note there may be additional paperwork requested/required based on the needs of the school. Those will be presented and discussed with the parents at the time of registration.

Returning Students

- Families will complete a Registration Form each year they are returning to SPPS.
- A non-refundable school fee is required each year. This fee helps defray the cost of books, supplies and other materials students need during the upcoming school year.

Withdrawals & Transfers

If you should move out of the area during or after the school year please inform the secretary of the planned day of withdrawal. You will need to sign a records release form to allow our records to be sent to the new school. Academic transfer records will be held if there are any outstanding debts and/or unpaid fees owed to the school. Report cards will also be held.

PARENT EXPECTATIONS

Parents are expected to:

- Show an interest in their child's spiritual growth and academic progress.
- Cooperate with the school staff.
- Participate in the Bingo program.
- Take an active part in school activities and programs.
- Have knowledge of the materials outlined in this Handbook.
- Attend parent-teacher conferences and any mandatory meetings called by teachers, principal or Pastor.
- See that their child brings books and materials to school and check the Agenda and homework frequently.
- Pay tuition, educational fees and other reasonable expenses that may arise.
- Volunteer in school through PTU or classroom.
- Attend Mass regularly, if Catholic.
- Attend the Protecting God's Children program and provide a certificate to the office.

ATTENDANCE

Attendance at classes is a basic requirement for academic success and is monitored according to state laws, which require students to be in prompt, regular attendance for the entire day, unless excused for a valid reason.

Absences

- A student who is absent must, upon his/her return to school, present a note bearing the date(s) and reason for absence, and the signature of a parent or guardian (if a parental phone call was not made to the school office). By law, parents must notify the school of a child's absence. Please call the school office prior to 10:00 a.m., if possible. If you fail to report your child's absence, a written excuse may be required before your child returns to the classroom.
- A student who is absent more than 7 days in one quarter may receive an incomplete on the report card.
- Continuous absences will be subject to review by the principal.
- An exception is hospitalization, extended illness or injury, and ability to make up work through tutoring or aid approved by the principal.

- Students who miss classes regularly (sports, arts, etc.) or take vacations during school time can request assignments, makeup work, or tests from teachers either before or after the absence, however it is the teacher's discretion as to whether he/she provides the missed work. In addition, if the student is given work to complete during the absence that student is expected to complete those assignments and submit them to the teacher upon his/her return to school.
- Families that are planning an absence (vacation, out-of-town family event, out-of-town sports competition, etc.), **must** fill out a Planned Absence form. This form can be downloaded from the school's website at www.stspps.com
- Sts. Peter and Paul School may refuse credit to a student who misses 28 days or more, whether the absences are excused or unexcused.

Late Arrivals/Tardy Students

If a student is tardy three times in a quarter, a letter will be sent home informing parents the number of times the student has been tardy. If a student is tardy five times in a quarter, another letter will be sent home and the principal will have a telephone conference with the parents. After seven tardies in a quarter, a letter will be sent home and the principal and teacher will conduct a conference with the parents. If a student reaches 10 tardies in a quarter, the case will be referred to the local authorities.

We realize situations occur that will make a student late for school. However, when the amount of times a student is tardy exceeds what is acceptable, further intervention may be needed. The principal is given the discretion to alter these measures in any way he/she finds necessary to address the problem.

Students arriving after the 8:35 morning bell will be marked tardy through 10:00. Students arriving after 10:00 will be marked ½ day absent.

Those students who leave school prior to 2:00pm will be marked absent for ½ day.

Appointments

Parents are encouraged to schedule medical and other appointments outside of school hours. When this is not possible, parents should send to the office a written request for release of the student during school hours. Students going to appointments during the

school day must be signed out at the office by the parent or guardian. Students will be dismissed from the office, not the classroom. A note from the doctor/dentist visited is needed for readmission to class.

STUDENT ARRIVAL

SCHOOL DAY

Our day begins at 8:30am and concludes at 3:15pm

Recess & Lunch Periods –

Kindergarten, 1, 2, 3 & 4 – 12:00pm – 12:25pm

Recess 12:25pm - 12:45pm

Bussed Students

Students who arrive by bus will be dropped off in the front of the building between 8:05-8:25.

Drop-Offs and Walkers:

Students who arrive by car should plan to arrive no earlier than 8:00am. **The building doors will be locked until that time. Before school care is available starting at 7:30am, for a fee of \$1.00/15 minutes.** Students proceed to the Gym.

STUDENT DISMISSAL

Bussed Students

Students who ride a bus will be dismissed to the main hallway at dismissal.

Walkers:

Walkers will also be dismissed through the main entrance area after the bus has departed. No car riders may be picked up in front of the building.

Students who ride bicycles to school must place them on the bicycle rack near the Annex building. SPPS is NOT responsible for stolen or damaged bicycles while on the grounds of Sts. Peter & Paul School/Parish.

Students being picked up by parents:

All students who will be picked up by their parents will be dismissed through the back doorway at 3:15 and escorted to vehicles by a member of the staff. **Cars should enter the parking lot from Marion Street ONLY (by the Cemetery) and form a line. Parents should not park and enter the building.** Cars will then exit onto Clinton Street.

If transportation plans change for dismissal, parents must call the school office.

Parents must pick up their children NO LATER than 3:30 pm. unless after school care arrangements have been made. After school care is available until 5:00pm, for a fee of \$1.00/15 minutes.

BUSSING - CHIPPEWA LOCAL SCHOOLS

All local bus information and policies are provided by Chippewa Local District. Those students residing outside of the Chippewa Local School District may be entitled to Payment In Lieu of Transportation from the school district in which they reside. Please contact your local district treasurer's office for forms and/or further information or contact the school Secretary.

We are privileged to have Chippewa Local Schools provide busing for our students that live in the district. ***Please remember that riding the bus is a PRIVILEGE granted to your child. Bus conduct is viewed as an extension of Sts. Peter and Paul School.***

Bus Conduct

Bus conduct rules and responsibilities of the student on the bus will be explained at the beginning of the year.

