

**PARENT HANDBOOK
2019-2020**

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The principal reserves the right to amend this handbook for just cause. Changes will be published in the weekly newsletter, Peter's Page.


 Look for this arrow for new policies/changes.

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GENERAL INFORMATION

Philosophy

St. Peter the Apostle Catholic School is an integral ministry of our Parish. Catholic values are interwoven into a comprehensive curriculum relevant to the Gospel. Recognizing and encouraging parents as the primary educators and teachers as facilitators, students are empowered to take responsibility for their learning and challenged to reach their individual potential. St. Peter the Apostle Catholic School teaches *Traditional Values, Today's Technology, and Tomorrow's Leaders!*

Mission Statement

St. Peter the Apostle Catholic School **Strives to Prepare Academically Competitive Students** in a Christ-centered learning environment.

Schoolwide Learning Expectations

As demonstrated by their words and actions, St. Peter the Apostle Catholic School students will be:

Life-long learners

Empathetic

Articulate

Disciples

Empowered

Respectful

Self-Confident

Accreditation

St. Peter the Apostle Catholic School participates in the accreditation process formulated by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). Participation in this process assures continued school improvement through on-going self-study and evaluation. The school completed its last self-study in 2014 and was granted the highest accreditation for the full six-year period. The next accreditation will be in 2020.

Non-Discrimination Policy

St. Peter the Apostle Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, racial or ethnic origin, in its administration of its educational and admissions policies, athletics or other school administered programs.

School Hours

7:30am	Student Supervision on playground
7:50am	Students enter the classroom Monday and Thursday Morning Assembly begins
8:00am	Instruction begins. Students are late at 8:00am
10:00-10:10am	Recess for 4-8
9:45-10:00am	Recess for K-3
12:00-12:40pm	Lunch
3:00pm	Dismissal Aftercare begins
5:30pm	Aftercare closes

Minimum Day Schedule:

On the 1st, 3rd, and 5th Friday of each month and other designated days, a minimum day schedule is observed for grades K-8. Dismissal is at 12:00 Noon. Preschool maintains regular schedule, unless otherwise noted. These days allow for faculty in-services and meetings. Reminders can be found in the monthly calendar, school website, and weekly newsletter.

Office Hours

The school office is open from 7:30am-3:45pm on all school days.

After School Care Program

The After School Care Program supports working parents by providing planned, safe, and caring supervision beyond the regular school day. Any child in K-8 who is enrolled in St. Peter the Apostle Catholic School is eligible for the After School Care Program, which operates from 3:00 -5:30 on all regular school days and 12:00-5:30 on minimum days. Parents are billed on a monthly basis. **Billing begins 15 minutes after dismissal.**

Regular Day	3:00-5:30pm	\$5.00 per hour/per child
Minimum Day	12:00-5:30pm	\$5.00 per hour/per child
Late Fee	After 5:30pm	\$2.00 per minute

Hot Lunch Program

Thanks to the efforts of our Lunch Moms we are able to offer a hot lunch every day. The menu for the upcoming month is sent home in the Communication Folder, usually the second week of the month, and needs to be returned, with payment, by the due date. You can choose the days for hot lunch, or bring your own lunch.

ADMISSIONS

No person shall be admitted as a student in any Catholic school unless that person and his/her parents or guardians subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school. It is important to remember that St. Peter the Apostle Catholic School cannot accommodate the needs of students who demonstrate severe grade level, emotional, or behavioral deficiencies. Recommendations can be made for specialized testing for academic deficiencies caused by specific learning disabilities. Referrals for alternative school placement are also available. The principal makes the final determination regarding acceptance.

Priority of Admittance

Applications for new enrollment have priority according to the following order:

- Re-enrollments from previous year (including St. Peter the Apostle Catholic Preschool students)
- Siblings of currently enrolled students
- Children of St. Peter the Apostle Catholic Parish
- Children from other Catholic parishes
- Children of non-Catholics

Kindergarten

- Be 5 years old by September 1st of the academic year and/or developmentally ready as determined by the teacher and principal using an approved screening process.

Returning Students

Returning students will be re-admitted to school provided all tuition and fees from the previous year have been paid.

Registration Procedures

The following are required for registration:

- Birth Certificate
- Baptismal /First Communion Certificates (if applicable)
- Student's last report card
- Immunization records
- Non-refundable registration fee for each student

Families with outstanding balances from the previous year will not be admitted until all accounts are settled.

