MISSION STATEMENT

Saints Peter and Paul Catholic Community is dedicated to nurturing spiritual growth, strengthening moral values and developing academic excellence.

Amended January 2014
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PHILOSOPHY

We believe that Jesus Christ is the reason for our school. All education is based upon this conviction.

We believe that parents are the primary educators of their children. We support their effort to help their children become Disciples of Christ as we provide a Catholic value base in all aspects of our curriculum.

We believe in education of the total child to his/her maximum potential, and provide a climate wherein he/she can achieve his/her intellectual optimum, a breadth of aesthetic appreciation, and an understanding of his/her responsibilities and privileges as a member of his/her cultural, civil religious, social and academic communities.

LEARNING EXPECTATIONS

Students at Saints Peter and Paul School are: PEARLs

Problem solvers who…

☐ Recognizes when an academic or behavioral problem exists
  
  *With regard to Grades K-4*
  
  o Performs acceptable to grade-level response

  *With regard to Grades 5-8*
  
  o Acknowledges problem

☐ Attempts to identify the cause
  
  *With regard to Grades K-4*
  
  o Offers appropriate grade-level articulation

  *With regard to Grades 5-8*
  
  o Explores all the facts
  
  o Asks for more information

☐ Chooses appropriate solution and follows through
  
  *With regard to Grades K-4*
  
  o Meets grade-level expectations

  *With regard to Grades 5-8*
  
  o Brainstorms possible appropriate solutions
  
  o Can state consequences to potential choices
  
  o Chooses a plan of action
  
  o Implements the plan
Effective Communicators who…

- Cooperates in a group as a productive member
  - With regard to Grades K-4
    - Shows respect and cooperation in group activities
    - Listens to others
  - With regard to Grades 5-8
    - Listens actively and courteously
    - Participates as an active group member

- Prepares various types of appropriate oral and written communication
  - With regard to Grades K-4
    - Writes clearly using correct English
    - Speak clearly using correct English

Active Christians who…

- Has knowledge of the teachings of the Roman Catholic Church and continues to explore his/her faith.
  - With regard to Grades K-4
    - Meets grade-level criteria and participates in religion class
  - With regard to Grades 5-8
    - Performs satisfactorily in religion classes
    - Participates in liturgies and paraliturgies

- Prays and participates in the sacraments
  - With regard to Grades K-4
    - Recites prayers appropriate to grade level
    - Participates in school liturgies
  - With regard to Grades 5-8
    - Recites appropriate prayers for grade level
    - Receives and participates in sacraments

- Demonstrates Christian Choices for self and others
  - With regard to Grades K-4
    - Uses respectful language and actions towards others
    - Demonstrates knowledge of appropriate choices
    - Makes appropriate behavioral choices
Responsible Citizens who…

- Stays informed and involved in civic matters
  
  With regard to Grades K-4
  - Exhibits grade-level knowledge of our systems of government
  - Participates in discussions of current events
  
  With regard to Grades 5-8
  - Acknowledges current events and their impact
  - Participates in community outreach programs
  - Exhibits grade-level knowledge of our system of government

- Is knowledgeable and respectful of the diversity within the community
  
  With regard to Grades K-4
  - Demonstrates appropriate interaction within a group
  
  With regard to Grades 5-8
  - Respects the opinions and uniqueness of others
  - Identifies the contributions of other cultures

Life Long Learners who…

- Demonstrates effective use of library, Internet, and other resources
  
  With regard to Grades K-4
  - Analyzes information and applies to learning
  - Uses resources in an ethical manner
  
  With regard to Grades 5-8
  - Uses varied resources for research projects
  - Participates in independent reading and completes reports
  - Uses resources in an ethical manner

- Demonstrates study skills, content comprehension, and critical thinking
  
  With regard to Grades K-4
  - Meets grade level expectations
  
  With regard to Grades 5-8
  - Draws appropriate conclusions from reading material
  - Exhibits organization and preparation in class work and study materials
ADMINISTRATION AND ORGANIZATIONAL STRUCTURE

Saints Peter and Paul School is a ministry of Saints Peter and Paul Parish under the leadership of the Pastor, the ultimate and canonical authority of the Parish. While separately incorporated, we are linked to and supported by the Diocese of Tucson and bound by Canon Law under the leadership and direction of the Bishop. As a school in the Diocese of Tucson we receive services and support from the Office of Catholic Schools through the Superintendent of Catholic Schools.

The Pastor, in collaboration with the Principal, has final administrative authority over all educational matters. The Pastor designates the Principal to carry out the day to day administrative actions of the school (Diocesan Policy 1160).

The Principal is responsible for the administration of the Catholic school by: promoting and insuring the Catholic identity of the school community, promoting and modeling official Catholic teaching, being the academic leader and administering the school in accordance with Diocesan policies, planning and supervising financial resources, selecting qualified personnel for hire, complying with the policies and standards of Western Catholic Educational Administration and Arizona Department of Health Child Care guidelines for extended day programs, evaluating staff performance, promoting professional growth, updating parental and faculty handbooks, organizing local school-community relations programs, complying with all Diocesan handbooks, policies, procedures, developing and revising annually the Strategic Plan of the school, fulfilling duties outlined in the principal Job Description of the Diocese of Tucson.

Saints Peter and Paul School’s Advisory Board is an advisory board comprised of both former and current school parents and community leaders whose personal mission is to promote Saints Peter and Paul School and advocate for the policies and programs of the school. The board’s mission is to further the advancement of Catholic education by providing leadership, direction and support. The Board is established by the Pastor to be consultative to him and the Principal in the areas of finance, marketing, planning and development.

Saints Peter and Paul School’s Parents Association is an advisory body whose mission is to promote community through fundraising and hospitality. This group is comprised of all school parents, led by an executive board with direction from the Principal and Pastor. Monthly meetings are held to discuss capital project needs, coordinate fundraising activities and community building events. Central to the operational needs of the school, funds raised by Parents Association help to offset raising tuition costs and provide much needed capital items suggested by the school’s Strategic Plan.

The Superintendent of Catholic Schools, Office of Catholic Schools, provides guidance and support to the Principal and Pastor in regard to all academic policy and procedures, including curriculum, supervision and instruction of the school. The Superintendent is the representative of the Bishop.
ADMISSION and ENROLLMENT POLICIES

Saints Peter and Paul School admits students of any race and ethnic origin. Students are granted equal access to all rights, privileges, programs, and activities made available at the school. Students with learning and physical differences are children of God and members of the church. Therefore, Saints Peter and Paul School does not discriminate on the basis of such differences, but will counsel with the parents to determine if the school can adequately meet the needs of the individual child. Accommodations will be made to meet the child’s needs if the school determines that it does not fundamentally alter the school’s program. (Diocesan Policy 2110)

Saints Peter and Paul School does not offer Special Education or Exceptional Education Program. Therefore students with special physical and/or educational needs are not ordinarily provided for in our program. Saints Peter and Paul School does provide a resource program that will give assistance to students who have a slight learning disability. Additionally, a Title I program assists those students who qualify for this federal program to assist in reading or math. All newly admitted students to Saints Peter and Paul School will be on a probationary status for a minimum of nine weeks.

Students making application for enrollment will be asked to complete assessments in the areas of writing, reading and mathematics. Students applying for admission in grades 3 through 8 will be asked to make a school visit for the purpose of determining the appropriate social and academic placement as well as testing in academic areas. All incoming kindergarten through second grade students will be given a developmental placement screening to determine developmental readiness for our program. Ordinarily, Saints Peter and Paul does not accept transfer students from non-Catholic area schools in Grades 6, 7 and 8.

Students entering kindergarten must be aged 5 prior to September 1 of a given school year. A student entering first grade must be 6 years of age prior to September 1 of a given school year.

Admission preference is given to families who are active, participating members of the Saints Peter and Paul Parish community, and to siblings of students currently enrolled, and to active members of other Catholic parishes. Saints Peter and Paul gives preference first to Catholic students.

No person shall be admitted as a student at Saints Peter and Paul unless that person and his/her parents (guardians) subscribe to the school’s philosophy and agree to abide by the educational policies, procedures, and regulations of the school and the Diocese of Tucson. Whether Catholic or non-Catholic, the student and parents (guardians) must agree to attend religious education classes during the Sacramental years of grades 2 and 8, all school masses and all other liturgical events/activities conducted in the school/parish.

Upon acceptance and enrollment, the family financial obligation will consist of: tuition, activity fees, registration (non-refundable), book fees (non-refundable), and other fees as needed. Participation in the hot lunch program, milk program, and sports programs are optional. The
school’s Parents’ Association requires a minimum of 68 volunteer hours per year. Please see specified policies in the Parental Commitment Handbook.

Withdrawal
If a family plans to withdraw a child from Saints Peter and Paul, the school office should be notified as soon as possible. Parents must indicate in writing their intention to withdraw a student from school and submit this statement to the principal. Parents must take care of all fees, fines, and tuition payments. (Diocesan Policy 2190)

Student Records
Saints Peter and Paul School maintains required records as designated by the Office of Catholic Schools, Diocese of Tucson (Diocesan Policy 2120, 2130). These include, but are not limited to, cumulative records, transcripts, publications/media participation, test scores, and the acceptable use policy for technology. All records pertaining to a child’s academic status, and financial status of tuition and fees accounts pertaining to the child, are open to review by the child’s parents (guardians) absent a court order restricting the dissemination of such information. Medical records are securely maintained for each child, as are academic testing/assessment records and resource plans (CAP –Crusade Action Plans- plans), and any public school academic testing/assessment records, including a student’s ISP. (Individual Service Plan). All such records pertaining to a student’s academic status will be released upon appropriate exit/withdrawal/graduation paperwork has been completed and all delinquent fees have been satisfied.

The Buckley Amendment (Family Educational Rights and Privacy Act -FERPA) allows parents and students over the age of 14 the right of access to school records. Should a parent or student wish to view a student’s records, the school requires 24 hours notice, and this request must be made in writing. Only the contents of the official file will be forwarded to a new school upon request for transcripts by the new school. Teaching staff and relevant faculty members may view the records of a student maintained by SSPP School and as submitted by the parent (guardian).

Tuition and Payment
Parents (guardians) are expected to fulfill all financial obligations to the school within the academic year. As a non-profit institution, all school operations are predicated upon parents or those deemed financially responsible honoring their financial commitments. Failure to do so impacts not only their own students, but all students.

Those families who have an inability to pay due to a specific hardship that arises during the school year must immediately contact the school principal or finance manager to discuss payment alternatives. Those families who do not keep their account current shall be given adequate warning before being put on probationary status, which will occur at the end of each quarter. If a parent’s account is not made current, their students may not be allowed to return to school for the next quarter. In addition, the school may pursue legal action to collect all amounts owed including any past due or overdraft charges, and any fees associated with the recovery of the past due amounts.
At the time of registration, a contract requiring parent signature will be provided. This contract makes clear the options for making tuition payments. Further this contract makes clear parents’ obligation to do so, plus adhere to the policies and procedures of Saints Peter and Paul School, including the obligation of parental commitment through our Parents Association. Any other fees for services/activities (sports, before/after care, lunches, activity fees, etc.) are also expected to be paid for within deadlines and/or appropriate amount of time within the academic year. Late fees shall be applied for delinquent status for both tuition and before/after care fees.

Tuition is calculated according to a fee schedule delineating Catholic or no-Catholic rates, parish affiliations/registrations, and subsidy rates, and the number of children in the family. If financial assistance is needed for any tuition scholarship organization funding or Adopt-a-Student or other Saints Peter and Paul scholarship assistance a financial aid determination worksheet must be completed and filed with Financial Aid Independent Review, Inc. (FAIR) prior to the deadlines on the registration forms. (Please see the tuition manager for details.)

**ACADEMIC POLICIES and PROCEDURES**

Saints Peter and Paul School is an accredited elementary school by Western Catholic Educational Association.

The Course of Study consists of core classes in Religion, Mathematics, Reading, English, Spelling, Penmanship, Science, and Social Studies. Ancillary classes in Art, Music, Computer, and Physical Education are also offered. Spanish may be offered dependent upon staffing.

Saints Peter and Paul Catholic School strives to provide a challenging, comprehensive and relevant curriculum. Our curriculum is regularly evaluated and updated to be in accordance with Diocesan guidelines. In addition, we incorporate Arizona state-mandated or national standards so that our children are prepared to enter other academic institutions upon graduation. Our goal is to prepare our students to contribute to the 21st Century global society as well as our own school and local community.

Our faculty participates in regular on-site in-service professional development. Teachers also participate in spiritual formation through Diocesan in-service training. Primary, intermediate and junior high levels meet regularly to ensure curriculum continuity.

The curriculum strengthens Catholic identity. Our school day begins with community prayer and religious instruction. Individual class prayer is encouraged throughout the day. Our religious values are integrated into other core subjects. Our students attend Mass weekly and on Holy Days. Students are encouraged to participate as servers beginning at the fourth grade level. We develop children with strong moral consciences who model proper behavior for others.