- Profanity or obscene language will not be tolerated on the bus.
- Eating, drinking, lighting matches, smoking, spitting, or littering the bus floor with any material is not permitted.
- Windows may be opened with permission from your driver. Do not extend any part of your body or any objects out of a bus window at any time. Close your windows as instructed by your driver. Throwing any object from a motor vehicle is prohibited by law.
- Any conduct that distracts the attention of the driver or that endangers lives cannot be tolerated. Examples of this conduct are: yelling, throwing objects, wrestling, fighting, grabbing clothing, books, or other objects and passing them around.
- Absolute quiet must be observed while stopping at, and crossing, all railroad tracks.
- Continued or serious misconduct or refusal to obey a driver shall be sufficient reason for refusing transportation services to any student. Parents of students doing any damage to any of

Chippewa Local Schools busses may be billed for repair costs.

Consequences for Bus Misconduct

Bus conduct rules and guidelines are established for the protection and safety of all students. Any student behavior that distracts a driver is considered serious violation.

- 1st and 2nd Bus Ticket: The bus driver will write up a conduct report (bus ticket), and the student will receive a discipline and a phone call from the principal, depending the situation.
- 3rd Bus Ticket: Up to 3-day suspension from the bus.
- 4th Bus Ticket: Up to 5-day suspension from the bus.

Continued violation of bus rules/guidelines will result in removal from the bus for the remainder of the semester year.

Under normal circumstances, students are required to ride the busses to which they have been assigned. Where emergency circumstances arise, provisions can be made for students to rides busses other than those, they normally ride. Temporary, daily, and/or weekly changes in morning and afternoon bussing CANNOT be accommodated. If an EMERGENCY arises, changes must be made through Chippewa Local Schools Transportation Department (330) 658-2113.

CAFETERIA/ LUNCH INFORMATION

Our lunches are governed by strict government regulations according to nutritional value, and number of items served. Lunches consist of five (5) nutritional components. Students have the option to select all five (5) components, or as few as three (3), but at least one (1) component must be fruit or a vegetable to be considered a full lunch.

- A menu is developed by the DOC Nutrition Services and published monthly so that you can plan whether or not your child will want to buy.
- Your child may purchase milk by the day. Please be sure your child is able to **independently** open packages sent for lunch. Often drink containers; fruit cups with metal lift-top tabs, and Ziploc bags are difficult for students and cause spillage. Please help your

child learn to open these containers at home. Do not send glass containers.

- **Free and Reduced Lunch applications are provided at the beginning of the school year. If your child may be eligible, please apply.**
- The school cannot sell soda because we have a federally subsidized lunch program. This law prohibits the sale of soda beverages. **Soda may not be brought to school for consumption during lunch.** No glass containers may be brought to school.
- Any student without a lunch should let the Cafeteria Manager know right away so a lunch can be provided.
- Students may not use the school's microwave or refrigerator.
- A peanut free table is available for those students who may be allergic to peanuts.

Lunch Charge

Lunch at Sts. Peter and Paul School is ordered by the month and paid for at the time the order is submitted. This allows for faster flow without the need to handle cash in the lunch line. It also allows us to minimize waste. Each month the upcoming lunch menu and order form will be sent home for you and your child(ren) to review and make selections. Complete the order form and send it to school with payment by the due date specified. Checks are to be made to: DOC NUTRITION SERVICES. PLEASE SEND EXACT CHANGE WHEN SENDING CASH.

Cafeteria Rules

1. Talk quietly during lunch.
2. Keep hands and feet to self.
3. Food belongs to individual student and no one else.
4. Clean up individual area.
5. Do not throw food and trash on the floor.
6. Walk in the cafeteria at all times.
7. All students exiting the lunchroom must wash their hands with the provided sanitizer. This is for the safety of our food allergy students and to prevent the spread of food borne diseases.

The following are consequences for misconduct in the cafeteria:

1. Separate seating
2. Loss of recess time
3. Sent to principal

PLAYGROUND REGULATIONS

- The only balls students are permitted to use on the playground are regulation playground balls and Nerf balls. Any other equipment must be approved by the principal.
- Students are only permitted to sit properly on a swing seat, grip the swing chain with both hands, and swing unassisted from front to back.
- Students may not leave the playground. The adult on duty should be notified if balls are outside the fence.
- Students are to respect and obey the adult supervisors on playground duty.
- A bell will ring, or a whistle will blow, once to stop play and another bell will ring or whistle will blow to line up. Classes will line up on the playground and wait for the teachers to escort them into the building.
- Stones, sticks, snow and ice are to be left on the ground and may not be picked up or thrown.
- Students are to wear boots or have a second pair of shoes when the ground is covered with snow or ice.
- Chewing gum on the premises (inside or outside the building) is prohibited.
- Bring a written excuse from a parent indicating the need to remain indoors at recess/noon time.
- When the temperature is below freezing hats, gloves and leg coverings are required for outdoor recess.
- Students continue to go outside for playground use unless the temperature reaches 20 degrees or less.

GENERAL SCHOOL INFORMATION

Change of Address

When a change of address or telephone number occurs, the parent should notify the school office, in writing. If your email address should change at any time throughout the year, please notify the school office.

Closing & Delays

If it is necessary to close school because of inclement weather or another emergency, this information will be on FOX 8 Cleveland and WKYC Cleveland (Channel 3). You can follow the iAlert tab from the school website go sign up for alerts from WKYC.

Sts. Peter & Paul School typically follows the Chippewa Local School District when closing or delaying the opening of a school day due to inclement weather. HOWEVER, Sts. Peter & Paul School reserves the right to make a decision different from the Chippewa Local School District if administration feels a different decision needs to be made. ALL decisions are made with the students' safety as a priority.

Confidentiality

Please be assured SPPS faculty and staff maintain confidentiality at all times. Conversations/conferences with parents and faculty and staff, student records, classroom situations, progress, etc. of students, medical information, are all kept confidential. If you have a question or concern regarding the confidentiality of you and/or your student's information, please address those to the principal.