Special Needs

We recognize that we may not be able to accommodate students who demonstrate severe grade level deficiencies or behavioral problems. We will make every effort to assist with referrals for alternative school placement, if necessary.

Stewardship

St. Peter the Apostle Catholic Parish holds that giving of your time, talent, and treasure are examples of your Faith in which you as a parent fully participate and support the life of the church and the true values of Catholic education.

- Regular family attendance at Sunday Mass
- Involvement in school and Parish activities/events
- Role modeling to your children the act of giving your time, talent, and treasure
- Regular, consistent giving to your parish/ other Catholic charities (goal: 10% of your annual gross income)

FINANCE POLICIES

Tuition

Every parent of a student in St. Peter the Apostle Catholic School signs a written agreement to pay a specified tuition and fees amount. **Monthly payments are made for the convenience of families and are not to be interpreted as payment for a particular month.** As part of the tuition agreement parents agree to comply with all school policies and regulations. Four options are available for the payment of tuition:

- Annual Payment
- Semi-Annual Payments
- Quarterly
- 10/12 Monthly Payments

Automatic monthly deductions from your checking/savings account through the F.A.C.T.S. Tuition Management Company Enrollment is required for Semi-Annual, Quarterly, and Monthly payments. There is a \$45 annual fee to enroll with F.A.C.T.S.

Refund Policy

Registration, Technology, and Diocesan Service fees are non-refundable. Tuition is refundable, based on the number of unused months of prepaid tuition. **Attendance for one day in the month constitutes payment due for the month.**

Tuition Assistance

Limited assistance based on financial need is available to enrolled students in grades K-8. In order to receive tuition assistance, you are held accountable to:

- Regularly attend Saturday/Sunday Mass. You are the primary role model to your children.
- Your child must maintain at least a C average.
- Volunteer at school—lunch help, office help, Scrip help, teacher help, etc.

Non-Payment of Tuition

Parents experiencing temporary financial situation should contact the principal immediately to make alternative financial arrangements. Every effort will be made to assist the family in need. All current year tuition/fees must be paid in order to register for the new school year. Chronic or ongoing delinquencies may result in:

- Withholding student report card/diploma
- Delinquent accounts forwarded to a collections agency
- Your child not being allowed in the classroom until payment arrangements are made with the principal.

In the event of a transferring student, notification will be sent to the next Catholic school of non-payment of tuition/fees, which may result in denial of enrollment.

Requests for Reimbursement

Any and all requests for reimbursement for expenditures, refunds, etc. must be made in writing within the same fiscal year as incurred or issued. The fiscal year is July 1-June 30.

Requests for Donations

All requests for donations from local businesses or our school families must have prior approval from the principal. Individual groups may not solicit for donations of goods or money without this approval.

Returned Checks

There is a \$25.00 returned check charge for each check returned for non-payment.

Parent Volunteer Hours

Tuition does not fully cover the costs of educating each child. To defray the additional costs, we rely on parent participation in all fundraising. Active involvement in the life of the school and parish is expected of all parents. Each family is asked to participate in all fundraising events. There are designated mandatory participation events. Parents will be charged the price of an event ticket per event for non-participation.

HEALTH/MEDICAL/SAFETY/EMERGENCIES

Visitation of Students during School Hours

All persons entering the school, to include those assisting in the classroom, are required to check in at the school office. Parents who wish to observe classroom procedures must obtain permission from the principal. The school may not be used by non-legal guardian for the exercise of visitation rights. Persons, agencies, or organizations desiring to contact individual students during the school day must seek permission from the principal.



Release of Students during Class Hours

No student is permitted to leave the school grounds at any time during school hours or to be released from class without parent permission. Students who leave early must be signed out by parent at the school office. If your child will be signed out by anyone else, please notify the office in advance. Students leaving early are marked ½ day absent.

Live Scan/CMG Connect/Selection.com Background checks

All St. Peter the Apostle Catholic School personnel and volunteers, to include field trip drivers and chaperones, must be complete the Live Scan/CMG Connect/Selection.com Background checks.

Child Protective Services and Law Enforcement Access

Whenever a representative of a Child Protective Agency deems necessary, a suspected victim (student) of child abuse may be interviewed during school hours, on school premises, concerning a report of the suspected child abuse that occurred.

Marital/Custodial Arrangements

Parents must notify the school of any changes in marital or custodial arrangements. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

Child Abuse Reporting Procedures

In accordance with California law school faculty members are obligated, under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and narrow legal area, the school will not contact parents or legal guardians in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters.