The curriculum results in achievement of our PEARLs -Student Learning Expectations (SLEs). These expectations are those goals that we want our students to achieve while with us during their elementary years, so prepare them for future schooling and life learning. We analyze
standardized tests and other assessment tools and use data to address the learning needs of individual children. The continuum of learning is built through the use of the Diocesan curriculum guidelines for each grade level. Teachers meet frequently to discuss grade level and cross-grade level concerns and to make curriculum adjustments as necessary. Our school has a Resource Program for students who require more individualized help in achieving mastery of core subject material.

**Academic Expectations**

It is the school’s expectation that students will perform to the best of their ability. Promotion to the next highest grade level will be dependent upon the student’s successful understanding of the grade level standards as set forth by the Diocese of Tucson and the State of Arizona (Diocesan Policy 4110). A student’s effort, conduct, and maturity will be taken into consideration in this determination.

Effort and study habits include following directions, using time well, completing class and homework assignments, listening attentively, and working carefully and neatly. This also includes classroom participation.

Conduct includes being courteous, kind and cooperative, getting along with others, respecting rights and property of others, practicing self-control, observing school and class rules; and respecting authority. Good behavioral habits are to be demonstrated outside of class time, e.g., on the playground, at the lunch table, in the halls, during homeroom, and any other place on the school or church property.

**Homework**

Homework is assigned for the purpose of fostering habits of independent learning and self-discipline and to reinforce the concepts learned during the school day. (Diocesan Policy 4210)

Students must keep assignment sheets in primary grades (Grades K-1). Students in grades 2 and up will maintain a student agenda to keep assignments. These will be provided by the school for a fee at the beginning of each school year. These will also be helpful to both students and parents when they are discussing homework matters. Further, homework will be displayed on RenWeb, the school’s administrative software and communicative avenue.

Homework is assigned to reinforce material already taught or is material given in preparation for the next day’s work. The purpose is to foster habits of independent study. Homework will be given following the recommended guidelines. These guidelines are determined by the time it would take to do this homework in school under supervision.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>When appropriate</td>
</tr>
<tr>
<td>1-2</td>
<td>15-30 minutes per day</td>
</tr>
<tr>
<td>3-5</td>
<td>30-60 minutes per day</td>
</tr>
<tr>
<td>6-8</td>
<td>60-90 minutes per day</td>
</tr>
</tbody>
</table>
Parents should set aside a study time each day. During this time the students should do their written homework, study or read. It is the parent’s responsibility to oversee that the student has completed all homework according to school guidelines. Work is expected to be done neatly and completely following all assignment directions and in complete sentences. All homework in elementary grades is due in the morning of the next school day after it has been assigned unless otherwise directed by the teacher. In upper grade level classes and special subjects, homework is due at the beginning of the next class period unless otherwise directed by the teacher. Deductions will be given for all late and/or incomplete work in the elementary grade levels. At the middle school level, zeroes will be given for work that is not completed on time. Ordinarily, written assignments will not be given on weekends. Long-term assignments, however, may extend over one or several weekends. Please note that any work from the school day that is not completed in class becomes HOMEWORK along with any other designated assignments for homework.

Requests for homework for students in grades K-5, due to absence must be made on the school’s attendance line at 325-2431, option 1, before 10 a.m. and picked up no earlier than 3:15 p.m. For students who are absent from grades 6, 7, and 8, parents and students must refer to Ren Web for updated assignments.

When students are absent due to illness, they will be given one day for each day of absence, not to exceed 5 days to submit their required assignments. For non-illness related absences, it is expected that the student will return to school with all completed assignments. All daily homework is posted on Ren Web. Parents and students may access Ren Web for daily homework assignments and class work.

The amount of time for the completion of homework may vary depending upon length of the assignment, a student’s wise use of class time, and the student’s individual learning ability. In the event that a student is absent at the end of a grading period, any homework, tests/quizzes, papers/projects must be turned in for a grade. However, until these are graded, a grade of “I” for “incomplete” will be reported on report cards until such time as the grades are complete. Time for completion will not exceed 5 days.

**Grades and Grading**

Grades and grading fall within the parameters of the policies of the Diocese of Tucson (Diocesan Policy 4220). Reporting of such grades may be numerical, or by letter, or as defined by marking codes that can be accessed on our electronic grading system, RenWeb. Should the student receive a below average grade or an exceedingly high grade on a piece of homework or test, RenWeb will automatically notify the parent of such grade. In the event that a student or parent may want a grade reconsidered, a request must be made in writing to the teacher within one week of the receipt of the grade.
In Grades K-2 students will be assessed on developmentally appropriate skills set using the following marking code:

4 = Exceeds standards  
3 = Meets standards  
2 = Progressing towards standards  
1 = Falls below expectations of standards  
/ = Experiencing difficulty

In Grades 3-8 students will be evaluated on their academic achievement of standards in each subject area, using the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100-97</td>
<td>Excellent</td>
</tr>
<tr>
<td>A</td>
<td>96-94</td>
<td>D+ 69-68 Below Average</td>
</tr>
<tr>
<td>A-</td>
<td>93-90</td>
<td>D 67</td>
</tr>
<tr>
<td>B+</td>
<td>89-87</td>
<td>Very Good</td>
</tr>
<tr>
<td>B-</td>
<td>86-84</td>
<td>D- 66-65</td>
</tr>
<tr>
<td>B+</td>
<td>83-80</td>
<td>F 64 and 0 Failing</td>
</tr>
<tr>
<td>C+</td>
<td>79-77</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>76-74</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>73-70</td>
<td></td>
</tr>
</tbody>
</table>

Additionally, students will be assessed on their conduct and effort using the following markings:

4 = Exceeds the Standards  
3 = Meets the Standards  
2 = Progressing toward the Standards  
1 = Falls below the Standards  
/ = Experiencing Difficulty

The PEARLS (Student Learning Expectations) will be continually evaluated and reported quarterly. The scale is:

P = Progressing  
M = Meets  
E = Exceeds

Absences and tardies will also be reported on a quarterly basis.
**Honor Roll**
The honor roll will recognize students in grades 5 through 8 who achieve a high degree of academic excellence in both core and ancillary subjects. There will be High Honors: All A’s, and Honors: A’s and B’s. In addition to meeting academic requirements, a student’s conduct and effort must be ‘meeting’ (3) or “exceeding” (4) the standards in these areas to qualify for honor roll.

**Promotion, Placement and Retention**

**Promotion**
Promotion of students to the next grade level shall be based on the completion of academic work and some mastery of academic skills. The teacher shall make the evaluation of student’s progress and will consider social, emotional, physical, moral, and academic development of the student. (Diocesan Policy 2160)

**Placement**
A student who may not successfully achieve the grade level requirements will be placed in the next grade level and will be placed on a “probationary” status which will be evaluated each five week period. These students will require close monitoring in that grade level to gauge academic, social, emotional, physical and moral success. In other words, placement is conditional.

**Retention**
A retention of a student is the repetition of the same grade in the subsequent school year. A student shall be retained on the recommendation of the teacher and the principal. When making an evaluation of the student’s progress, the teacher will consider the social, emotional, physical, moral and academic development of the student. The teacher must be relatively certain that a repeat of the grade level will be of benefit to the student. If it is the teacher’s judgment that retention is probable, the principal will be consulted and a conference with the parents (guardians) and the teacher will be held in the early months of the second semester. Follow up conferences will be held to evaluate the progress of the student. Evaluations and reports to the parents must indicate lack of student progress. A student who is retained in the middle school grades (6-8) will not be permitted to attend Saints Peter and Paul School the subsequent year.

**ABSENCE/TARDY**
In the event that a student may be absent from school, parents must report the absence to the school Attendance Line before 9:00 a.m. (325-2431, Option 1). If the absence is not reported, a call will be made to the home or place of business to inquire about the absence. Please do not schedule vacations during school time. Additionally, please do not make doctor or dental appointments during the school day if at all possible. Saints Peter and Paul School follows the guideline of the State of Arizona if excessive absenteeism may cause retention. (Diocesan Policy 2130)

A child is tardy if they do not arrive on campus prior to the morning bell. Tardiness to school should be avoided. The bell rings at 8 AM and all classes go in to the classrooms to begin their
day. Prayer, attendance, Pledge of Allegiance, organization of books, and bell work all take place within the first few minutes of the school day so much is missed by a student who is tardy. Habitual tardiness will result in detention. You will receive notification via RenWeb upon the 4th tardy. Five tardies will result in disciplinary action. There is no distinction between excused and unexcused tardies. Late is late. However, the classroom teacher or the attendance clerk may make the distinction of an excused tardy. Should this be the case, no disciplinary action will be taken for these deemed as an excused tardy.

COMMUNICATION

Communication between home and school is essential. Formal parent/teacher conferences will be held annually. Parent/teacher conferences are possible at any time during the year, if either the parent or the teacher find it necessary. Concerns from the classroom should be brought to the attention of the teacher before going to the Administration. If a parent is reluctant to discuss concerns with the teacher alone, an administrator may be present at the conference. Contact with the teacher must be made via an appointment. Spontaneous visits to classrooms may not occur, as this disrupts the educational responsibilities of the teacher and the students in the classroom. Requests for conferences may be made through email, or by calling the office. If an appointment is necessary with an administrator, please contact the office for an appointment time.

Our school currently uses an online administrative software system called RenWeb. This system allows for communication and updates, student grade progress and notifications of insufficient progress, quarterly and end of the year reports, teaching lesson plans and homework assignments and much more (Diocesan Policy 4400). Communication regarding school news, events and requests will occur on an at least once weekly basis via email. An accounting system is an additional part of this administrative system so online payments may be made for all school accounts. Further information and training in this software are provided periodically throughout the school year. If access to the internet is not available at home a computer for family use is available in the school office. RenWeb may be accessed at:


Report cards are issued quarterly. The use of RenWeb by parents for the monitoring of their student’s achievement is highly encouraged. Student’s progress and grades are continuously available through RenWeb.

Emails will be sent to all RenWeb subscribers with pertinent information regarding school activities and events. These emails will occur approximately once weekly. An electronic monthly newsletter from the principal will also be posted to RenWeb and the school’s website. Further a hard copy of this newsletter and accompanying information will be sent home via the student during the first week of a month.
TELEPHONES

School telephones are for school business. Therefore, students may not use the school telephone except in cases of emergency. Parents are discouraged from calling the school office for the purpose of delivering messages to their children except in cases of emergency. The use of cell phones is prohibited during the school day. All cell phones are to be turned off and turned in to the classroom teacher, coach or after care supervisor for safekeeping.

CONFIDENTIALITY

Teachers and administration will keep confidential information entrusted to them so long as no one’s life, health, or safety is at stake. Parents will be promptly notified of concerns. While volunteers are on campus serving the school, confidentiality must be maintained. (Diocesan Policy 2120)

COUNSELING and RESOURCE SERVICES

Counseling services at Ss. Peter and Paul School will be on a referral basis to community and Catholic organizations as needed. Resource services may be provided to individual students who may be in need of additional assistance due to a slight learning disability. A referral to resource services will be made by the teacher, after consultation with the parent. Once referred, the student will be provided with services of our school’s Care Team. The Care Team is comprised of: resource teacher, school nurse, principal or assistant principal, and the classroom/homeroom teacher. Definition of service will be discussed and consultation with the parents will take place. A “Crusader Action Plan” (CAP) will be created to denote the kind and amount of resource services to be provided, classroom accommodations, and special assistance to be provided by the parent (guardian). (Diocesan Policy 4310, 4600)

CRISIS/EMERGNCY PLANS

Saints Peter and Paul School has an Emergency Response Plan (ERP) and practices for evacuations, fire drills, and lockdowns, as mandated by the Diocese of Tucson and the State of Arizona. (Diocesan Policy 1210, 1220, 1600) The physical property of the school and its facilities are evaluated annually for safety concerns. In the rare event of an emergency situation during school hours, parents are asked to be in constant contact with email and listen to local radio and TV stations. Parents are requested to follow the procedures put in place by emergency response team of the school. Please do not come to school until directed to. In an emergency situation our primary concern is for the safety of the students. Your cooperation with school procedures is necessary for their safety.

In the event of an emergency prior to the start of school (snow day, no power, etc.) please tune in to your local radio and TV stations, school website, and home email. It will be our policy at Saints Peter and Paul to follow the general guidelines of Tucson Unified School District (TUSD).
CUSTODY
Saints Peter and Paul School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parents access to academic and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent’s responsibility to provide the school with a court-certified copy of the court order. Where parents reside in separate households, Ss. Peter and Paul School requires that custodial documents be in the school office. Non-custodial parents do have parental rights to academic records and other school information regarding his/her child unless there is a specific court order denying such access. (Diocesan Policy 2150)

DISCIPLINE CODE
The aim of discipline is to provide classrooms conducive to learning, to promote respect for authority and for the welfare of the group, to redirect misguided behavior, and to encourage the development of self-discipline. Furthermore, discipline aids in the development of positive ideals, attitudes, and habits that every person needs for Christian living. Saints Peter and Paul’s discipline program is within the guidelines of the Diocese of Tucson. (Diocesan Policy 2220)

In order for a discipline program to be consistent and effective, parents and/or guardians are expected to support teachers and administrators.