Lost and Found

Our "Lost and Found" area is located in the school lobby (by the stairwell). Please encourage your children to check this area, many items are never claimed. Throughout the year items are displayed for viewing. Unclaimed items are donated to charity. Parents are strongly encouraged to mark all items with the name of the student.

Parent Communication

- School communications are normally sent home on Thursdays in the Braves folder with the youngest child, unless otherwise requested.
- Correspondence can be found on the school website www.stspps.com, email communications, and www.Gradelink.com. Please make sure that the school office has a correct and current email address for your family. Paper copies of the Braves Notes/ Monthly Calendars are available on the bulletin board outside the school office.
- Students may not use the school phone without permission.
- Parents or other adults are not permitted to go to the classrooms, playground area or lunchroom unless this is cleared through the school office.
- If you wish to confer with your child's teacher, please make an appointment by email, sending a note to the teacher or calling the office.

Telephone Calls, Cell Phones & Electronic Devices

If you need to reach your student during normal school hours, please phone the office and you can leave a message. Students will not have access to their own cell phones or electronic device during the day.

The school cannot be responsible for cell phones, Smart watches, electronic devices or games. We strongly encourage students **NOT** to bring cell phones or electronic items to school. If it is necessary to carry a cell phone, iPod®, Nintendo®, Smart watches, etc. it must be turned off and secured with the classroom teacher or in the classroom lockbox during the instructional day. Smart Watches and Cell phones are NOT to be used during school hours. If a cell phone or other electronic device has been taken from a student for improper use during the school day it will be secured in the office and be returned upon parental pick up.

HEALTH AND MEDICAL

Administration of Medication

All medication is to be turned in to the office. Any student who needs medication administered at school must have on file a Medication Request Form signed by the physician and/or parents. Over-the-counter medication can be administered with a parent signature. All medication must be in the original container. No medication will be dispensed without this written form. (*Cough Drops are considered an over the counter medication*).

Allergies

Parents are responsible for informing the school of a child's allergies (e.g., bees, food, medicine-related, or respiratory). For bee sting allergies, parents must provide the school with proper medication and a doctor's statement about how it is to be administered.

Asthma Inhalers and Epi Pens

Students may need to use an Asthma Inhaler or Epi Pen while at school. State law permits those students to carry those items with them at all times. HOWEVER, parents are required to obtain documentation from the child's physician on administering them at school.

If your child requires the use of an inhaler, epi pen or other medication, please talk with the principal so that

proper paperwork, permission, and care instructions can be put in place.

COMMUNICABLE DISEASES

Please notify the school if your child is absent with a communicable disease. Your cooperation will help keep us informed and aware of what symptoms to look for to prevent any spreading of the disease and disinfect the school to the best of our abilities. Please note the exclusion guide below.

Chicken Pox:	Minimum: 7 days or doctor's release
Hepatitis:	Doctor's release required
Impetigo:	Until lesions are dry
Measles:	Minimum: 10 days after rash appears
Mononucleosis:	Minimum of 7 days
Mumps:	Until swelling is gone
Pediculosis (Lice):	<i>See below</i>
Pink Eye:	Until discharge disappears
Ring Worm:	Under treatment
Scabies:	<i>See below</i>
Scarlet Fever:	Minimum of 5 days
Strep Throat:	Doctors release required

The student may be excluded from class until symptoms are no longer evident.

Lice Control

Sts. Peter and Paul School has a No-Nit policy for entry and/or dismissal from the classroom. All parents will be contacted if nits have been found in their child's classroom. When nits are found to be present in a child's hair, these guidelines must be followed:

- The parent is contacted to remove the child from school. The parent must shampoo the child's hair with lice control shampoo.
- The child's hair must be combed or brushed free of nits (eggs) with a nit comb.
- After your child is cleared, **parents must bring their student to the office to be checked before he/she can return to school.**
- Parents are not to assume their child is nit free and send them to school. The students must be NIT FREE and be checked by school personnel.

Precautions: Every child in class will be checked. Siblings will be checked too.

Scabies Control

Scabies is an infestation of the skin caused by the human itch mite, a tiny insect so small that it requires a microscope to be seen. Scabies spreads by direct contact with another person who is infected. In school children, it is spread primarily by “hand holding”. Scabies has to be diagnosed by a doctor. Treatment consists of body application overnight, of a lotion prescribed by the doctor. Once a child is treated they may return to school the next day.

ILLNESS

If a student becomes ill or seriously injured during school hours, the office immediately notifies a parent/guardian. The school nurse or authorized school personnel, who by law must render first aid treatment only, will care for the child temporarily.

When sick, a student can only be released to individuals listed on the Emergency Procedure Authorization completed by parent/guardian and kept on file in the school office.

If emergency treatment is necessary, and a parent/guardian or designated adult is not available, the child will be taken to the emergency room at the hospital.

Student health is monitored in cooperation with local & state health department regulations. Parents should complete and keep current the Emergency Medical Authorization, including dietary restrictions, which are consulted & followed in emergencies.

A child will be readmitted to the school under the following conditions:

- Child’s temperature has returned to normal for a 24-hour period
- Child is free of any skin rash
- No vomiting or diarrhea for a 24-hour period
- Child has been properly treated for lice infestation and cleared by school nurse or staff
- A signed statement by a licensed physician indicating that the child is no longer contagious

Students who are experiencing diarrhea and vomiting may not return to school until they are symptom free for 24 hours. Additionally, students who have a fever above 99 should not be sent to school.

- Classrooms will be disinfected and sprayed with lice prevention spray. Students will store personal belongings in a large tied trash bags.

Other

We do our best to accommodate special needs of students with other diseases, based on a physician’s recommendations. Parents must provide full disclosure of health matters that affect a student & cooperate with attempts to seek the best medical advice. Students generally remain in the classroom setting and perform usual tasks as the illness allows.

SPPS reserves the right to form an intervention team, which may include the principal, nurse, parent, physician and/or health official, to review and make recommendations regarding participation in the school setting by students with specifically diagnosed diseases or other health-related circumstances.

Immunizations

Parents are responsible to provide a complete and current health record for each student at the time of admission.