Emergency Card

All students must have an emergency card on file, with the School Office, listing medical conditions and the names of two people who may be contacted in the event neither parent can be reached in an emergency or illness. Emergency cards must be submitted within 4 school days of beginning the school year. Students who have not submitted the completed cards will not be admitted to class on the 5th day.

Illness and Injury

Parents are notified when a student is ill or has an injury which requires medical attention. If a parent cannot be reached, an adult listed on the emergency card is contacted. Students are signed out through the School Office.

Medical Appointments

Parents need to email the teacher when a student has a medical/dental appointment, indicating the date/time of the appointment. The child will be notified in the classroom when the parent comes to pick up the child. Parents are urged to schedule appointments during non-school hours.

Medical Conditions

Students with diagnosed medical conditions (allergies, asthma, diabetes, etc.) must have that information clearly defined on the emergency card with instructions in case of an emergency. The Authorization for Medication Administration form must be completed. St. Peter the Apostle Catholic School is committed to meeting the needs of all students, in so far as possible. There are some conditions, however, for which the school cannot provide the necessary resources.

Authorization for Treatment

If parents cannot be reached and the illness or injury is serious enough to require medical attention, the principal will review the emergency card and will arrange for treatment. It is understood that enrollment at St. Peter the Apostle Catholic School confers upon the school the obligation to select and provide emergency care when the school is unable to reach the parent(s) and/or designated guardian.

Communicable Disease

Students with communicable diseases may not be in school. Students will be re-admitted into school when principal and teacher are presented with a signed note from a doctor indicating that the student's illness is no longer infectious. Parents are required to notify the school office when their child has a communicable disease such as chicken pox, measles, mumps, streptococcal infections, strep throat, lice, scarlet fever or whooping cough. Other illnesses which need to be reported are conjunctivitis (pink eye), impetigo, ringworm, hepatitis, pinworms, and mononucleosis.

Head lice

Head lice infestation is spread most commonly by close person-to-person contact, sharing clothing (hats, scarves, coats, sports uniforms) or articles (hair ribbons, barrettes, combs, brushes, towels, stuffed animals) recently worn or used by an infected person, or even lying on a bed, couch, pillow, or carpet that has recently been in contact with an infected person. Dogs, cats, and other pets do not play a role in the transmission of human lice. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Children diagnosed with live head lice can be treated, and return to class after appropriate treatment has begun. Successful treatment should kill crawling lice.

Immunizations

St. Peter the Apostle Catholic School has a "NO SHOTS---NO SCHOOL" policy. No student may be admitted unless he/she has complied with California immunization and health screening requirements. Up-to-date immunization records must be presented to the school office prior to the student entering school. All transfer students are required to submit a copy of their up-to-date immunization record before admission.

Medications

Medications shall not be furnished to students by the school. School personnel cannot administer any medication without the express written permission of the parent/guardian, stating the student's name, name of the medication and dosage. If a student must have medication during the school day, the following procedure is to be followed:

- A release from the doctor or parent stating the nature of the medication.
- Prescription medication must be in the original container and have the affixed label including the student's name.
- Non-prescription medication must also be in the original container.
- A Completed Medication Release Form must accompany *each medication* and will be kept in the student's file.
- A new Medication Form needs to be signed for each new prescription.
- All medications will be kept in the School Office. No medication may be kept in the classrooms, student lockers, or book bags. This includes over-the-counter medications, cough drops, vitamins, etc.

Smoking

Schools are smoke-free environments. Possession or use of tobacco by students is strictly prohibited and constitute grounds for probation, suspension, or expulsion.

Animals on Campus

For the safety of all of the students, faculty, and staff, animals are not allowed on campus, even if on a leash. Many students are afraid or allergic to animals.

Student Confidentiality

Teachers will keep confidential information entrusted to them as long as no life, health, or safety is at risk. Parents will be notified of teacher concerns.

Student Insurance

A student insurance program is provided for all students. This program assists in the medical expenses incurred due to accidental injury sustained by children while attending school, while traveling to or from school, or while participating in a solely school sponsored and supervised activity. In the event of an accident, parents will be notified. Claim forms are available in the office.