Disciplinary action will be commensurate with the misconduct. The nature and degree of misconduct will be considered in the administration of discipline. A student should expect that repetitive misconduct will result in disciplinary action of increasing severity. Corporal punishment is prohibited.

Continued enrollment is dependent upon student and parental cooperation with school authorities and adherence to all school policies.

It is necessary that all parents who choose to send their children to Saints Peter and Paul School cooperate with all regulations. Discipline is an integral part of the learning process. If a student is to develop self-control, the student must learn to live in harmony with others, and to obey the laws of God, our country and our school. At Ss. Peter and Paul School we adhere to three primary standards of 1) Respect yourself, others and things, 2) Contribute to the learning environment and 3) Follow school and classroom procedures.

The principal, teachers, and all staff members have the right to exercise authority as to the conduct of students attending our school. All staff members of Ss Peter and Paul will do whatever is necessary to maintain all students’ safety. Teachers and staff will use reasonable judgment when interceding in any type of incident that requires mediation.
Our expectations are made clear to students at the beginning of each school year. Regulations that are made are done so with the students' safety and well-being in mind. Parental guidance in helping our young people to understand this is imperative. A focus is made of the development of reverence, respect, responsibility, and rigor….known as the “4 R’s”.

**DISCIPLINE STANDARDS**

1. Parents are asked to begin at the earliest possible time in the child’s development to instill an attitude of respect and courtesy. "Yes/No Ms., Mrs., or Mr. …," and "Yes/No Father or Sister," are still polite. Good manners are never out of style. "Please" and "Thank you" are important.

2. Students are expected to willingly obey school policy concerning times of silence. The school building is a place of serious business and should provide an atmosphere conducive to learning. The church is God’s house and reverence and respect will be displayed at all times. Occasions are provided during the day to aid the students in social development. However, socializing is not our primary function.

3. Students attending Saints Peter and Paul School are expected to observe the dress code. As a Catholic school, we want to instill in our children a sense of modesty and decency. Parents should model these virtues.

4. Children must develop a respect for their own belongings, as well as other people's property.

5. We adhere to the principles of “Discipline with Dignity”. The basic principle is to discipline with respect and love, yet hold students accountable for their actions/inactions.

**MISCONDUCT**

Students are expected to conduct themselves as model Saints Peter and Paul students at all times. Misconduct is defined as conduct, whether inside or outside the school, that is detrimental to the reputation of the school. Misconduct includes but is not limited to:

1. Failure to obey classroom regulations and teacher directions.

2. The use of vulgar language or profanity, verbal and non-verbal.

3. Disrespectful speech or behavior (fighting, ethnic slurs, obscene gestures, harassment, threatening or intimidating, exclusion, etc.). Please see the full description of the School Policy on Harassment/Bullying and Diocesan Policy #2210 in the Appendix.

4. Destroying, damaging, or stealing real or personal property belonging to the school or to any person at the school.

5. Possessing, selling, and/or using drugs, alcohol, tobacco, or other known substances that cause disorientation and/or physical or mental impairment.
6. Possessing firecrackers, "stink bombs," matches, or lighters or similar items.
7. Possessing weapons/dangerous instruments, including but not limited to guns and knives or other sharp instruments. Any item that could cause harm is banned from Saints Peter and Paul School.
8. Gang activity. (Please see a fuller description in the Appendix)
9. Using cell phones and other electronics is prohibited on campus between the hours of 7:40 a.m. and 6:00 p.m. They will be confiscated by any Ss. Peter and Paul staff member. They will be turned into the principal or asst. principal and will be returned at the discretion of the administration.
10. Inappropriate use of technology while at school (social networking sites, texting, sexting.)
11. Public Displays of Affection (PDA). PDA is the physical demonstration of affection for another person while in the view of others. In our Catholic elementary school this includes hugging in an affectionate manner, kissing, fondling, hand-holding, or any flirtatious action.
12. Chewing gum anywhere on school property.
13. Threatening others and/or acts of violence.
14. Playing contact sports and games as they must be supervised by our coach and athletic director.
15. Leaving school grounds during school hours unless signed out by a parent or guardian for an appointment.
16. Bringing pets to school unless consent has been obtained by the teacher or administration.

SEARCHES

The principal, pastor, or a representative of the Department of Catholic Schools may conduct a search of the school plant and every part thereof, including student storage areas (lockers) and desks. A student assigned a storage area or desk has use of, but not proprietary right to the storage area or desk. Desks, lockers, and other storage areas are school property. School searches must be based on a reasonable suspicion that a school rule or federal/state law has been broken and related to promoting a safe learning environment.

Inspections will occur when there is suspicion of a threat to the health, welfare, or safety of students or if a law has been broken. Saints Peter and Paul School staff can search personal property if the search is (1) justified at its inception, i.e., reasonable belief that the student has broken a school rule, and (2) the search is reasonable in scope. The search will be made in the presence of at least one other school staff member.
HARASSMENT/BULLYING

All persons have a right to be treated with dignity. Any demeaning behavior is prohibited. Sexual harassment is defined as, “conduct, containing sexual suggestions, that would be offensive to a reasonable person.” Sexual harassment includes but is not limited to:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations or comments;
2. Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;
3. Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study or play because of some sexual matter;
4. Threats and demands to submit to sexual requests for certain benefits; and
5. Retaliation for having reported or threatened to report sexual harassment.

Report all allegations of sexual harassment to the administration immediately. These allegations will be taken seriously and promptly investigated. Confidentiality will be maintained and both parties may be referred for counseling. Please see the fuller Diocesan Policy #2210 in the Appendix.

IMPLEMENTATION OF DISCIPLINARY ACTION

(Diocesan Policy 2220)

I. Detention

A. Detention refers to a disciplinary action by which the student is detained at a time and place determined by the school.
B. Detention may be assigned in cases of non-repetitive misconduct.
C. Repetitive/multiple detentions may result in more serious disciplinary action.
D. Detention will be served from dismissal time until 4:15 Mon.-Thurs. and on Fridays from 12:30 to 1:15 on the day that the detention was earned. It is possible that students may serve a detention during their lunch period. Parents will be notified that day. Detention slips will be sent home for parent signature and attention. Slips are to be signed by parent or guardian and returned to the homeroom teacher by 8:30 a.m. the following day. Lunch detentions may also be given.
E. During detention, students may be required to perform community service.

Detention holds priority over all other activities.

II. Probation
A. Probation refers to the supervision and evaluation of the student’s conduct and academic progress for a specified period, because of a serious or continued misconduct or serious academic deficiency.

B. Probation shall include an agreement in writing between or among the student, parents, and school administrator addressing the student's misconduct, duration of probation, corrective measures to ensure compliance with all applicable rules, and the consequences of any violation of the terms of the probation. The agreement, signed by all concerned parties, will be given to the parents and a copy of the suspension will be kept on file in the school office.

C. Subject to compliance with the terms of the probation agreement, probation shall not exceed two semesters.

D. All new students to Saints Peter and Paul will have at least a six-week probationary period.

III. Suspension

A. Suspension refers to the removal of a student from some or all school activities. It is a consequence that will be used in response to an action of a very serious nature or after other remedial measures have been employed without success.

B. The student may be required to attend school, but be separated from his/her classmates (in-school suspension).

C. Whether in-school or out-of-school, suspension shall not exceed five days, except in extraordinary circumstances. Suspension encompasses extra-curricular activities.

D. Reasonable efforts to notify parents or guardians will be made prior to any suspension. However, in situations in which immediate suspension is warranted, parents or guardians will be notified as soon as is practical under the circumstances. Suspended students will only be released to a parent or legal guardian.

E. Parents will be informed of the reasons and decision for the suspension.

F. A conference must be held with the parents before the student returns to his/her classroom.

G. A written record of the suspension, including date, reasons, and conference with the parents, will be kept on file in the school office.

H. The suspended student is held responsible for schoolwork missed during the time of suspension.

In-school suspension may be given to a student who continually disrupts the classroom learning atmosphere or receives an inordinate number of detentions. He/she will be kept out of class until he/she submits a plan to improve his/her behavior that is agreed upon and signed by the principal, parent and student and after a conference with the parent(s).
Out of school suspension is imposed only for a very serious reason. The decision to suspend a student must be approved by the principal. A student may be suspended for any one of the following serious infractions of school regulations. This list is not intended to be all-inclusive.

- Actions gravely detrimental to the moral and spiritual welfare of other students, including threatening or intimidating.
- Involvement in seriously aggressive behavior.
- Continued malicious disobedience and disrespect for authority.
- Willful defacing or otherwise damaging in any way, property, real or personal, belonging to the school or to any person at the school.
- Repetitive and/or inappropriate texting or use of electronic technology.
- Bringing or possessing stink bombs, matches, lighters or other such devices in the vicinity of the school.
- Bringing harmful and dangerous substances and/or items that could be used as a weapon.

IV. Expulsion/Required Withdrawal

A. Expulsion refers to the permanent dismissal of a student from school.

B. Expulsion is an extreme measure taken only as a last resort, after all other efforts at discipline have failed and where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare and progress of other students and the school community.

C. A record shall be kept of previous measures of remediation, counseling, probation, conferences, and/or suspensions. This documentation should include written communication between the school and the family. In the case of serious circumstances as defined in B. above, the student shall be immediately suspended until the process has been followed.

D. Parents shall be informed by written notice that expulsion is contemplated.

E. A conference shall be held with the parents, student, principal, pastor, and teachers at which time the grounds for dismissal will be presented and discussed.

F. Expulsion will be determined only after consultation with the Superintendent of Catholic Schools. The final decision to expel a student rests with the principal, with the knowledge and consent of the pastor and Superintendent of Catholic Schools.

G. Prior to expulsion, parents ordinarily shall be given a minimum of two school days to voluntarily withdraw the student from school. In the absence of such voluntary withdrawal, however, the student may be expelled.

H. Once the decision has been made to expel a student, written notification of the decision must be sent to the parents and a copy forwarded to the Superintendent of Catholic Schools.
I. The principal shall notify the parents of the Due Process Procedure of the Diocese of Tucson.

J. The principal shall properly document all expulsion cases including grounds, evidence, record of conferences, and final notice. Such documentation shall be maintained in a file separate and apart from the Student Permanent Record.

K. The Student Permanent Record shall indicate that the reason for transfer was expulsion.

Students will be expelled for the following reasons:

1. Possessing weapons, i.e., guns or knives, while under the jurisdiction of the school, on school grounds, or at any school-sponsored function.

2. Possessing or setting off firecrackers and/or other dangerous explosive on school property.

3. Striking a teacher or volunteer adult.

4. Possessing, using, or selling drugs, alcoholic beverages, or tobacco on school property or at any school-sponsored function.
   a. Substance will be confiscated.
   b. Police will be called.
   c. Parents will be called.

5. Documented gang-related and/or repetitive bully-like behavior or activity.

6. Repetitive disciplinary issues that have not been satisfactorily remedied.

Student Withdrawal on Grounds of Parental Behavior

A. Normally, a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their child(ren) for any of the following reasons:
   a. Refusal to cooperate with school personnel;
   b. Refusal to adhere to the Diocesan or local policies and regulations;
   c. Interference in matters of school administration or discipline; or
   d. Harassment or intimidation of a teacher or other staff member.

B. In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented.

C. If such effort does not correct the situation, then, after consultation with the pastor and the Superintendent of Catholic Schools, the principal may recommend to the parents that they withdraw their children.
D. Documentation signed by the principal and parents, as well as any other information or evidence of consultation with the parents on the matter, must be retained on file.

E. If the parents refuse to accept the recommended withdrawal, the procedures for expulsions shall be followed, as previously outlined.

**ARIZONA STATUTES**

(Diocesan Policy 2225)

A. Interference with or disruption of an educational institution
Arizona Statute 13-2911 (D) states that schools shall adopt rules for the maintenance of public order on all property of their educational institution and shall provide a program for the enforcement of its rules. The rules shall govern the conduct of students, faculty, other staff, and all members of the public while on the property of the educational institution. Penalties for violations of the rules shall be clearly set forth and enforced. Penalties shall include provisions for the ejection of a violator from the property and, in the case of a student, faculty member, or other staff, the violator’s suspension, expulsion, or other appropriate disciplinary action.

B. Abuse of Teacher or School Employee in School
Arizona Statute 15-507 states that a person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of duties is guilty of a class 3 misdemeanor.

C. Aggravated Assault
Arizona Statute 13-1204 (6) states that a person commits aggravated assault if the person commits the assault knowing, or having reasons to know that the victim is a teacher or other person employed by any school, and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher’s or nurse’s professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.