State Law requires us to assure that students have the prescribed immunizations (State School Immunization Law, Ohio revised Code Sections 3701.13, 3313.617, and 5104.06E). Students are excluded from class in the case of noncompliance.

Students entering Kindergarten need to have:

- Four immunizations against DTP - if received prior to the 4th birthday, a fifth dose is required.
- Three immunizations against Polio - if third dose was received prior to the 4th birthday, a fourth dose is required.
- Two immunizations of the MMR vaccine.
- Three-dose series of Hepatitis B vaccine.
- One Varicella immunization against Chickenpox.

Students entering the 7th grade must receive one (1)

dose of Tdap vaccine prior to the first day of school.

Health Screenings

Various health screenings are conducted throughout the year. These include, but are not limited to; vision, hearing, scoliosis, and speech. If a child is recognized as having a deficit in an area screened, a written notice will be sent home with the information. Any questions can be directed to our School Nurse, Speech Pathologist, or Principal.

Spiritual Development

- Students are prepared for the sacraments of Reconciliation and First Communion in Grade 2.
- Students attend Mass during school time once a week (Friday's @ 9:00 a.m. and Holy Days).
- During the school year, the students are given opportunities for celebration of the sacrament of Reconciliation with their class. It is expected that at other times the children approach the Sacrament under parental guidance.
- Students attend Stations of the Cross weekly during Lent.
- Students in Grades 1-6 participate in a weekend liturgy during the school year once each quarter.
- A family mass is scheduled during the 11:00 a.m. Sunday Liturgy at the beginning of Catholic Schools Week. Catholic Schools Week begins each year on the last Sunday in January.

SAFETY AND SECURITY

Acceptable Use Policy & Computer Usage

Students must have a signed parental/legal guardian form in order to use the school's computers. Any misuse, tampering, destruction of or illegal use including accessing obscenities will be subject to disciplinary action by the administration. Student computer privileges may be revoked.

Building Entry Policy

School doors will be locked daily at 8:30 a.m. and remain locked while classes are in session. Signs are

posted on all entrance doors stating that only authorized visitors are permitted to enter the premises and will need to contact the school office to gain entry. Visitors shall immediately go to the office upon entering the building and sign in.

Crisis and Safety Plan

Fire Drills are conducted monthly. We will also instruct students and practice other safety drills as indicated by the state of Ohio and the Diocese of Cleveland. We work hand-in-hand with the authorities of the Village of Doylestown to ensure the safety of all students of SPPS.

The following are not legally permitted on our school premises; appropriate disciplinary measures will be taken. This may include suspension, expulsion, and/or police notification.

- Tobacco, drugs, alcohol, hallucinogens, and controlled substances.
- No one may possess a deadly weapon or dangerous ordnance in a school. Signs are posted stating the school is a weapon free zone.
- Suggestive books, clothing or pornographic materials of any kind.
- Student threats. Any and all student threats to inflict harm to self or others will be taken seriously.
- Water pistols, slingshots, hard baseballs, weapons and dangerous objects.

SPPS maintains on file in each classroom, as well as the school office, a detailed Safety Plan and Crisis Response Guideline. Parents are welcome to view these documents by coming to the school office to review the information. In addition, students, faculty and staff practice various safety drills on a regular basis. These include; monthly fire drills, tornado drills at the beginning of the school year and during the spring months, lockdown drills at the beginning of the school year and two more times during the year.

Media Consent & Various Permissions

As previously mentioned, students must submit a signed Field Trip Permission Form before they are allowed to go on a school and/or class field trip. Parents will also sign a Walking Permission slip at the beginning of the school year that permits the school to take students on walks through-out the neighborhood any time during the school year.

Finally, parents will sign a Media Consent Form at the beginning of the year consenting or denying the school permission to student pictures in various publications such as the Yearbook, School's Website, local newspapers, etc.

TUITION AND ACTIVITY FEES

Tuition Payments

All families must sign up Electronic Funds Transfer for tuition payments. These payments are divided into 10 payments and families choose whether the withdraw is from their checking or savings account and a date of the 15th or 30th of each month, August through May.

Educational fees of **\$200.00** per student are charged for the purchase of agendas, workbooks, student and classroom supplies, diocesan student assessments, duplicating materials, library, computer and audio visual materials, etc.

Full payment of the school fee must be received before the new school year begins. Most of these materials must be purchased in advance to be available for the opening of school. **The educational fee is non-refundable.**

Returned Checks

All checks returned to the school for insufficient funds will be assessed a \$25.00 additional fee. The school office reserves the right to request cash payments.

Families who have a tuition balance or owe other fees to the school will NOT receive report cards at the end of the quarter. In addition, families will be denied access to GradeLink Once fees are paid or payment arrangements have been made with the finance manager or principal, the report cards will be issued and access to GradeLink will be restored.

Students will not be allowed to participate in any graduation activities, nor will any of their records (including report cards) be released until all financial responsibilities are paid in full.

We realize that circumstances can change, such as the loss of a job, which could affect tuition payments. The pastor must be made aware of any problems regarding unpaid tuition so that an acceptable payment plan can be worked out. The pastor is committed to working

with all families who are experiencing any financial difficulties.

Payment can be check or cash and should be in an envelope with your student's name and the name of the event or activity.

Tuition Assistance

The Diocese of Cleveland offers families the opportunity to apply for assistance. The process is typically started in January for the upcoming school year. Please contact the school office or rectory to obtain the proper forms. If at any time during the school year your financial situation changes with regards to making timely tuition payments, please contact the rectory to discuss.

Fees for School Activities and Events

There are times throughout the year when SPPS must charge additional fees for activities and events. This includes, but is not limited to; Field Trips, School Programs, Community Projects, etc. Fees for such events and activities must be paid by the date due.

Volunteers

In order to do all we can to keep children safe, Sts. Peter & Paul Parish and School complies with the requirements of the Virtus Program as implemented by the Diocese of Cleveland. Protecting God's Children™, also known as Virtus, is a program aimed at the prevention of child sexual abuse. Program Class sessions can be found at www.Virtus.org. This program seeks to safeguard our children by educating school staff and volunteers.