Emergency / Disaster Procedures

In case of an earthquake, fire, or natural disaster, the school will usually follow the same procedures as Fallbrook Unified School District. The safety of students is first and foremost our priority. As information becomes available, it will be communicated to the parents using the ONE CALL system or general email with instructions and any other safety information. Students will not be dismissed from school unless a parent or designated individual comes for them. PLEASE KEEP YOUR CHILD'S EMERGENCY CARD UP-TO-DATE by informing the school whenever there is a change in address, phone number or designated caregiver. All parents or designated individuals who come for students must sign them out at the designated student release station. Please do not telephone the school. Lines must be kept open for emergency calls and communications with local emergency preparedness teams.

Carline

A traffic pattern for drop off and pick up of students has been specifically designed and approved by the local fire department. Please follow the direction of the adults on duty for the safety of everyone. It is highly recommended that all parents come through the carline and do not park in the parking lot.

➡ There have been too many close calls! **Only Preschool parents who are required to sign out their children and those parents with business to take care of in the office should park in the school parking lot.** Please do not park in the reserved spots or handicapped spots—even for just a minute! Please do not park, or leave your car unattended in the carline.

CURRICULUM

➡ **Leveled Math Placement**

To support high achievement of all students and insure that all students are given the appropriate opportunity to make acceptable and measurable progress toward clearly defined Schoolwide Learning Expectations and challenging, comprehensive, and relevant curriculum standards, a Leveled Math Placement Program is available to students in grades 1 -8. Students will be appropriately placed in a math class that helps them grow and meet the curriculum according to their needs. The criteria for placement in a math course are based on four performance expectations:

- Teacher recommendation
- Placement Readiness Test
- STAR scores
- Report card math grade

Assessments will be completed for each student towards the end of a school year, for placement in the upcoming school year. If a parent wishes his/her child to skip a math level, the student must first earn a 90% on the Placement Readiness Test and an 80% for the advanced course. Placement in an advanced math level is only offered to students who will excel at that level.

Family Life Education

The subject matter of the Family Life curriculum follows Catholic Church teachings and is integrated into the study of Religion, Social Studies, and Science, when appropriate. Parents are encouraged to review the Family Life textbooks at Back to School Night and to present this information to their child at home. Each should child receive this education both at home and at school, so that the child views his/her sexuality as a gift from God.

Family Presence at Weekly Mass

As a Catholic school, we recognize that there is no greater opportunity for parent-directed religious education than the presence at Sunday Mass. As a Parish School, it is understood that weekly Mass attendance provides tremendous opportunity for community building in a Christ-centered environment. It is essential to our mission as Catholic educators, that families attend Sunday Mass on a weekly basis.

Field Trips

Field trips are planned by the teacher and financially supported by the parents. Students can be denied participation if they fail to meet behavioral requirements. Every field trip has specific educational goals related to the curriculum. No student shall be allowed to participate in any field trip without express written permission from the parent/guardian, utilizing the specified field trip permission form. A separate permission slip must be obtained for every trip. Telephone calls will not be accepted in lieu of the proper forms.

➡ **Field Trip Drivers**

All drivers and chaperones must complete the CMG Connect background check process. All drivers must submit a copy of a valid California driver's license and proof of insurance for each field trip. Parents who drive and/or supervise may not bring other siblings.

➡ **Honor Roll**

Students in grades 6-8 are eligible to receive academic honors. An "A" or "B" is required in each graded subject, which includes Behavior. (Please note that this is not an A or B average) Students in grades 6-8 will be acknowledged at the end of each trimester. Grade 8 students are eligible to receive High Honors recognition at 8th Awards/Graduation for maintaining Honor Roll status for three consecutive trimesters or more during the 8th grade year.

CJSF Requirements

CJSF is a statewide organization founded for the purpose of fostering high standards of scholarship, service, and citizenship in the middle grades. 7th and 8th grade students earn points based on their grades. Seventh graders will be eligible starting 2nd trimester based on 1st trimester grades. An "A"=3pts; "B"=1 pt.; and "C"=0 pts. Students must earn 14 points per trimester. Qualifying courses are Religion, Math, Science, Language Arts, Reading/Literature, Spelling/Vocabulary and Social Studies. Students who have a D/F in any subject will not qualify for membership for that trimester.

In order to earn the Gold Honor Cord for graduation, students of chapters at trimester schools must be a member for 2 trimesters based on 7th grade grades and 2 trimesters based on 8th grade grades. As with semester schools, the 3rd trimester grades may be used if needed to qualify. A common misunderstanding is that it is a total of 4 trimesters: it is not 3 of one year and 1 of another. It must be based on 2 trimesters of qualifying from both 7th and 8th grades.