D. Report to Local Law Enforcement
Arizona Statute 15-341 (33) states that schools report to local law enforcement any suspected crimes against persons or property and any incidents that could potentially threaten the safety or security of pupils, teacher, or administrators.

**CONFLICT RESOLUTION/GRIEVANCE PROCEDURE**

(Diocesan Policy 2180)

The Department of Catholic Schools, pastors, and principals have the responsibility to inform persons of their appeal rights in appropriate situations. Those who feel their rights or freedoms have been violated may seek resolution through due process.
To facilitate reconciliation, communication, and the strengthening of the Community of Faith, the guidelines listed below shall be followed:

1. In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved, i.e., conference, telephone, written communication. If the conflict cannot be resolved with good faith effort, the staff person involved will document the issue with a written report to the principal stating facts in clear, concise, objective terms. Parents/guardian will be informed that they have ten (10) days to make an appointment with the principal to discuss the issue.

2. If the issue cannot be resolved to the satisfaction of all concerned during the conference with the principal, parents/guardian will be told of the due process procedure and given a copy of “Due Process For Parents/Students” form with the information that they have five (5) days to proceed. The grievance shall clearly state the nature of the complaint and the solution sought. (Please see Appendix for Due Process For Parents/Student Form.)

3. Should either party of interest, parents or principal, deem it necessary to have a second conference before the five days have elapsed, this shall be considered. The parents/guardian may again discuss the grievance personally or request another representative to accompany them. The principal may also request another representative to attend the meeting.

4. Within five (5) working days of the receipt of the written grievance, the principal shall give a written decision to the parents/guardian and retain a copy in the grievance file.

5. If the issue still has not been resolved to the satisfaction of all concerned, the process may continue.

6. In a parish school, the pastor shall be informed of the issue and given all written documentation, including the written decision of the principal concerning the matter. In a private school the religious superior shall be given all written documentation, including the written decision of the principal concerning the matter.

7. The parents/guardian shall be informed that they have three (3) working days to appeal the decision of the principal to the pastor or religious superior. The appeal must be submitted in writing to the pastor or religious superior with the following information:
   a. The subject of the appeal.
   b. Any factual data other than hearsay the person deems appropriate.
   c. The efforts that have been made to resolve the issue to date.

8. The pastor or religious superior may designate another person(s) to read the appeal.

9. The pastor or religious superior may investigate by calling in any or all of the interested parties.

10. If the pastor or religious superior determines that there is legitimate cause for appeal, the pastor or religious superior will ask the principal to give written explanation of his/her decision.
11. Within ten (10) working days after the receipt of the appeal, the pastor or religious superior shall prepare a written document with his/her decision to be given to the parents/guardian, retaining a copy in the grievance file.

12. If the decision of the pastor or religious superior does not resolve the issue, parents/guardian may within three (3) days of the decision submit a written request for reconsideration of the decision to the Superintendent of Catholic Schools.

13. The Superintendent of Catholic Schools and the Bishop will review the request and determine if a grievance board shall be formed to review the previous decisions. If the decision is made to proceed to a grievance board, the Superintendent has three (3) days to form a board.

14. The grievance panel is not free to substitute its judgment for the judgment of the pastor or religious superior. Instead, the grievance panel is limited to determining whether or not the pastor or religious superior abused his/her discretion in the decision. In determining whether the pastor or religious superior abused his/her discretion, the grievance panel must consider the following criteria:
   a. The gravity of the student’s conduct.
   b. Whether the parents were advised of the student’s conduct and had opportunity to assist the school administration in addressing the conduct.
   c. The student’s reasons, if any, for the violation of school, parish or diocesan policy concerning student behavior.
   d. Whether the pastor met with and discussed the violations with parents and student, either separately or together.
   e. Whether the pastor met and discussed the issues with principal, teachers, and other involved parties.
   f. The discipline record of the student.
   g. Whether existing policies and regulations of the parish, school, and the Diocese have been followed in all material respects.

15. This grievance process must be completed within ten (10) days from the formation of the grievance panel, assuming full cooperation of the party seeking recourse. The panel must be reasonably certain that an abuse of discretion has occurred before overturning a pastor or religious superior’s decision.

16. The grievance panel’s decision must be issued in writing with reasons therefore. This opinion will be immediately forwarded to the Bishop who may accept, reject, ratify, or modify the opinion. No further recourse is permitted within the Diocese.

**POST DECISION PROCESSING:**

1. All documents, communications, and records shall be kept in a separate file and shall not be kept in the personal file of any of the participants.

2. All meetings under this procedure shall be conducted in private and shall include only the parties of interest referred to earlier.
3. All meetings shall be held when there is mutual agreement to the time and place.

4. At all levels, all pertinent information shall be made available to the parents/guardian.

5. Time limits imposed at any step in the process may be extended by mutual consent, in writing.

6. Failure at any step of the procedure to properly and timely advance to the next step shall be deemed an acceptance of the decision and there shall be no further right of appeal.

**EXTRA-CURRICULAR ACTIVITIES/ELIGIBILITY**

Saints Peter and Paul School offers extra-curricular activities as an extension and an enhancement to the academic program. (Diocesan Policy 4320) Extra-curricular activities include, but are not limited to chess, student council, yearbook, altar serving, piano, and sports. In some cases there may be a cost associated with the extra-curricular activity. Eligibility for participation applies to extra-curricular activities in which the students represent Ss. Peter and Paul Catholic School in a public forum. The Eligibility Policy for participation in Student Council, Yearbook and Sports and other extra-curricular activities is as follows:

Grades, effort and conduct will be checked on a weekly basis. If your child maintains a C- or above and effort/conduct is a 3 or 4, your child will remain eligible for the upcoming week. If they score a D or lower and lack effort and/or their conduct is low (1 or 2), they will have to sit out for the upcoming week until grades are checked. When they are ineligible, they will not be able to participate in practice or games for the entire week.

**AFTER SCHOOL SPORTS PROGRAM**

*(From Diocese of Tucson Sports Handbook)*

Saints Peter and Paul School is a member of the Diocese of Tucson Sports League and adheres to its policies and procedures. (Diocesan Policy 1260)

**Diocese of Tucson Sports League Mission Statement**

The Diocesan after-school sports league provides positive, well-organized activities that contribute to the development of the whole child. It models and teaches Christian principles and the ideals of good sportsmanship. Further, Saints Peter and Paul subscribes to the principles and philosophy of “Play Like a Champion Today” from the University of Notre Dame.

**Goals and Objectives**

A. To develop in all participants’ skills related to athletic achievement.
B. To develop qualities that good sportsmanship will instill.
C. To develop in all participants a sense of team spirit and responsibility while
fostering an appreciation for individual accomplishments.
D. To provide healthy, fair, and safe competition.

Framework of the Diocesan Sports League
Students participate in three separate sport seasons: volleyball, basketball, and track & field. The league is divided into two levels of competition, junior varsity and varsity. The structure and intent of the junior varsity level is primarily to teach skills, sportsmanship, and prepare athletes for the varsity level program. The junior varsity program, beginning at the fourth grade level (for some schools), is structured to offer students an opportunity to compete. Schools may field as many junior varsity teams as necessary to accommodate the number of students wishing to compete.

The varsity level program offers to 8th graders and some underclassmen the highest level of competition available. This level includes more practice time, a greater number of opportunities for competition, experienced officials and use of indoor sport facilities as much as possible. The intent of the varsity level is to prepare our athletes for the next level of competition, i.e. high school. Each school is allowed one varsity level team. Saints Peter and Paul varsity sports teams will consist of eligible students of our eighth grade and in some instances, seventh grade students.

Permission Forms and Fees
Saints Peter and Paul School charges a participation fee for Sports each sports season a student participates. Fees are non-refundable and are per student. Physicals must be current and all necessary permission forms must be filed prior to practice and/or games.

DRESS CODE
(Diocesan Policy 2230)
Saints Peter and Paul School's dress code reflects our view that a standardized, attractive, tidy uniform is of value. Such attire is an outward sign of our pride in education in our Catholic identity and values, in our school, faculty, staff, and student body. Students wearing something other than the uniform visibly separate themselves from the student body.

Oversized shirts, pants or shorts will not be permitted, as are “undersized” clothes or clothing too tight as administration deems. Uniforms are to be clean and in good repair. Shirts are to be tucked in at all times for both boys and girls. Walking shorts and skorts are to be to-the-knee length for girls and boys. The plaid for Saints Peter and Paul School is the plaid that is approved for use by a designated uniform supplier.

Students who are out of uniform will be given a warning. Repetitive warnings will result in disciplinary measures.

The following serves as the Dress Code for our students.
MASS DRESS
Grades K-8

Girls - Saints Peter and Paul plaid skirts and/or jumpers for girls in grades K though 5. Length must be to the knee. No skorts for Mass Days. Saints Peter and Paul plaid skirts for girls in grades 6, 7 and 8. Length must be to the knee. White polo shirt (Plain white or with an SSPP logo only) or a white blouse (button-down) White socks (no logos other than the SSPP socks) above the ankle. White knee socks are appropriate with black “Mary Jane” style shoes. Otherwise, plain (no colors or design) athletic shoes are acceptable.

Boys- Navy slacks (“Docker” style) NO outside pockets of any kind. Belts, either black or brown, are required in grades 4-8. White polo shirt (plain white or with an SSPP logo only) or white dress shirt (long or short sleeved). Navy tie is optional with the dress shirt. White socks (no logos other than the SSPP socks) above the ankle. (3/4 socks or crew). Plain (no colors or design) athletic shoes or a brown or black “walking” shoe or oxford style.

DRESS CODE (UNIFORM)
Middle School (Grades 6-8)

This is for Mondays through Thursdays of each week unless one of these days is a Mass or special liturgical day.

Girls
Bottoms - Navy or “Khaki” (the true tan khaki) bottoms such as a “Docker” style. (Not “cargo” style) Walking length shorts. Slacks (not tight - “Dockers-style”), Skirts. (length to the knee) Skorts is not an option for dress code. A black or brown belt must be worn if the clothing item has or ever had belt loops. Tops- Light blue polo shirts (plain light blue or SSPP logo only.) Shirts are to be tucked in at all times for both boys and girls. Shoes/Socks- Plain (no bright colors (fluorescent) or designs) athletic shoes. No boots at any time. White socks (no logos other than the SSPP socks) or plain black socks (no logos) must be seen over the ankle. 3/4 socks and crew socks are expected.

Boys
Bottoms - Navy or “khaki” (the true tan khaki) bottoms such as a “Docker” style. (Not ‘cargo” style) Walking length shorts. Slacks (not tight, or sagging)
A brown or black belt is required if belt loops are or ever have been present on the clothing item.

**Tops**
Light blue polo shirts. (plain light blue or SSPP logo only.)
Shirts are to be tucked in at all times for both boys and girls.

**Shoes/Socks**
Plain (no bright colors (fluorescent) or designs) athletic shoes.
No boots at any time.
White socks (no logos other than the SSPP socks) or plain black socks (no logos) must be seen over the ankle.
3/4 socks and crew socks are expected.
No knee highs.

**BOYS AND GIRLS (K-5)**

Uniforms are to be clean and in good repair; ragged, torn, and tattered clothing is not acceptable.
The Ss. Peter and Paul School plaid is the plaid approved for use by the designated uniform supplier.. Both boys and girls in grades K-5 may wear either navy or khaki walking-length shorts or slacks. Belts must be worn in grades 4-5. White or navy polo style shirts are to be worn.
Girls may wear skorts, skirts, or jumpers in addition to shorts and slacks. Skorts, skirts, jumpers must be knee length. Shorts must be “walking” length.

**OTHER DRESS CODE RELATED**

**Grades K-8**

**Girls** - One watch, one pair of small hoops or post earrings in the ear, and one crucifix on an appropriate silver or gold neck chain may be worn. No bracelets of any kind are permissible unless it is a medical bracelet. No nail polish. No make-up. No false eyelashes. No tattoos (temporary or otherwise). Hair is to remain its natural color with no streaking, highlighting or coloring. Hair should be simple and neat. It should not be hanging in the eyes. It should not be distracting to other students or teachers. Hair accessories are to be small and simple. Excessive gel or mousse is not permitted.

**Boys** - One watch and one crucifix on an appropriate silver or gold neck chain may be worn. No bracelets or earrings of any kind are permissible unless a medical bracelet is warranted. No tattoos, make-up, etc. Hair is to remain its natural color with no streaking, highlighting or coloring. Hair should be simple and neat. It should not be hanging in the eyes or too long that it touches the back of the collar. It should not be distracting to other students or teachers. This includes long hair as well a sculptured and/or designed haircuts such as stenciling lines or writing to expose the scalp. Alternately, hair should not be so short as to expose the scalp completely or be designed to “stand up” as if in a “mohawk” fashion. Excessive gel is not permitted. Facial hair is not permitted.