A copy of the Certificate of Completion must be submitted to the school office as verification of course attendance.

Parent/Teacher Union (PTU)

The objective of Sts. Peter & Paul PTU is to develop and promote the Sts. Peter & Paul School Community while contributing to the financial needs and well being of the students, faculty, administration, staff, and parents. As a parent of a Sts. Peter & Paul student, you are a member of the PTU. Membership dues are \$10.00.

Your financial contributions, fundraising efforts, and volunteer hours support many events and enhance our school community.

driver, and reviewed by the principal prior to each trip:

- Valid Ohio driver's license
- Valid Ohio registration for the vehicle
- Current Vehicle Insurance Certificate

Each student being transported in a private vehicle must be using a seat belt and/or a booster seat if required due to age/weight. The emergency medical form corresponding to each student must be in the vehicle.

On most occasions, there is a cost for the field trip. In addition, adult volunteers may also be required to pay a fee for the trip. If we use public school transportation, it is possible an additional fee will be added to the cost of the field trip. Fees for field trips must be paid before students and adult volunteers can participate.

Students may be denied participation in the field trip if the principal and/or teacher have deemed this necessary due to disciplinary or other reasons. If field trip fees have already been paid, those fees are non-refundable.

If the student is not permitted to participate in the field trip, he/she must still report to school and will be given work to complete while his/her class is on the designated trip.

Students are expected to adhere to all discipline rules and the code of conduct while on the field trip. If a student misbehaves, the parent will be called to pick up the student immediately.

Homework Policies

Homework is the responsibility of the student. Parental cooperation is needed to see that the child has enough time and a suitable environment to complete the assignments. Assignments provide basic reinforcement and/or challenging enrichment of the learning experience in the classroom. Students are expected to do a reasonable amount of homework regularly. Time allotments for homework depend on the type of assignment and on the age and grade level of the student. No definite time limit can be determined for all, since children work at different rates of speed. Work that students can perform independently within a

Right to Amend

There are circumstances when rules and regulations need to be amended. Therefore, the administration of Sts. Peter & Paul Catholic School retains the right to amend this handbook during the course of the school year. In the event that changes are made, parents will be notified in writing.

ACADEMICS

Sts. Peter & Paul School is accredited by the Ohio Catholic School Accrediting Association and is a non-public school through the State of Ohio Department of Education and The Diocese of Cleveland. We follow the Diocesan course of study for all grades K-6. The basic curriculum for the school includes the following subjects: Religion, Language Arts, Math, Science, Social Studies, Visual Arts, Music, Health, Physical Education, Technology and Spanish.

Field Trips

A field trip is a way for us to enrich classroom learning and open new areas of interest for the students. A field trip is defined as a school sponsored privilege, which occurs off campus and is supervised by school personnel and adult volunteers. No student may participate unless a signed Field Trip Permission Form for the specific event is received by the school prior to the field trip. **The office and/or classroom teacher(s) will not contact the parent to obtain verbal permission nor will students have permission to call home if a student does not submit a Field Trip Permission Slip.**

Students are supervised by the teacher(s) in charge of the field trip. In addition, parents may be asked to volunteer for the field trip, as decided by each classroom teacher.

Volunteers must have on record in the school office a copy of their BCI fingerprints and proof of attendance at Protecting God's Children with a copy of the program certificate on file in the school office.

If a private passenger vehicle is used, the following information must be provided in writing, signed by the

reasonable amount of time should be the guide.

If a student appears to be struggling at home, the parent should contact the teacher to discuss the problem. Parents should NEVER complete a homework assignment for a student. Under no circumstances will students be excused from homework or given extra time to complete missed assignments if they are incomplete due to an athletic or other extra-curricular activity.

Parents of students in all grade levels are encouraged to communicate with teachers if a student does not understand the homework assignment and this then hinders their ability to complete it on time. Parents should send in a note and attach it to the homework assignment that is not understood. Please understand, however, that this can't become the excuse and if it appears to be happening on a regular basis, we will reassess the issue and identify solutions to the problem.

Teachers will communicate homework assignments and newsletters through GradeLink, agendas, and folders. It is important to check your child's agenda/folder (left at home; return to school) daily for homework assignments and papers that need to be returned. Teachers will be working with students to teach them good habits in using their agendas/folders. They will be ensuring all assignments are written in the agendas or placed in folders so clear communication on homework is in place.

Teachers will work with students who need the extra assistance in organization, but it is the student's responsibility to write down their assignments and take home the correct items needed to complete the assignments. Again, teachers of students with a Services Plan who have accommodations specific to this policy will follow those accommodations as written in the student's plan.

Forgotten Homework

Students will not be permitted to call home to ask parents to bring forgotten homework or other items needed that day for school. We understand that mornings at home can be very busy and hectic, as everyone is getting ready for school, work, etc. This means students may forget their homework at home. We want our students to develop good organization

skills and be responsible for remembering their homework and other items they need that day for school.

Make-Up Work

Make-up work after an excused absence must be completed immediately. A student has the same amount of days to complete the assignments, as he/she was absent. **Please note that teachers are not required to provide homework assignments ahead of time, before a student's absence. This includes vacations or other events and activities in which the student would be absent.**

For example, if a student is absent on Tuesday and returns Wednesday, missed assignments from Tuesday's absence are due on Thursday as well as Wednesday's homework. It is the responsibility of the student to arrange for and perform the necessary work. The time frame will be worked out with the teacher.

If a student is absent from school, a parent or other designated person can pick up the student's assignments in the school office from 2:45 p.m. until 3:30 p.m. or sent home with the absent student's sibling. Parents must request homework by 9:00am on the day the student is absent.

Student Records / Files

A permanent record is kept on each student in the school office. This record includes directory information, attendance records, academic records, standardized test scores, health records, discipline records, and custody papers.

Parents have the right to review the permanent records that are kept on their child's progress. The request should be given to the principal. Copies of any record can be made but the original documents are the property of Sts. Peter and Paul School.

The custodial parent must give written permission before a copy of a student's permanent record may be released to anyone other than school personnel.