Students are required to complete 10 hours of volunteer service per trimester. Tutoring, coaching, volunteer work can all be counted. The goal is for members to balance their high academic achievement with public or school service.

Jupiter Grades

This grading program allows student and parent access to grades directly from home. To protect student privacy, each grade 4-8 family is assigned a password. Parents are able to set up grade reports to be emailed automatically on a specified day, send text messages directly from Jupiter Grades and even set-up automatic alerts for whenever a student is absent, has missing assignments or low grades.

Promotion

Only those students who satisfactorily complete the work of a particular grade shall be promoted to the next grade. Credit for courses shall not be given solely on the basis of "seat time". Students who withdraw before the end of the trimester or school year, will be given an "incomplete".

Retention

In case of slow progress, each student will be considered individually. Any decision concerning non-promotion must be made after considering all facts related to the student's development (emotional, physical, social, intellectual, and academic). It is at the discretion of the principal, whether the school can continue to meet the educational needs of the individual student.

Report Cards

Report Cards are issued three times a year. Any requests for grade reconsiderations or recalculations must be made in writing to the principal within one week of the receipt of the grade.

Progress Reports

A Progress Report for all students will be sent home in the Communication Folder at mid-trimester. Parents are reminded that the Progress Report is not a report card, but rather an indication of progress to date in a specific area.



Missing Work Policy (Grades 4-8)

All late work will be recorded for a maximum of 70% (C-). If the assignment is not turned in on the following school day (2nd day late), the student will receive a zero.

Students who are absent or tardy are responsible for any work missed. For each day absent, the student has that same number of days to make up all missed assignments in order to receive full credit. Long term projects with a due date on the day of absence are still due on the day the student returns to school.

Homework Policy

LIMITED Homework is assigned Monday through Thursday only.

10 minutes per grade (not to exceed) : example: Grade 2= 20 minutes; Grade 5=50 minutes

If a student is experiencing difficulty, or spending too much time on homework, the parent should contact the teacher.

Writing Expectations

WRITING:

- K 2 sentences, capital letter in the beginning and period at the end
- 1 1 paragraph (5 sentences)
- 2-3 1-2 paragraphs

- 4 2-3 Paragraph Essays (minimum 5-7 Sentences each)
- 5 4-5 Paragraph Essays (minimum 5-7 Sentences each)
- 6-8 5 Paragraph Essays (7 minimum -8 Sentences each)

ANSWERING QUESTIONS (WRITTEN ANSWERS):

- K NA
- 1 Restate the question in a complete sentence
- 2 Restate the question in a complete sentences/multiple sentences
- 3 Restate the question in a complete sentence/paragraph
- 4-8 MOST assignments need “3-point” answers: Correct information. Complete sentence. Question in the answer

WHEN TO USE PEN/PENCIL:

- K-2 PENCIL ONLY for everything
- 3-8 PENCIL for Math
- 3 Pen when able to write neatly in cursive (for final drafts only)
- 4-8 Notes/Assignments- pen or pencil
Math- pencil
Tests/Assignments/Projects - pen
Essays- pen/typed

HANDWRITING:

- K-2 Printing
- 3 Cursive
- 4-8 Essays in cursive/Other assignments- use BEST writing (either)

HEADING:

- K First Name
- 1 First Name, Last Name (Top right)
- 2-8 First Name, Last Name (Top Right), Subject and Assignment (Top Left), Date (2nd line Right)

Academic Honesty

Students are expected to pursue their education with honesty and integrity. A student’s work and achievement should always be the result of his/her own efforts. Cheating will result in a zero on that assignment.

Plagiarism

Plagiarism means using someone else’s ideas or words as if they are your own. A passage, an interpretation, or a finding in research that is not your own must be properly documented. Students who plagiarize on any paper for any class will receive a zero on that assignment. Plagiarism is:

- Copying another’s work verbatim (word for word without acknowledgement).
- Paraphrasing another’s work without acknowledgement.
- Patching together a paper using different sources without acknowledgement of all those sources.
- Using someone else’s idea or information that is not public domain or commonly known as your own idea.

Testing

Standardized test results are used for evaluation of curriculum only. It is the philosophy of the Diocese and school to not publish or use test results for comparison of students, teachers, or other schools.