**Sweaters and Sweatshirts**
Boys and Girls: Solid color, white or navy blue cardigan sweaters or crew neck sweaters/sweatshirts are permitted for cooler weather wear. The SS Peter and Paul (SSPP) logo that appears on the shoulder of sweaters/sweatshirts are also appropriate. These items may be worn in the classroom and as the students travel throughout the campus. Hooded sweatshirts,
whether zippered or pull-over, are NOT allowed on campus. This does not suffice as an outerwear item.

**Jackets/Coats**
Appropriate jackets and/or coats of any kind may be worn on campus. However, they must be removed once inside the classroom.

**Shoes/Socks**
No sandals or open-toed shoes are permitted to be worn by students. For safety sake students should wear an athletic shoe or another similar in style on all school days when they are not attending Mass or another religious event. Athletic and/or similar style shoes must be as plain in color as possible. No fluorescent, sparkly, light-ups, bright colors/patterned shoes are not allowed. Boots of any kind are not permitted. Socks must be white (no logos other than the SSPP socks) and must be seen over the ankle. 3/4 socks and crew socks are expected. No knee high highs. (Plain black socks are permitted in middle school.)

**DRESS CODE FOR SPORTS AND MIDDLE SCHOOL PE**
Game Day attire for Saints Peter and Paul (SSPP) school is the SSPP logo sports tee shirts and navy blue athletic shorts. There may be no logos or stripes on the shorts. Socks must be white and worn above the ankles.
For Sports practices after school girls and boys must wear athletic shorts to the knee, an athletic tee shirt, socks and athletic shoes.
For Middle School PE: Boys and Girls must wear athletic shorts to the knee, an athletic tee shirt, socks and athletic shoes.

***Please Note: All students who are inappropriately attired will be sent to the office and parents will be called to come to school with the appropriate clothing item. Infringements of make-up, jewelry or any other blatant infringement of the Saints Peter and Paul Mass Dress or Junior High Uniform may warrant “0” hour detention from 7 AM until 7:30 AM with the charge for use of the program.

The administration is the final authority in matters of all dress-related issues.

**FACULTY**
Faculty members of Saints Peter and Paul School are certified by the state of Arizona and/or another state of the United States and are placed in accordance by their certification. Further all faculty and staff have undergone thorough background checks and are in compliance with the Diocese of Tucson’s Safe Environment Program. Faculty routinely meet to pray together each morning before school and each Friday afternoon are involved in professional development in-services and activities to enhance curricula, instruction and assessment methods for the further extension of enhancing learning of students at Saints Peter and Paul School. As specified by WCEA (Western Catholic Educational Association) criteria for accreditation and Diocese of
Tucson, teaching staff meets requirements set forth in both academic certification as well as religious certification. (Diocesan Policy 3220, 3260)

FIELD TRIPS/DRIVING FOR SPORTING EVENTS

Teachers arrange field trips that are of educational value. Field trips are privileges given to students. Students can be denied participation should they fail to meet academic and/or behavioral standards. Permission slips for each field trip are sent home with the pertinent information. Parents are expected to sign the permission form, which releases the school from liability. These are returned to the teacher. Students not returning slips will be denied the field trip. Also emergency treatment cards for each student must be on file in the school office. These cards are carried with the group while on the field trip.

Parents and teachers make arrangements for transportation and chaperones for field and/or sports trips. All drivers are required to have proof of current automobile insurance and a copy of their driver’s license on file in the parish office. Drivers must be at least 25 years of age. A seatbelt must be provided for each occupant of the vehicle. Only transportation to and from the event is allowed. No side trips for errands, snacks, treats, gas, etc. are to be taken. Fingerprint/background check packet must be filed at the Parish Office.

Chaperones for school field trips and extra-curricular events are responsible for the proper supervision of students for students’ safety and to maintain appropriate Christian behavior.

Field trips are defined as educational trips, and a time and place for such trips will be determined only as the need arises. The following stipulations will apply:

1. Principal’s approval must be obtained for any field trip.
2. Appropriate instruction shall precede and follow each trip, with definite objectives determined in advance.
3. Written approval by a parent or guardian shall be required for student participants.
4. The trip costs shall be borne by the students, with funds necessary to ensure adequate travel collected before the trip takes place.
5. The same standards for supervision will be provided as for any other type of student trip.

HEALTH SERVICES

According to Arizona school law and Diocesan guidelines (Diocesan Policy 1255, 5100, 5200), each school child must have vision, hearing, height and weight checked, following the state-recommended schedule. These screenings will be performed by our school nurse who is on duty each day (Monday through Friday) beginning at 9 a.m. until the end of the school day.

Further a Health and Emergency Card is required for every child. Updates to the information on the card should be made in the office and initialed by the parent. Every child must have the
required immunizations before being admitted to or attending school each school year. Additionally all new students must have a physical examination before entering school.

If a student is seriously injured or very ill, the parents will be notified immediately. If we are unable to contact a parent, every attempt will be made to contact those individuals designated by you as emergency contacts.

The information that follows is that provided by the Diocese of Tucson’s Department of Catholic School’s Health Guidelines Manual and may be seen on file in our school nurse’s office.

**Medication Policy**

Saints Peter and Paul School adheres to the Diocesan Medication Policy (Policy #5250) which has been promulgated for the health and safety of all students. The following is our statement of the Saints Peter and Paul School Medication Policy:

- Every medication (either over-the-counter* or prescription) to be given to a student must have 1) a medical provider’s written order and 2) a completed Parent’s Consent for Giving Medication, available in the school health office.
- Parents are asked to complete a separate Parent’s Consent for Giving Medication form for each medication for each child. These forms are available in the school health office. The medical order can be either a note from the medical provider or a prescription label and can be brought in by the parent or faxed from the doctor’s office to us.
- Each medication must be brought in its original, labeled container with the child’s name on it. No loose pills in baggies, envelopes, or other containers will be allowed.
- Children are not permitted to have medications in their possession. All medications must be brought to the health office by a responsible adult where they are placed in a locked cabinet or refrigerator. The only exception to this rule is students with severe asthma whose parents have submitted a "Permission for a Student to Self-Administer an Inhaler" form with their medical provider's signature.
- If there is a change in dose or frequency of a daily medication given at school, the nurse must be notified in writing.

**PLAN AHEAD. Suggestions to make things easier:**

- During the summer, when you take your child for a physical examination, ask your medical provider to write orders for all over-the-counter medications you want your child to have at school.
- If your child has or will have braces or dental work, ask the dentist to write an order for pain medication. If your child has a cold or allergies, ask the doctor to write an order for the medications you might want to send to school.
- When you get a prescription filled, ask the pharmacist for a separate container for school, if needed.
- If your doctor gives you free samples of medications to use at school, including inhalers, have him/her write the prescribed order to send to school with the sample medication.

***Examples of over-the-counter medications that can be administered are: Tylenol, Ibuprofen, Benadryl, Sudafed, 35 Pepto-Bismol, vitamins, cold, cough, or allergy medicines, antacids, eye or ear drops, throat sprays, cough drops, medicated ointments,
medicated strips that dissolve in the mouth, medicated lollipops, generic forms of any medication, herbal or naturopathic remedies, etc.

**Sick children/communicable diseases**

This information is not intended as a substitute for the advice of your medical provider. However, these are guidelines of the Diocesan Health Guidelines Manual.

**Should I send my child to school? Is s/he sick?**

Children are known to have been kept home from school for reasons other than illness. Unnecessary absence from school may have a negative effect on a student's attitude, work, and academic progress. One of the problems most often confronting parents of school-age children occurs when a child complains of not feeling well on a school day. A decision must be made as to whether the child stays home or goes to school. For example, allergies are often the cause of headaches, stomach aches, sore throats, and earaches. You may find the following guidelines to be of help.

**Fever**

If a child has a temperature of 100 degrees or above, s/he should be kept home. Likewise, if a child develops a fever of 100 degrees or above while at school, s/he will be sent home.

**Colds, Sore Throats, Cough**

The common cold and allergies present the most frequent problems to parents. A child with a "mild" cold but otherwise feeling well and without fever, usually may go to school. A child with a "heavy" cold and/or deep, hacking cough belongs home in bed even though s/he has no fever. If s/he has a minor, nagging cough due to allergies or at the end of a cold, be sure to gargle and frequently sip water for pesky coughs.

If your child complains of a sore throat and has no other symptoms, s/he usually may go to school. If white or yellowish spots can be seen in the back of the throat or if fever is present, keep him/her home and call your doctor. A child with strep throat must be on antibiotics for at least 24 hours before returning to school. Be sure to inform the school nurse of your child's strep throat, as this disease is monitored by the nurse.

**Stomach Ache, Vomiting, Diarrhea**

Consult your doctor if your child has a stomach ache which is persistent or severe enough to limit activity or if there is a pattern of frequent stomach aches. If vomiting occurs, keep your child home until s/he can keep food down. Children with chronic allergies will sometimes cough so much they "spit up". The material spit up is usually a small amount of mucus as opposed to a larger volume of stomach contents containing food. This is usually not cause for keeping the child home but may be treated with saltine crackers and frequent sips of water. Let your best judgment be your guide. A child with diarrhea should be kept home. Call your doctor if prompt improvement does not occur.

**Rashes**

A rash may be the first sign of any number of illnesses. There may or may not be fever present. A rash or spots may cover the entire body or may appear in only one area. Do not
send a child with an extensive rash to school, until your doctor has said that it is safe to do so. If the child comes to school with a rash that has been cleared by the doctor, please have him/her write a note clearing the child to attend school.

**Other Complaints**
Pink Eye: The child should be on antibiotic drops for 24 hours before returning to school.
Toothache: Consult your dentist.
Earache: Consult your doctor.
Headache: A child whose only complaint is headache without fever usually need not be kept home.

**Lice**
If you suspect your child may have head lice, please wash your child's hair and inspect it carefully. Using a flashlight and a fine toothed comb, look for the presence of tiny silvery white ovals. These are the eggs (nits) which are laid on individual hair strands close to the scalp and adhere firmly to the hair shafts, around 1/4" from the scalp. They are about the size of sesame seeds and don't fall off easily as dandruff flakes would. The nape of the neck and around the ears are common sites of infestation. If you see any sign of lice or nits you will need to use a lice shampoo or rinse on your child's hair and remove all nits with a fine-toothed comb. An important part of lice treatment is following directions exactly as written on the product container. The other important component in successful lice control is a very thorough house cleaning and washing (in hot water) of clothing and linens which could harbor additional lice. Your child must be treated before being brought to school. We ask that you notify the school, so that other children may be checked, and the school nurse can assist you with questions you may have.

**Nutrition**
Nutrition is a basic part of being a healthy person. Please make sure your children eat before they come to school. Children cannot be expected to be attentive without proper nourishment. If your child is too sick to eat breakfast, keep the child at home. Eating breakfast every school morning will help prevent headaches and stomach aches that occur when a child comes to school with an empty stomach. It also provides brain energy necessary for learning.

In an effort to confront the rising rates of overweight and obesity among children and youth in our schools, the Diocese of Tucson has developed a Wellness Policy. This policy sets nutrition standards for meals provided to students in the school setting and is modeled after the State of Arizona Department of Health Services Wellness Policy for Schools. Saints Peter and Paul Catholic School has implemented this policy and as a result, we strive to provide a hot lunch program that adheres to these standards. We have also established some guidelines for acceptable foods for classroom parties.

The main goals of the nutritional standards are to serve meals which are lower in sugars and fats; incorporate more fresh fruits and vegetables; and make them appealing to the students. For classroom parties, parents are being asked to provide fewer sugary, fatty snack foods and more healthful fun foods such as nuts, fruits, veggies, cheeses, etc. Toward this end we also ask parents who send lunches for their children to focus on healthful foods and not to send sodas or candies in their lunches.
Accidents
Accidental injuries are handled in various ways, depending on the nature and severity of the injury. Minor bumps, bruises, cuts, scrapes, and sprains are treated in the health office where the nurse can make an assessment of severity and determine if the child is okay to return to class. Blows to the head which leave a bump or bruise merit a call to the parent for informative purposes, even when the child feels well enough to return to class after treatment. Other bruises or scrapes may merit a call to explain what happened. Sprains can often be managed at school, but those beyond the most minor will merit an informational call to the parent. Injuries of a slightly more severe nature may require further medical care or treatment at home. If a child receives an injury which may need further medical attention—though not necessarily emergency care—a parent will be called to pick up the child and may be advised to call the doctor to determine if an office visit is necessary. Some examples are: cuts which may need stitches, potential broken bones, and more severe sprains, just to mention a few. More serious injuries such as possible broken leg, back or neck sprains, loss of consciousness due to a head injury, or any other life-threatening injury will merit an immediate call to 911, followed by a call to the parents. The possibility of accidental injury at school underscores the importance of parents keeping the emergency information card complete and up-to-date at all times. If a parent is advised to seek medical care or chooses to seek medical care for their child, an accident report is made using the Diocese of Tucson Accident Report form. This report would be used in the event that parents lack medical insurance coverage and need help paying for medical care.