Custody / Guardianship

Copies of the current papers stating legal guardianship must be on file in the school office. If custody should change at anytime during the school year – please provide updated copies to the office.

Special Student Services

In order to provide services such as tutoring for students with diagnosed learning disabilities, diagnostic and therapeutic speech and language services, and health and psychological services, Sts. Peter and Paul accesses available state and federal assistance programs. These programs include:

- School Nurse one day a month
- Speech and Language Pathologist twice a week
- School Counselor one day a week
- Intervention Specialist/Tutor three days a week

The majority of these services are provided in the modular unit adjacent to the school. Reasonable accommodations will be provided to students who have a diagnosis that directly impacts school performance. The educational team determines these accommodations.

Counseling

Our school has a Counselor, who is available to students upon parent request, teacher or student request with parental permission. The school and parish are willing to assist parents in locating therapists and counselors if needed. Teachers and the Principal are always available to meet with students and/or parents when students exhibit problematic behavior.

ACADEMIC ASSESSMENT

Students at SPPS earn their grades based on the various assessments and practice work they complete during each quarter, or grading period. Tests, quizzes, etc. will have more weight than homework, classwork, etc. Here is how the breakdown will be next year.

80% of a student's grade will be based on:

- Tests
- Quizzes
- Projects
- Written Papers such as Book Reports

20% of a student's grade will be based on:

- Homework
- Classwork
- Participation

Students will not earn points for extra credit or bonus questions. They will be assessed truly on the information that is presented to them in each content area and those points are figured into the 80/20 formula as stated above.

Students who are showing weakness in a given content area (s) will be given assistance in the classroom during small group instruction and/or 1:1 opportunities with the teacher, an aide, or a remedial tutor. Teachers will continue to keep track of students' progress on GradeLink, through classroom observations, via communication with parents, etc. and again will provide assistance as needed. In addition, those students who are performing above the standards will be provided with work that challenges them to go above and beyond the required curriculum content.

Because we are part of the Diocese of Cleveland, we are required to follow their Grading Scale. The scale is listed below.

Grading Scale

A+	98 – 100	B+	90 - 92
A	95 – 97	B	87 - 89
A-	93 – 94	B-	85 – 86
C+	82 – 84	D+	75 - 76
C	79 – 81	D	72 - 74
C-	77 – 78	D-	70 – 71
F	69 – 0		

A = Superior - Consistently does superior work in accomplishing goals, objectives, and requirements.

B = Above Average - Usually does above average work in accomplishing goals, objectives, and requirements.

C = Average - Usually does average work in accomplishing goals, objectives, and requirements.

D = Below Average - Usually does below average work in accomplishing goals, objectives, and requirements.

F = Failing - Usually does unsatisfactory work in accomplishing goals, objectives, and requirements.

Parent / Teacher Conferences

There will be one formal conference scheduled each year following the first grading period. A spring conference is optional at the request of either the parent

or teacher. Parents or teachers may request an interim conference by phone or note. The principal is available for conferences. Parents and teachers should confer when necessary. A parent/teacher only conference can be requested at any time.

Retention

If a child is struggling in a class and it is felt that he/she would possibly benefit from repeating the grade, parents will be notified by the end of the third grading period. The teacher, parents, and principal will meet to discuss areas the student is struggling in and will identify a plan for retention or tutoring.

A Retention/Conditional Promotion Contract will be completed before the end of the school year if a child is to be retained or promoted with conditions. All will be discussed when the teacher and principal meet with the parents to discuss progress.

Report Cards

Report cards will be issued at the close of each quarter. The parent/guardian signature on the envelope means that they have seen the card. Signed envelopes must be returned to the Homeroom Teacher within a week of Report Cards being issued.

Interim reports are not printed but are available by viewing GradeLink, our online grading system. A link is provided on our school website. If you need parent access information, please notify the school office.

If tuition and/or other school fees are delinquent, Report Cards will be held. If accounts are delinquent, parents' access to GradeLink will be suspended until all fees are paid or acceptable arrangements are made with the principal.

Testing

Students in Kindergarten through sixth grade will take the online assessment, MAP (Measures of Academic Progress). This test is taken three times per year; Fall, Winter, and Spring. Scores from this test are available immediately. These scores are used to better differentiate instruction for each class. Grades 3- 6 additionally will take an online Science Assessment.

Students in the fifth grade will take the ACRE test, *Assessment of Catechesis Religious Education*, in

February. Developed by the National Association of Catholic Education, the purpose of the ACRE test is to see how students understand their Catholic faith and what they do to live it in their everyday life.

STUDENT CODE OF CONDUCT

Code of Conduct

This Code of Conduct serves to guide the behavior of students at SPPS. The intent is to create an atmosphere of mutual respect and cooperation so that a Christian learning environment may be obtained. It outlines expectations and indicates consequences for inappropriate behavior.

It binds neither the administration nor staff to actions not in the best interest of the child; rather, it provides a framework within which behavior can be effectively monitored.

The essence of Christian discipline is self-discipline. The child must be free to choose one form of behavior over another and to take upon himself/herself the consequences of that chosen behavior. Students are expected to possess self-discipline and to be considerate and cordial toward others at all times. In guiding students toward self-discipline, efforts will be made to address each discipline situation according to the individual needs of the student(s) involved.

The principal is the final recourse in all-disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

STUDENTS ARE EXPECTED TO:

- Respect and obey those in authority.
- Be respectful at all times.
- Respect and obey all regulations.
- Make good use of time in school.
- Respect the rights and property of others.
- Complete class assignments and homework as directed by the teacher. If a student is absent, it is his/her responsibility to contact the teacher for work missed.
- Reflect to the entire community Christian attitudes and values taught and lived at Sts. Peter and Paul.
- Adhere to the dress code.
- Keep hands, feet, and all objects to oneself at all times.

- Use appropriate language.
- Move quietly through the hallways.
- Follow directions the first time given.
- Listen when someone else is speaking.
- Adhere to any additional policies set by teacher(s).