Tutoring

Where circumstances require the tutoring of a child, parents assume responsibility for engaging private tutoring. Teachers, as professionals, ethically do not accept remuneration for the tutoring of a student assigned to their class.

Graduation

The celebration of the 8th grade graduates from our school strives to keep in perspective that we are celebrating an 8th grade graduation and promotion to high school. It is expected that all eighth graders, anticipating graduation, abide by all school policies, which includes all uniform policies. If an 8th grader chooses to disregard school policy, the final report card will be amended to reflect an “F” in Responsible Behavior. In addition, any recommendation to high school will also be amended.

Graduation Parties

The school does not support, sponsor, or participate in any fundraising events for private graduation parties. We ask that parents keep in mind that some families cannot afford the expense of graduation, therefore, do not make arrangements for the use of limousines, formal attire, tuxedos, or other expense-laden fees.



Minimum Expectations/Academic Probation/Participation In 8th Grade Graduation Activities (Grad Week)

Students must attain a grade of “C” or better in Religion, Math, Language Arts, Science, Social Studies during the entire eighth grade year. Once a student falls to a “D”, he/she will be placed on **academic probation**, until the grade is a C or better. If a student does NOT meet the minimum requirements, he/she will NOT be permitted to participate in any of the graduation week activities and may NOT participate in the graduation ceremony or reception. Grades and promotion eligibility status will be finalized 2 weeks prior to graduation week.

Grading Scale/ Performance Rubric

A	O	93-100	Consistently meets or exceeds grade level expectations.
A-	VG	90-92	
B+	G+	87-89	Level of performance may occasionally exceed expectations in some areas.
B	G	83-86	
B-	G-	80-82	
C+	S+	77-79	Meets minimal grade level expectations. Level of performance fluctuates.
C	S	73-76	
C-	S-	70-73	
D+	NI	67-69	Level of performance is less than satisfactory and needs immediate improvement.
D	NI	63-66	
D-	NI	60-62	
F	U	59-0	Fails to meet minimal grade level expectations. Plans for immediate improvement must be made.
NE	Not Evaluated		



Computer Access/ Printing

It is the expectation that students in grades 3-8 have access to a computer and printer at home, with parental supervision, in order to complete homework assignments, as needed. Students are expected to print out their own completed assignments, at home, and not rely on the teachers to do it for them.

Sacramental Preparation

All incoming students must present an original copy of their Baptismal Certificate at registration time. Students baptized in a different faith, and wishing to become Catholic, must contact the Parish Office. Additional instruction will be required for any student in grades 3-8 who have not made their First Communion. Parents of students intending to receive the Sacraments must attend the Sacrament Preparation Meeting, as a condition of their child/children receiving these sacraments.

Liturgies and Religious Celebrations

Religious worship is an integral part of a child's growth and central part of the identity of a Catholic school. Full participation is expected in word and song. On a weekly basis, students will attend the 8:30a.m. Mass. In addition to attending Mass, families are encouraged to participate in Parish Reconciliation Services offered during the Advent and Lenten Seasons.

Internet/Email/Social Media

The school shall use every means possible to ensure that each student is properly supervised and not exposed to materials that may be offensive or inappropriate for him or her. However, there is no foolproof method available to be 100% effective in this effort. General school rules for behavior and communications apply. Access is a privilege - not a right. School and network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. St. Peter the Apostle Catholic School reserves the right to impose consequences for inappropriate use of technology outside of school. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats. The following acts are not permitted:

- Sending, displaying, or searching for hateful, or pornographic messages or pictures
- Viewing or sending inappropriate or obscene materials will not be tolerated
- Using obscene language or profanity
- Harassing, insulting or attacking others
- Engaging in promoting violence, racial, gender or other slurs
- Receiving or transmitting information pertaining to dangerous instruments such as bombs, automatic weapons, other illicit firearms, weaponry, or explosive devices
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using other’s passwords, folders, work or files
- Accessing other’s emails or personal accounts
- Intentionally wasting limited resources

- Employing the network for commercial purposes
- Accessing areas considered as borderline or transmitting personal information without written parental consent
- Knowledge of and failure to report such violations may result in loss of access to the Internet and may be subject to additional disciplinary action to include but not limited to, suspension or expulsion.