Saints Peter and Paul Food Allergy Policy
Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work in partnership with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Family’s Responsibility
• Notify the school of the child’s allergies and provide emergency contact information.
• Work with the school to develop a plan that accommodates the child’s needs throughout the school including in the classroom, lunchroom, after-care program, and during school sponsored activities. Although Saints Peter and Paul provides catered food for school lunches, the school cannot guarantee that their lunches are always allergen-free. As such, parents should provide their child's lunches from home, for maximum safety.
• Provide the classroom teacher with a supply of alternative food treats for the child to have during class parties, etc. This should be done by the first day of the child's attendance at school.
• Provide written medical documentation and instructions from the family physician, using the Food Allergy Action Plan as a guide. (Available from the School Nurse) Include a photo of the child on the Allergy Action Plan. This should be done by the first day of the child's attendance at school.
• Provide properly labeled medications and replace medications after use or upon expiration. This should be done by the first day of the child's attendance at school.
• Educate the child in the self-management of their food allergy including: identifying safe and unsafe foods, not trading food with others, how to refuse anything with unknown ingredients or known to contain any allergen, how to avoid exposure to unsafe foods (e.g., refusing offers of
food, sitting away from problem foods, etc., symptoms of allergic reactions, how and when to tell an adult they may be having an allergy-related problem, how to read food labels (age appropriate)

- Review policies/procedures with the school staff, physician, and the child (if age appropriate) after a reaction has occurred.

**School’s Responsibility**
- The school nurse will review the health records submitted by parents and physicians.
- The school nurse will assure that all staff who interact with the student on a regular basis are trained to recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student’s educational setting, tools, arts and crafts projects, or class rewards.
- The principal will assure that all staff who have been informed about the student maintain the confidentiality of the student's health information, following applicable federal laws, including FERPA and HIPAA.
- Faculty and staff will practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency or effectiveness of the plans.
- The school nurse will ensure that an emergency kit, provided by the child's parents, containing the child's emergency medications and the Allergy Action Plan with physician’s standing orders is readily available in an easily-accessible, secure location.
- The school nurse will review policies/prevention plan with the teachers, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- The school nurse will assure that there is at least one person available on field trips who is trained to administer emergency medication to food-allergic students and that the emergency kit is sent with the responsible teachers on every field trip.
- The faculty will assure that food-allergic students are included in school activities. Students should not be excluded from school activities based solely on their food allergy.
- Saints Peter and Paul faculty and staff will take threats or harassment against an allergic child seriously.

**Student’s Responsibility**

The student…
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should not share food with others and should refuse offers of food from others without prior arrangements with parents.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic, or if they are feeling any symptoms of allergic reaction.

This policy was adapted from a document developed by the following organizations:
- American School Food Service Association
- National Association of Elementary School Principals
- National Association of School Nurses
- National School Boards Association
- The Food Allergy & Anaphylaxis Network
Maternity/Paternity
Students who become pregnant may remain enrolled in the school at the discretion of the principal, provided the principal consults with and obtains the approval of the Superintendent of Catholic Schools and pastor prior to making a final decision. (Diocesan Policy 2260). In every case, the best interests of both the student and the school must be considered. Pregnant students who remain enrolled in the school must undergo outside, formal, professional counseling. This policy also applies to the father of the child if he is also a student in the school.

INSURANCE
Saints Peter and Paul School is insured as required by the Diocese of Tucson and the Corporation of Saints Peter and Paul Church. (Diocesan Policy 1235, 1700, 2145)

LITURGIES
As a school community, we celebrate Mass each Friday at 8:30 as well as on special Feast days throughout the school year. Each grade level is responsible for the music and liturgy at least once during the school year, while our junior high students focus on this important service in their formation as school leaders. Communal Penance services are offered once in Advent and Lent. Our second grade class celebrates the reception of the Sacraments of Reconciliation and Holy Eucharist and our eighth grade students prepare for the Sacrament of Confirmation. Non-Catholic students are expected to attend Mass, participate as fully as possible in the Mass, just as they are responsible for the study of our Catholic religion in religion classes. Parents are always welcome to attend all liturgies.

LOST AND FOUND
Invariably, items are left on the field, under the ramada, in the classrooms, restrooms, and Gramer Hall. Lost items will be placed in the “circle” just outside of the school’s main office. Periodically, unclaimed items will be gathered, cleaned and given to local charitable institutions. Found items may be claimed in the front office.

LUNCH HOUR
Under the direction of the principal, students are supervised by volunteer parents and employees of Saints Peter and Paul School during lunch hour. This program is part of the Parental Commitment Program sponsored by the Parents Association. Students may not leave the school grounds during lunch time unless signed out and accompanied by a parent or guardian. Parents may purchase hot lunch and milk for their children. Milk purchases are made at the start of each school year during “PayDay”. Hot lunch order forms are sent home monthly with due dates clearly indicated on the forms. If your child does not buy lunch, it is the parent’s responsibility to send a lunch with them to school in the morning. On a rare occasion, if parents must bring a
lunch to their child, please do so during the lunch hour and meet them in the front office. Please do not go directly to the classroom to deliver lunches, homework, etc.

**PARENTAL COMMITMENT**

Each family is required to provide assistance to the school through fulfillment of the Parental Commitment obligation as more fully set forth in the school's Parental Commitment Handbook. It is the responsibility of each family to familiarize themselves with the handbook and the Parental Commitment obligation. A copy of the handbook will be given to each family either at registration or at Pay Day. It is also available online. Adult volunteers at the school must sign in at the office and receive a visitor’s badge which must be visible at all times. It is expected that each family serves 68 volunteer hours (3 of which must be served on Fun Day.) Any hours unfulfilled will be billed at $10.00 per hour ($50.00 an hour for Fun Day) and is due to be paid prior to the end of the school year.

**PARENT ORGANIZATIONS**

Ss. Peter and Paul Catholic School Parents’ Association is an organization in which all parents and guardians of children in attendance are members. Parents’ Association is responsible for hospitality and fundraising for the school. An executive board serves as the advisory board to the administration and pastor. Meetings are held monthly and are open for all to attend.

Ss. Peter and Paul School Advisory Board is an advisory board consisting of current school parents, members of parish councils, and the larger community. The function or mission of the school board is to assist the administration and pastor in defining governance, policies and procedures of the school and to be a positive voice and advocate for the school in the larger community. The board consists of at least 8 members and meets monthly.

**GENERAL SCHOOL PROCEDURES**

As a matter of practicality, for the safe, efficient operation of our school program, in order to maintain the safety and security of our students, there are numerous basic procedures to which adherence is necessary.

**Arrival at and Departure from School:** Prior to 7:40 AM, all students must check in to the Before School Program in Madonna Hall. There is a charge for the morning program. Please refer to the Before/After School Handbook at the end of this document. Please do not “drop off” children and leave them outside of an unattended gate entrance. After 7:40 AM and until the bell rings at 8:00 AM, the gated entrances at Olsen, Drachman and the Gramer Gate off of Adams Street are to be used. A map is enclosed in the appendix to show parking and drop-off and pick-up locations around our school. It is very important that these traffic flow patterns be followed for the safety and well-being of all of our students and staff. In regards to parking, park in the church lot on Adams Street adjacent to the church. The lot behind Gramer Hall is reserved for faculty and staff of our
school. Parking on the street around our school is illegal. Tucson Police Department routinely patrols and will cite offenders. School dismisses at 3:00 PM for students in Kindergarten through grade 2, at 3:15 for students in grades 3 through 8, except for Friday when dismissal for everyone is at 12:30. Any student who has not been picked up by 3:30 Monday-Thursday, 12:45 on Friday, will be escorted to the After School Program for check-in. Children will be safely supervised and be afforded the opportunity for homework, games, puzzles, etc. There is a charge for this service. Please consult the Handbook for Before/After School Program at the end of this document.

**Visitor/Volunteer Log-In:** As we are a closed campus, all visitors to our school, and volunteers, parents, grandparents, etc. MUST sign in at the front office where they will receive a visitor badge. Upon doing so, car keys must be relinquished to ensure the completion of checking out at the school office upon departure. This policy is for the safety of our staff and students. All visits to our classrooms must be pre-arranged with the teacher. Students are not allowed off campus unless supervised by a staff member.

**Bicycles and Walkers:** Students may ride bicycles to school, but not on school grounds. All students using bicycles must walk them to and from the area provided. All bicycles must be equipped with safety lock. Skateboards may not be ridden on school grounds. Helmets should be worn by any student riding to and from school. Walkers, as well as riders, must have a permission note on file with the front office by a parent or legal guardian indicating permission to walk or ride, waiving liability of the school.

**Parking/Pick-up-Drop-Off Procedures:** In the interest of safety and efficiency Saints Peter and Paul has developed Parking/Pick-up and Drop-off Guidelines that parents/guardians are asked to use. There are two ways children may be brought on to campus: either dropped off using the two designated “drop-off/pick-up” areas on Olsen Street or Drachman Street, or by parking their car in the main church lot and using the crosswalk across Adams Street enter campus via the “Lyons Field” gate on the east side of Gramer Hall. With respect to using the main parking lot, parents are cautioned that the parking lot can be very dangerous, and students should never walk through the lot unattended. The parking lot adjacent to the east side of Gramer is not for parent use. This lot is for the use of faculty and staff of our school.

**Drive-through Procedure:** Traffic is designed to flow around Saints Peter and Paul property on Olsen and Drachman Streets. Both entrances to our campus are supervised before and after school. Approach Olsen Street entrance from the north and drive south towards Drachman. The gated entrance is on the passenger side. Do not drop children off on the east side of Olsen Street. If you use Drachman drop-off, approach Saints Peter and Paul campus from the east and proceed as far forward as possible to drop-off or pick-up students. Cones will designate a “drop-off” “pick-up” lane versus a driving lane. These are dedicated drop-off and pick-up areas. Do NOT park or prolong the drop-off or pick-up as this is a discourtesy to others. Students will be escorted by teachers. A map of this procedure is in the appendix of this handbook.
**Early Dismissal for Appointments/Illness:**
In the event that your child may have a medical, dental, or other important appointment or needs to leave school because of illness, only those whom you have designated on the ‘Health and Emergency Form” who are 18 years of age or older may take your child from school. In rare occurrences, dismissal of a child to an adult other than those designated may be permitted with phone approval by the legal guardian.

**Rainy Day Procedure:** In the event of a downpour, entrance to school will be through Gramer Hall rather than through the gate for Lyons Field if you are parking to walk on to campus. Olsen Gate will be closed, so drive through pick-ups will be at Drachman only. Students being picked up at Drachman will exit campus via the double doors next to the restrooms and room 8 in the primary wing.

Any student in grades 1-8 who normally would attend the Aftercare Program will go to that program. Children in grades K-2 will be escorted as usual.

Those students not being picked up at Drachman will remain in their classrooms with their teacher until they are retrieved by a parent or guardian.

Kindergarten students will remain with their teachers until parents pick them up or the rain lessens. Those remaining will be taken to Aftercare.

All sports practices or games will be cancelled in a situation such as this and all team members will meet their coaches and Mr. Preter in Gramar Hall.

**STUDENT SERVICE PROGRAM**
As part of the Catholic social mission, every student will be required to complete service hours at each grade level. Service hours must be completed by the end of each school year and are a requirement for promotion. The following are the required number of hours for each grade level:

- Kindergarten: 1 hour per semester
- Grade One: 2 hours per semester
- Grade Two: 4 hours per semester
- Grade Three: 6 hours per semester
- Grade Four: 8 hours for the year (2 each quarter)
- Grade Five: 10 hours for the year (5 each semester)
- Grade Six: 20 hours for the year (10 each semester)
- Grade Seven: 30 hours (15 each semester)
- Grade Eight: 40 hours (10 per quarter)
SCHOOL SUPPLIES

A school supply list is provided each school year and may be found on our website. This list is a compilation of materials needed for successful school work in each grade level. The list may not be a complete listing, as teachers may ask for other supplies during the course of the school year.

TECHNOLOGY AND THE INTERNET

Saints Peter and Paul School is in compliance with the technology plan for the Diocese of Tucson. We recognize that certain controls be placed on the use of technology and the internet and we are in compliance with respect to these controls. Further, we acknowledge that internet and all uses of electronic technology must be carefully taught and monitored. Supervision, both at school and at home is essential in order to help keep our children safe from inappropriate websites, emails, cyber bullying, and the like. The Diocese of Tucson Computer and Information Resources Acceptable Use policy with its attachments may be found in the Appendix.

Laptops, tablets, Kindles, iPads, iPods, Nooks, etc. may not be brought to school without permission of the teacher as they constitute a security liability for the school. These electronic devices also provide opportunity for students to access inappropriate websites or material. When allowed, these devices and their use are subject to the rules for “acceptable use of technology” signed by students and parents at registration.