Consequences for behaviors outside these expectations normally relate to the offense. For example, improper recess behavior may result in loss of recess privileges, etc. Damage to or misuse of supplies or facilities may result in the assignment of cleaning, repair or other appropriate work time. In any incident resulting in a loss of or damage to property, the student may be held responsible for repair/replacement costs. **At no time will corporal punishment be used at SPPS.**

At the discretion of the principal or teacher, a student may be issued an Infraction indicating the consequences of a violation which may include, but are not limited to a written notice to parents, student conference with the principal, detention, in-school suspension, a behavior contract conference or other appropriate consequence.

Examples of behaviors warranting an Infraction include:

- Unexcused absence; chronic tardiness; leaving the school property;
- Being out of uniform;
- Failure to obey, defiance of or disrespect of authority; inappropriate/disruptive behavior in classrooms, media center, specials, etc.;
- Verbal abuse, bullying or harassment of any kind including teasing, name calling, or profanity delivered in person, in writing or electronically;
- Fighting or other physical confrontation;
- Damage or misuse of facilities, books, materials, etc.; unauthorized use of another's property;
- Failure to complete assignments; cheating or helping another to cheat;
- Rough, inconsiderate or unsafe play at recess;
- Possession of banned, dangerous or illegal substances;
- Failure to carry communications/notices between home and school;
- Inappropriate behavior during religious activities;

- Violations of the Technology Acceptable Use Policy.
- Bullying behavior is unacceptable. Bullying is a pattern of abuse over time and includes a student being "picked on". It includes; physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures, or actions, cruel rumors, false accusations, and social isolation occurring on school grounds or at any school related activity on or off campus.

Gang related activity is prohibited at Sts. Peter and Paul School. A gang is defined as any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, unlawful or anti-social behavior, violation of school rules, establishment of territory or "turf" or any action that threatens the safety or welfare of others or substantially disrupts the orderly operation of the school.

When a student is given an Infraction and/or consequences are given, the parent will be notified by email through our GradeLink system.

If given a detention, the student may be required to do a writing assignment reflecting on the misbehavior and strategies to correct the problem; complete extra work assigned by the teacher; or have cleaning tasks to do around the school. Parents are responsible for transportation arrangements in the event the detention is before or after school.

In the case of repeated or more serious violations (e.g., fighting or other physical confrontation, possession/use of dangerous/illegal/banned items, substances or materials, menacing/threatening/ harassing behavior, defiance in matters of faith, practice or church teaching, truancy), the school may abandon this process in favor of more strident consequences which might include longer or successive detentions, work duty, referral for intervention and/or suspension, and/or expulsion. Measures may also be expanded to provide adequate treatment and other appropriate interventions.

If a student is given an in-school suspension, the student will be required to complete teacher assigned work in isolation, usually in the principal's office. Work may be altered so as to be done independently.

The student will receive restroom breaks during the day

and will eat lunch in the area he/she is serving the in-school suspension. There may be times when a student will be given an immediate in-school suspension if the behavior warrants such a consequence. In this case, the student will immediately report to the school office, the parents will be notified, and the student will remain in the office until the end of the school day.

The penalties for out of school suspensions and expulsions will be given only in extreme cases. If a student is given an out of school suspension, parents will receive a phone call from the principal identifying an out of school suspension has been given. The principal will also provide a written notice of the out of school suspension and reason for the consequence.

In addition, the school will follow the policies and procedures of the Diocese of Cleveland as it relates to suspension and expulsion. In the event the health or safety of any person is in jeopardy, or in any situation, which the principal deems necessary, a parent may be required to come for the student immediately. Law enforcement officials may be called when appropriate.

Any time the health or safety of any person is in jeopardy, or in any situation, which the principal deems necessary, a parent may be required to pick up a student immediately. Law enforcement officials may be contacted when appropriate.

Failure, on the part of the student or parent/ guardian, to pursue and cooperate with any outside referrals or related interventions is grounds for dismissal of the student.

Harassment Policy

The Pastor, administration, and staff of Sts. Peter and Paul School believe that all employees and students are entitled to work and study in school-related environments that are Christ-centered and free of harassment. Sts. Peter and Paul School will not tolerate harassment of any type, and the appropriate disciplinary action will be taken. Examples of harassment include but are not limited to verbal or written taunting; bullying; other offensive, intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group.

Students who believe they have experienced harassment

shall report the matter to the Principal, who shall be the investigator for harassment complaints.

Harassment Investigation Procedure

Upon receiving a complaint from either a student or a school employee, the principal shall discuss the allegations with the complainant-victim to obtain a statement of the facts (e.g., what occurred, when, where, by whom, against whom, names of witnesses). It is the responsibility of the principal to investigate promptly all claims of harassment and to take action as deemed appropriate.

Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process. No one shall retaliate against any employee or student because he/she filed a harassment complaint, assisted or participated in a harassment investigation, proceeding or hearing regarding harassment charge or because they have opposed language or conduct that violates this policy.

All complaints are to be taken seriously and shall be investigated. If the investigator is the alleged harasser or a witness to the incident, an alternate investigator shall be designated. When appropriate, the designated administrator immediately notifies the Doylestown Police Department.

After the investigation is complete, notice of the outcome shall be given to the complainant(s) and alleged harasser(s) consistent with the privacy of student records. Appropriate disciplinary action shall be taken when harassment has occurred, and appropriate efforts shall be taken to prevent recurrence of the harassment.

Searches of School and Personal Property

All property of the school, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search any items and/or clothing brought onto school property or items that are left unattended on school property.

DRESS CODE POLICIES

MASS DAY UNIFORMS

- **Students must be in full uniform.**
- **NO SHORTS ARE TO BE WORN ON MASS DAYS.**

Physical Education Dress

On Gym days (Tuesday & Wednesday) students are to report to school in proper Physical Education clothing. Physical education clothing will be worn all day in lieu of the regular dress code.

- Proper attire is required to allow for full participation.
- A yellow/gold PE t-shirt with the school logo or gray/navy SPPS field day t-shirt are required.
- Shorts may be navy blue or royal blue with a **minimum** 5-inch inseam. **Solid colored** navy blue or royal blue sweatpants may be worn in colder weather.
- **No yoga pants or leggings may be worn.**
- Sport shoes must be worn for grades K-6. White or non-marking soles are recommended.
- Students in grades K-6 are required to dress for gym.