TESTING

Standardized achievement tests are administered once a year to students in grades 3 through 8 as a means of evaluating individual student progress and the overall school program. (Diocesan Policy 4330) Teachers also test daily, weekly, or monthly at their discretion to determine the degree of mastery in each subject area. Arizona and National standards, as well as Diocese of Tucson standards, are followed. Individual progress in reading is charted through the use of Dynamic Indicators of Basic Early Literacy Skills (DIBELS) for students in Kindergarten through 6th grade.

USE OF SCHOOL GROUNDS

Students at Ss. Peter and Paul Catholic School should be supervised at all times. Children are not to arrive prior to 6:45 a.m., and may only be dropped off at the Madonna Hall entrance before 7:40 a.m. The Before School Care Program is available from 6:45 until 7:40 a.m. in Madonna Hall.

Dismissal for K-2 is at 3:00 p.m. and all other grades at 3:15 p.m. All children who are not picked up by 3:15 (Grades K-2) or 3:30 p.m.(Grades 3-8), who are not involved in an after school sport, will be escorted to the aftercare program and billed accordingly. After care personnel will supervise children until the end of the program at 6 PM.
After 3:30 p.m., in an emergency, caregivers can be reached at 325-2431, Option 4.

The school does not ordinarily provide supervision services during their attendance at: parent meetings, sporting events, scouting affairs, Parent/Teacher conferences, or Parents’ Association events, etc. Parents are responsible for the supervision of their children in these instances.

**USE OF STUDENT INFORMATION/PICTURES**

During the course of the school year, students are photographed and videotaped during school activities by students, volunteers, or employees of Saints Peter and Paul School. Names or photos of students WILL be used periodically for the purpose of marketing our school and celebratory congratulations both in print and on the website. If you do NOT want your son’s or daughter’s name, picture, or both, released for such purposes, you must submit a denial or waiver to the school office.

**CONTINUED ENROLLMENT**

Continued enrollment at Saints Peter and Paul School is dependent upon student and parental cooperation with school authorities and adherence to all school policies.

**PRINCIPAL’S RIGHT TO AMEND THE HANDBOOK**

The principal and /or Pastor retains the right to amend the handbook for just cause. Parents will be given notification if and when changes are made as soon as possible.
APPENDIX

GANG POLICY

GANGS AND GANG-RELATED ACTIVITY ARE PROHIBITED.

1. A "Gang" is defined as a group of persons who associate for the principal purpose of committing unlawful acts.
2. "Gang activity" refers to unlawful acts committed by or with a gang.
3. The following are examples of gang activity that violate school policy when they occur on school property or at any school-sponsored function. This list is not intended to be all-inclusive.

- Wearing clothing, head coverings, jewelry, or other accessories of a type or color commonly understood to be related to a particular documented gang.
- Possessing weapons, drugs, alcoholic beverages, or drug paraphernalia.
- Displaying markings, writings, photographs, tattoos, and hand signals commonly understood to be related to a particular and documented gang.
- Engaging in action directly resulting from membership in a documented gang. This includes, but is not limited to organizing, recruiting, inducing, or intimidating others to engage in gang activity. Further, threatening, intimidating, or fighting to further the purposes of a particular documented gang constitutes gang activity.
BULLYING POLICY

DIOCESE OF TUCSON CATHOLIC SCHOOLS
Procedure Relating to Harassment and Bullying (Diocesan Policy 2210)

Schools in the Diocese of Tucson are committed to providing a learning environment that is free from harassment and bullying. Harassment or bullying of any student by any other student, employee, or volunteer is prohibited. The Diocese and each individual school treat allegations of harassment or bullying seriously and will promptly investigate such allegations and take appropriate corrective action.

A complaint of harassment or bullying does not, in and of itself, create a presumption of wrongdoing. Substantiated acts of harassment or bullying, however, will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges may also be subject to disciplinary action, up to and including dismissal.

Harassment or bullying occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating by a real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, such actions as verbal taunts, name-calling and put-downs—either ethnically or gender-based, derogatory written words, drawings or gestures, and extortion of money or possessions. Such conduct is disruptive of the educational process and the Christian and spiritual environment. Therefore, harassment and bullying are unacceptable behaviors at all schools in the Diocese of Tucson.

There are legitimate concerns about cyber-bullying and its impact on children. It causes emotional harm, and can result in children’s depression, anger, school failure, and physical harm to themselves and others.

If, in the judgment of school officials, cyber activity occurring off-school premises could result in the harassment, intimidation or bullying of a student, such cyber activity may be treated as an offense under the Diocese/School’s Bullying Policy. Examples of proscribed cyber activity, though not exhaustive, are:

1. Sending or posting harmful materials online or through a cell phone that, in the judgment of school officials, might pose a threat to another;
2. Posting threatening statements or distressing material about others either online or through a cell phone;
3. Disclosing personal or intimate information (whether true or not), including photos, addresses and phone numbers, about another in an “imposter” website (a website created by a person other than the person depicted on the website).

This policy shall apply to all activities on school property, all school-sponsored events whether at school or away from the school, and to activity whether on school property or not which causes harassment or bullying to be suffered by a student. The following components are part of this policy:

1. A procedure for pupils to confidentially report to school officials incidents of harassment, intimidation, bullying;

2. A procedure for parents and guardians of pupils to submit written reports to school officials of suspected incidents of harassment, intimidation, or bullying;

3. A requirement that school employees or volunteers report suspected incidents of harassment, intimidation, or bullying to the appropriate school official;

4. A formal process for the documentation of reported incidents of harassment, intimidation, or bullying, except that no such documentation shall be maintained unless the harassment, intimidation, or bullying has been proven;

5. A formal process for the investigation by the appropriate school officials of suspected incidents of harassment, intimidation, or bullying;

6. Disciplinary procedures for pupils who have admitted or been found to have committed incidents of harassment, intimidation, or bullying; and

7. Disciplinary procedures for pupils who have submitted false reports of incidents of harassment, intimidation, or bullying.

8. All Diocese of Tucson schools will give notice of this policy to students, parents/guardians, staff and volunteers in the Parent Handbook and Faculty Handbook.

Reporting Procedure

- All schools will encourage any student who believes s/he has been the victim of harassment or bullying, or any student who has witnessed acts of harassment or bullying, to report the incident(s) at once to any teacher, staff, or administrator of the school.
- Oral complaints should be documented on the Bullying Report Form by the adult receiving the complaint.
- A simplified children’s version of the form may be used for younger children.
- Oral or written reports should be made to the administrator as soon as possible.
- Oral reports must be followed up within 10 working days with a written report.
- Teachers may provide an anonymous procedure for reporting, such as a “problem box”.
- Harassment and bullying reports are treated as confidential data and will not be disclosed
except as permitted by law. The privacy of the complainant, accused, and witnesses will be protected as much as possible within the framework of the school’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

• Submission of a good faith complaint or report of harassment or bullying will not affect the reporter’s education or work environment. No retaliation will be allowed as a result of a harassment or bullying report.

**Investigative Procedure**

Upon receipt of an oral or written complaint the Principal (or designee) will interview the:

1. Reporter,
2. Victim,
3. Witnesses,
4. Accused.

These interviews will be conducted individually, in a manner to protect the privacy of all involved persons, and may be done in consultation with the school counselor—as deemed appropriate. Parents of the victim and the accused will be notified. Depending upon the severity of the alleged action, law enforcement or Child Protective Services personnel may also be contacted. A Bullying Behaviors Chart is to be used as a reference tool for determining the degree/severity of the incident.

**Disciplinary Procedure - Student Violators**

It is commonly recognized that harassment and bullying are forms of misbehavior outside the realm of minor, everyday mischief or schoolyard squabbles and involves a pronounced imbalance of personal power between aggressor and victim as well as an element of repetition. For this reason, incidents of harassment and bullying will be treated in a more formalized manner.

- For **mild or moderate incidents** of harassment, intimidation, or bullying, parents of the victim and the aggressor will be contacted and informed of the incident; the aggressor will receive an oral reprimand and be assigned detention—either during school or after school and will be allowed to return to class; the victim will receive oral support and reassurance. A repeat offense against the same victim by the same aggressor will involve for the aggressor a parent conference, detention, and referral to the counselor. Further offenses will result in suspension; and if there is no evidence of progress, the parents may be asked to withdraw the child from school.

- For **severe incidents** the aggressor will be removed from class and parents of victim and aggressor will be contacted. For the aggressor, mandatory, documented counseling will be required; and s/he will face suspension, at minimum, and possible expulsion or legal action, depending on the nature and severity of the incident. The victim will be offered counseling by the school counselor and be given supportive care, increased vigilance, and reassurance.

- Students **making false claims** of harassment, intimidation, or bullying will be sent for a
conference with the principal after the first offense. A second false claim will result in a phone call to parents, counseling, and detention. Repeat offenders will face suspension or possible expulsion at the discretion of the principal.

Disciplinary Procedure - Failure to Act; Reprisals

- Failure of a volunteer or staff member to inform administration in a timely manner of harassment or bullying incidents may subject the volunteer or staff member to disciplinary action in accordance with Diocesan policy and legal requirements.

- Any administrator, teacher, staff member, volunteer, or student who retaliates against a person making a good faith report of harassment or bullying, or assisting in the investigation of a harassment or bullying incident will face discipline or other appropriate action. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

Education and Training

Each school in the Diocese of Tucson will provide education and information to students, parents, and employees regarding harassment and bullying, including information regarding this policy, what constitutes harassment or bullying, the harmful effects of harassment or bullying, how to seek help, how to give help, and other initiatives to prevent harassment and bullying.
Diocese of Tucson
Behavioral Incident Report (bullying, violence, weapons, etc.)

Documentation Summary
Name/title of person preparing the report:

____________________________________________

School: ________________________________________ Date of incident:_________________

Name(s) of accused student(s):
______________________ Grade:_________________________
______________________ _________________________
______________________ _________________________
______________________ _________________________

Name(s) of students threatened:______________________Grade:_________________________
______________________ _________________________
______________________ _________________________

Indicate the type(s) of threatening/bullying behavior:
☐ Physical (hitting pushing, poking, kicking, spitting, etc.)
☐ Social/emotional (taunting, mocking, spreading rumors, peer isolation, etc.)
☐ Verbal threats of aggression, inflicting bodily harm, or revealing personal information
☐ Cyber (email, facebook, blogs, etc.)
☐ Property (theft, graffiti, defacing or destruction of clothing or personal items, etc.)
☐ Racial (racial or ethnic slurs, jokes, exclusion, etc. based on race)
☐ Sexual (jokes, verbal innuendos, public embarrassment, labeling, etc. based on sexual content)
☐ Weapons (gun, knife, bomb, etc.)
☐ Other:

Please describe in succinct, objective terms, what happened: e.g. place, actions/reactions, witnesses, specific language used, if applicable:
DIOCESE OF TUCSON CATHOLIC SCHOOLS
BULLYING REPORT FORM – Grades 5 - 8

DIRECTIONS: Please complete both pages of this form and return them to the Principal. These two pages must be completed before the incident will be investigated.

TODAY’S DATE_____________________

COMPLAINANT

NAME:__________________________________________________

TELEPHONE(S):
Hm:_________________Cell:_________________Wk:______________

DATE OF ALLEGED INCIDENT:___________________________________________

LOCATION:________________________________________________________

EYE WITNESSES:_______________________________________________________
__________________________________________________________________
__________________________________________________________________

ALLEGED BULLY:_______________________________________________________
__________________________________________________________________

PLEASE IDENTIFY AND RATE THE ALLEGED INCIDENT IF YOU WITNESSED IT. IDENTIFY ALL BULLYING BEHAVIORS THAT APPLY, BUT INDICATE ONLY ONE DEGREE OF SEVERITY.

MILD MODERATE EXTREME
PHYSICAL AGGRESSION
SOCIAL ALIENATION
VERBAL AGGRESSION
INTIMIDATION
RACIAL OR ETHNIC HARASSMENT
SEXUAL HARASSMENT
DIRECTIONS: Please complete both pages of this form and return them to the Principal. These two pages must be completed before the incident will be investigated.

PLEASE EXPLAIN WHAT HAPPENED AS CLEARLY AS POSSIBLE:

________________________________________________________________________
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(USE THE BACK IF NECESSARY.)

I CERTIFY THAT THE INFORMATION I HAVE PROVIDED IN THIS COMPLAINT IS TRUE, ACCURATE, AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

COMPLAINANT SIGNATURE:___________________________________________

RECEIVED BY:______________________________________ Date:___________________
Bully Report
Grades K-4

Your Name: __________________________________________________

The person who hurt you: _______________________________________

Who else saw it happen? ________________________________________

Where did it happen? ___________________________________________

What happened? _______________________________________________

Has it happened before? _________________________________________

I am in:

- Kindergarten
- Grade 1
- Grade 2
- Grade 3
- Grade 4

How did they make you feel?

- 😞😞
- 😞
- 😞
- 😞
- 😞

How scared were you?

- 😞😞
- 😞
- 😞
- 😞
- 😞

How many times did this happen?

- 1X
- 2X
- 3-5X
- More than 5X
Procedures For Dangerous Substances
(The trafficking, use, possession or abuse by students.)

Because of the serious and dangerous nature of substance abuse, the Catholic Schools in the Diocese of Tucson are committed to working toward its prevention. Programs of education and awareness training for students, parents/guardian and faculty shall be on-going.
The schools in the Diocese of Tucson believe in the inherent goodness of every child. Therefore, the schools shall make every effort to find a wholesome resolution to a student’s possession or use of any potentially dangerous substance and, at the same time, will assure the safety of all students and will act in the best interest of the entire student population.

A. Buying/Selling Drugs
Should a student be found buying, selling, or in any other way transferring potentially dangerous substances on school grounds, that student shall be expelled and his/her parents/guardian will be notified immediately. A police report of the incident will be made.

B. Reasonable Cause/Investigation
Should there be reasonable cause to believe that a student uses, possesses, or is under the influence of any potentially dangerous chemical substance, a team consisting of the principal, school nurse, and school counselor will notify the parents/guardian and begin an investigation. The pastor will be advised of the action taken.
As part of the investigation, the principal may request a full drug assessment including a urine drug screen to confirm or disprove the student’s use of any chemical substances. This assessment must be done at an adolescent chemical dependency or drug program counseling service within 24 hours of the request by the school.
If parents/guardian do not cooperate with the request for the above assessment and drug screen within 24 hours of the request, the student may not continue to attend school.

C. Use of Drugs
Should it be determined through the investigation, set out above, that a student is using, possessing, or is under the influence of a potentially dangerous chemical substance, the following steps will be taken:
1. Parents/guardian will be made aware of the commencement of an investigation immediately.

2. The student will be suspended until the parents/guardian can provide evidence to the school that their child is enrolled in a reputable, non-school treatment facility that specializes in adolescent substance abuse.

3. School staff may provide names of various treatment facilities that would be appropriate for treatment. The school will provide homework and support the student’s return to school as soon as he/she is able.

4. A probationary period will be determined by the principal and the treatment facility. A reassessment of the student’s progress involving parents, facility personnel, and administration will be done at the termination of treatment. The student must fulfill the treatment and aftercare recommendations of the treatment facility. Failure to do so will result in expulsion from the school.

5. In the event the investigation provides reasonable cause to believe the student is using a dangerous substance and there have been previous problems, the principal, in the best interest of all concerned, may decide to forfeit this treatment procedure. Therefore, the student would not continue to attend the school.

D. Second Offense
Should a second incident occur, it would indicate that the problem requires more in-depth care. Because of the age of the student and the seriousness of the situation, the principal, school counselor, and a treatment facility representative will confer to determine what is best not only for the student in question, but also for the entire student population. The school may at this time request that the student leave or renew the steps indicated above.
SAINTS PETER AND PAUL BEFORE AND AFTER CARE PROGRAM
MADONNA HALL
1436 N. CAMPBELL AVE
TUCSON, AZ 85719
520-325-2431 Ext. 4

State Inspection Reports are available, upon request for Saints Peter and Paul Daycare Center.

This facility is regulated by the Arizona Department of Health Services
Office of Child Care Licensure
400 W. Congress, Suite 100 (520) 628-6540

PROGRAM DESCRIPTION

Saints Peter and Paul Before/After Care program is established as a child day care alternative for parents whose children attend Saints Peter and Paul School. It will operate during the school year only.

Its goal is to provide a safe, healthy, and caring environment, which assists in developing positive self-concept, appropriate social and play skills, increased physical coordination and creativity. The program provides activities that are active and quiet, educational and recreational, indoor and outdoor, adult-directed and self-directed. The Christian values that are an integral part of the school program are carried over into the daycare program. Participants respect adults, other children, and all facility property.

HOURS OF OPERATION

During the school year, the center will operate as a Before and After School Care program. The center will only be open on school days. It will not operate on non-school days.
The hours of operation will be:

<table>
<thead>
<tr>
<th>Mornings</th>
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<tbody>
<tr>
<td>Monday – Friday</td>
<td>6:45 am</td>
<td>To</td>
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<table>
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<tr>
<th>Afternoons</th>
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<tbody>
<tr>
<td>Monday- Thursdays</td>
<td>3:00 pm</td>
<td>To</td>
</tr>
<tr>
<td>Friday</td>
<td>12:30 pm</td>
<td>To</td>
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</tbody>
</table>

ENROLLMENT / ADMISSION REQUIREMENTS/DISENROLLMENT

All students from grades kindergarten through eighth grade are eligible to register for the before and after school program. Applications will be taken for daily attendance, for intermittent attendance, or emergency attendance. During the school year all children, regardless of type of attendance, will be allowed to use the program. The director reserves the right to refuse admission or services to a child
because of behavioral problems or for non-payment of fees. All other children will be served, unless there is an extraordinary reason, which will be determined by the school administration. Because all students of Saints Peter and Paul School are permitted to attend this extended day program, students are not disenrolled unless through school disciplinary measures, graduation, or have lost the privilege of attending the Program because of severe behavioral issues.

ADMISSION AND RELEASE PROCEDURE

Upon arrival, each child is checked into the program by the daycare staff member in charge of that particular group. Students are grouped by grade. The date and time of arrival is entered into the log and RenWeb. At the end of each day, the parent or parent designee must check out by signing the daily log and showing ID and logging out on the RenWeb software system. The signature of the adult (high school age and above) who checks the child out is required by law. A daycare staff member supervises this process.

All children must be picked up by 6:00pm. After 6 PM a $25.00 charge is assessed. Additional assessments will be made for each additional 15 minutes that pass until the child is picked up. Parents are encouraged to call when they are running late although the late fee will still be assessed. The Before/After Care phone number is 325-2431 Option 4. ** As a courtesy to parents, a one-time late fee will be forgiven.

FEES FOR SERVICE

BEFORE SCHOOL PROGRAM
Parents are required to sign their child(ren) in to the before school program. The rate is $3.75 per child each day of attendance regardless of the time of sign-in.

AFTER SCHOOL PROGRAM
The rate is $3.75 per hour per child which is charged in half-hour increments. Check-in time for children in grades K-2 is at 3:00 M-Th and 12:30 on Friday. For students in grades 3-8, check-in time is at 3:15 M-Th, and 12:30 on Friday. Students released from the Sports Program and escorted to After Care by coaches will be checked in at 5:15 PM, M-Th. On after school tutoring days, students will be escorted to the Program by their teachers and signed in at 4:30 M-Th unless picked up by a parent or guardian from the classroom where tutoring took place.

BILLING

Billing will be automatic with the RenWeb system software. Billing notification will be sent each two week period, with payments due two weeks thereafter. Payment may be made on RenWeb, or by making payment for services in the school office. Payments will be deemed delinquent after non-payment and a $10.00 delinquency fee will be assessed for each late payment. ** Please note: If payments are in a delinquent status for more than one month (30 days) services of before/after care will be denied until payment arrangements have been made.
DESCRIPTION OF ACTIVITIES AND EDUCATIONAL PROGRAMS

Homework period: a quiet time in which students independently complete as much homework for the day as possible. The staff member’s job is to give assistance to students, however, it is not a tutoring session. The homework period begins at 4:00 pm.

Table games: used for recreational/relaxation purposes. Students are assisted in selecting games that are age appropriate. Socialization and group play skills are encouraged.

Organized sports: a game that has a set of rules known to all participants. These sports include: basketball, soccer and kickball. Football is not allowed.

Movies: shown on Friday afternoons and as a “rainy day” plan. All movies are educational or recreational in nature and carry a “G” or “PG” rating.

Recess: a time when students may engage in physical activities of their own choosing, such as tag, jump rope, or shooting baskets. The field and the basketball courts are used for this activity. Students must remain in control during this “free play”.

JOB DESCRIPTIONS

Our principal is the Director of the Before/After Care Program. Debbie Neilson is in charge during the Before Care Program in the absence of the Director. Kimberly Triphan is in charge in the After Care Program in the absence of the director. Other certified personnel may be named as “in charge” in case of absence of the assistant or director. When this is the case, the person in charge will be named and posted on the program bulletin board.

DISCIPLINE

Each staff member is responsible for the children assigned to their group. A positive environment is created by activities that meet the developmental and energy level of those particular children. Rules for the activities and general behavioral rules are clearly stated to the children before the activity begins.

If a child breaks a rule, has troublesome behavior, or is not interacting appropriately, the staff member gives a verbal warning. The second incident results in a time-out. “Time-Out” is defined as being physically separated from the group but in close visual and physical proximity with the caregiver. Within three minutes of the child regaining control, the staff will interact with the student, discuss the behavior, have the student suggest other alternatives they may have pursued, and allow the student to return to their area. A time-out will not exceed 10 minutes without interaction with the student regarding the behavior. Upon the third incident, the child’s name will be entered in the “Behavior Log”. After three entries, a Behavior Deficiency Report (form enclosed) will be mailed to the parent. If a child receives three Deficiency Reports, he/she will no longer be allowed to attend the Before/After school program.

The all-school behavioral guidelines apply in the Before/After Care Program as well. The all-school guidelines are:

1) Respect yourself  2) Respect others  3) Respect property
**DRESS CODE**

Students are to be in their school uniform following the school handbook. Shirts are to be tucked in, belts worn, pants worn at the waist and skirts knee length. Students are to be as presentably dressed as they are in class.

**PARENT INVOLVEMENT**

Parents are encouraged to be involved and voice their concerns, if the need arises. In the Ss. Peter and Paul Daycare Program, parents and the program staff are expected to work in a cooperative manner. The needs, problems or concerns about a child are shared in a positive and confidential manner. If parents need to communicate with the staff they can do so by:

1. Written note
2. Telephone call
3. Private discussion
4. Formal appointment

Program staff is encouraged to use the same methods of communication. If important matters need to be relayed to other staff members, it is noted in the log book for permanent record.

**RELEASE OF CHILDREN**

Children will only be released from the program to the custodial parent. If a person other than the custodial parent is to pick up the child(ren), his/her name must be on the registration release form. All persons unknown to the staff are required to show personal identification.

If for some reason the custodial parent cannot pick up the child(ren), that parent may phone in permission for someone else to pick up the child. This permission is recorded and is valid only for the designated day, unless otherwise specified by the custodial parent. Again, the checkout process as outlined on Page 1 must be followed.

**ACCIDENT NOTIFICATION**

In case of an accident or illness, an accident/illness form must be filled out and given to the parents within 24 hours. A parent must be notified verbally within 30 minutes by the immediate supervisor if medical attention is needed for the child. The child must be picked up by the parent immediately. In the event of an evacuation, the parents will be notified by cellular telephone which is in the possession of the immediate supervisor at all times. In case of any emergency, evacuation or illness, the parent will be notified within 30 minutes.
**LIABILITY INSURANCE**

Documentation of liability insurance coverage is available for review on the school/facility premises. Should you want to view the policy, please contact either the Director or Assistant Director and they will help you.

**MEDICATIONS**

Medication will be administered as necessary in all cases of emergency. Conditions such as acute allergic reaction, asthma, etc. will be treated in an urgent manner using medications provided to our school’s nurse.

**FOOD**

Snacks are available to those students attending the After School Care program should they not have a snack packed for them from home. These snack items will be billed with the program billing. The cost for each snack is $.25.

**PESTICIDES**

Routine pesticide treatment of the school happens only during scheduled breaks and holiday periods when children and adults are not present on the facility grounds. Should there be need to have pesticide service outside of the routine, notification will be provided to parents at least 48 hours prior to application.

**CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES**

Cell phones, iPods, iPads, and any other electronic entertainment devices belonging to students are to be kept in his/her backpacks or be turned in to After Care staff for safe keeping. Failure to comply will result in the item being confiscated.

**SECURITY PROCEDURES**

Because we are a state licensed day care facility serving the needs of our students and parents before and after school, we are bound by basic security regulations and precautions due to our license. Therefore, once school has been dismissed for the day, after care begins. Certain areas of our campus have been specifically licensed for After School Program use and no adult or child other than our own Saints Peter and Paul Student checked in to the program may be in these areas.

Further, all adults must sign in and out of Madonna Hall, as is the protocol for our regular school day. Parents may not enter Madonna Hall and travel our campus without our staff knowing who is on our
school grounds. Please understand that these “rules” are for the safety and security of all of the children, parents, and staff members that may be on our campus before and after school.

**FIELD TRIPS/TRANSPORTATION**

The Before/After Care Program of Saints Peter and Paul School does NOT take field trips. Therefore, there are no transportation needs required. Parents and/or guardians or designated individuals personally sign in and sign out the children for whom they are responsible.

Amended 7/13
Acknowledgement

Continued enrollment at Saints Peter and Paul School is dependent upon student and parental cooperation with school authorities and adherence to all school policies.


Family Name  (Please print) _______________________________________________

Parent/Guardian Signature _____________________________________________

Date ________________________________________