Girls - Grades K-6

Uniform combinations need to be as follows.

- **Plaid skorts, jumpers, and skirts with white or navy blue collar polo; white/yellow blouse; or yellow polo with school logo**
- **Navy blue slacks/walking shorts with white collar polo/blouse; yellow blouse; or yellow polo with school logo**
- **Khaki slacks/walking shorts with navy blue collar polo or royal and yellow polo with school logo**

The remaining Dress Code requirements are as follows.

- Uniform plaid skorts, jumpers, and skirts must be knee length or longer.

- Uniform slacks must be solid navy or khaki. Brown or navy belts are optional.
- Tops must be white/yellow uniform tailored blouses; white and navy blue polo style shirts with a collar; or royal and yellow polos with the school logo. **All shirts must be tucked into bottom clothing at all times.**
- Sweaters must be solid white, navy blue, or gray. Permissible styles include crew neck pullover, v-neck pullover, solid v-neck vest, and regular length cardigan. A school collar shirt must be worn under all sweaters.
- Crew neck navy, white, or gray sweatshirts are permitted (no hoodie sweatshirts will be permitted during the school day). A school collar shirt must be worn under all sweatshirts.
- Solid color white, navy, or black socks or tights must be worn with all shoes and cover the ankle.
- **Shoes must be solid brown, black, navy or white.** High top shoes and boots are prohibited. Shoes may not have glitter or sparkles. Shoes need to be sensible, practical and protect the full foot. Shoelaces must match the shoe color. Clogs, crocs, flip-flops, sandals, open toed, open heeled shoes or high-heeled shoes are NEVER permitted (even on a dress down / dress up day).
- Wrist watches (NO SMARTWATCHES), one pair of post earrings and only one earring per ear is permitted. Necklaces, neck chains, bracelets, and any other jewelry is not to be worn with an exception for ID and medical alert bracelets.
- Hair is to be clean and neatly styled and should be kept off the face. It is to be of natural color. Girls may wear solid color black, white, navy, or uniform plaid headbands or ribbons.
- **Navy or khaki walking shorts may be worn until November 1st and after March 31st, weather permitting.** Cargo shorts or shorts below the knee are prohibited.

Boys - Grades K-6

Uniform combinations need to be as follows.

- **Navy blue slacks/walking shorts with white collar polo/oxford; yellow oxford; or yellow polo with school logo**
- **Khaki slacks/walking shorts with navy blue collar polo or royal and yellow polo with school logo**

The remaining Dress Code requirements are as follows.

- Uniform slacks must be, khaki or navy blue. Brown or navy belts are optional.
- Tops must be white/yellow uniform tailored oxfords; white and navy blue polo style shirts with a collar; or royal and yellow polos with the school logo. **All shirts must be tucked into bottom clothing at all times.**
- Sweaters must be solid white, navy blue, or gray. Permissible styles include crew neck pullover, v-neck pullover, solid v-neck vest, and regular length cardigan. A school collar shirt must be worn under all sweaters.
- Crew neck navy, white, or gray sweatshirts are permitted (no hoodie sweatshirts will be permitted during the school day). A school collar shirt must be worn under all sweatshirts.
- Solid color white, navy, or black socks must be worn with all shoes and cover the ankle.
- **Shoes must be solid brown, black, navy or white.** High top shoes and boots are prohibited. Shoes may not have glitter or sparkles. Shoes need to be sensible, practical and protect the full foot. Shoelaces must match the shoe color. Clogs, crocs, flip-flops, sandals, open toed, open heeled shoes or high-heeled shoes are NEVER permitted (even on a dress down / dress up day).
- Wristwatches (NO SMARTWATCHES) are permitted. Boys may not wear earrings. Necklaces, neck chains, bracelets and any other jewelry is not to be worn with an exception for ID and medical alert bracelets.
- Hair is to be clean, neatly styled, cut above the collar, and of natural color. “Fad” hairstyles are not permitted. No facial hair is allowed and boys must be clean shaven daily.
- **Navy or khaki walking shorts may be worn until November 1st and after March 31st, weather permitting.** Cargo shorts or shorts below the knee are prohibited.

Dress Down Days

Never on a school Mass Day! A few special days each year will be announced in advance with a notice that is sent home. Girls may wear Capri pants. No pajama pants, sweatpants, yoga pants or leggings or holes

anywhere on the garment. No open toe or open heeled shoes. No flip-flops. No tank tops or spaghetti straps. Shoulders must be covered. **NO HOODIE SWEATSHIRTS.**

Birthday Dress Up Day

Children are very excited to celebrate their birthdays at school and we encourage them to celebrate with their SPPS family. Students may dress up for their birthday. However, if your child’s birthday falls on a Friday or a Mass day, **they may dress up on the day before or the day after but NOT on Mass day and NOT on a field trip day.**

Birthday Celebrations

Students are welcome, but not required, to bring treats to share with their class on their birthday. Parents should communicate with the teacher prior to sending in a treat so the teacher can alert parents to any allergies in the class.

Dress Up Days

Student may also be asked to dress up for special events such as Geography Bee, Spelling Bee, Honors Assemblies or others announced and approved by the Principal. **JEANS ARE NOT PERMITTED ON DRESS UP DAYS.**

Additional Information

- Boys and girls must have shirts and blouses tucked into trousers, slacks, skirts, skorts or shorts.
- Remove hats when entering the building.
- No make-up and no nail polish. There may be times nail polish is allowed. The school office will make that determination with each dress down day.
- Inappropriate designs or insignias are not permitted on attire worn to school.
- No decorations and detailing such as contrasting piping, rolled or printed cuffs, patch pockets, multi-zippers or rivets, embroidery, prints on uniform pants are permitted. As well as no jeans, athletic stretch pants, pajama pants or cargo pants.
- Students may wear a crucifix pendant on a necklace.
- Yoga pants and leggings are only allowed to be worn under skirts on cold days.