ATTENDANCE

Absence and Tardiness

Students enter the classroom at 7:50am. Instruction begins at 8:00am. Students arriving after 8:00am will be marked tardy. If a child is going to be absent, parents are asked to email the teacher before 7:50 a.m. **You do not need to call the office.** A student who has been absent 15 or more days in a reporting period, and who has not made up the academic work, will not receive a grade in the class or classes missed for that reporting period. A reasonable extension to complete missed academic work may be granted after evaluation of individual circumstances. Parents are urged to keep such requests to a minimum and are encouraged to make appointments during vacation periods or after school hours.

Students leaving school before dismissal will be marked a half day absent.

Homework Requests

For students who are absent due to illness, parents need to email the teacher prior to 9:00am to request that the homework be prepared for the student during the absence. The prepared work may be picked up in the office after 3:00 p.m.

Appointments

Please make medical or dental appointments after school. If a student must be absent for any part of a day, parents are asked to email the teacher.

Family Vacations

Parents are encouraged to plan family travel at a time when it will not interfere with the child's education. Teachers will not create an individual plan for the missed assignments for students going on a family vacation during the school session. Completing all make-up work is the responsibility of the student.

Arrival/Dismissal/Supervision of Students

Students must not be on the school/parish grounds before 7:00 a.m. or after 3:00 p.m., unless accompanied by a parent or involved in a school-sponsored activity. Students must not leave school grounds during normal school hours without permission. All students not picked up in carline must sign in to Aftercare. Any student found on campus after carline dismissal will be escorted to Aftercare and parents will be billed accordingly. Students may not wait in any unsupervised location.

DISCIPLINE

Vandalism

Students and their parents shall be liable for all damages to equipment or school property caused by the student.

Harassment

Harassment in any form, including sexual harassment is prohibited. Any student or faculty member who believes that he/she has been the object of harassment, or has witnessed such behavior should notify the principal. Harassment is any form of conduct that is not welcome and is personally offensive. A student is subject to disciplinary action if involved in any form of harassment directed towards another student or faculty member.

Student to Student Harassment

This policy addresses harassment occurring in a school environment in which an individual is subjected to treatment which is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical ability, gender, or other personal characteristics. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, acts of harassment will result in disciplinary action up to, not excluding expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the parents of the alleged harasser will be called to take the student home pending conclusion of the investigation by the school.

Student Threats

St. Peter the Apostle Catholic School takes any threat to oneself or others very seriously. Threats communicated verbally, in writing or electronically could result in suspension or expulsion. St. Peter the Apostle Catholic School follows the Diocesan policy regarding student threats.

- Any and all student threats of harm to self or others must be taken seriously.
- Whoever hears the threat will report it to the principal immediately.
- Police will be notified immediately.
- The parent or guardian of the student who has made the threat will be notified immediately.
- The student will be kept in the principal's office under supervision until the police/parents arrive.
- The parent or guardian of any student who has been mentioned as a potential victim, as well as any adult who has been mentioned, either verbally or in writing, will be notified immediately.
- The student will work from home and will not be considered for readmission unless and until the following steps have been complete.
- The principal must receive a report from the police, either written or verbal.
- The report should include notification of whether the child will be charged with any crime as well as an assessment of the child's access to weapons.
- A comprehensive mental health evaluation and risk assessment must be conducted by an independent psychiatrist or psychologist.
- If a psychiatrist performs the primary evaluation, he or she will determine whether it is necessary to utilize a psychologist for psychological consultation or testing.
- If a psychologist performs the primary evaluation, he or she will determine the need for psychiatric consultation.
- The principal will, after obtaining the permission of the parents, provide the mental health care professional with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
- The principal will receive a written comprehensive, detailed evaluation and report and documented treatment plan from the mental health care professional stating the basis (factual and risk factors and testing results) upon which it has been determined that the student does or does not pose a danger to self or others.
- The report must also address the concerns raised by the principal to the mental health care professional.
- The evaluation and report must be delivered to the principal.
- The principal will share them with legal or mental health care consultants, as well as any members of the school or parish administration who will assist the principal in the decision regarding readmission of the student to the school.
- If the psychiatrist or psychologist recommends re-admittance, and if the principal is satisfied with the report given, the principal will after due consideration, including a conference with the parents, decide whether to re-admit the child.
- The outcome of the investigation, including police and mental health reports will be considered as determining factors in the decision whether to re-admit.
- This decision will not be finalized until after an initial meeting with the parents. The decision will not be made or announced at that meeting.
- Any decision on whether to re-admit will require consultation with the pastor.
- Disciplinary action including suspension/expulsion will be administered as appropriate.
- If the student is re-admitted to the school, the mental health care professional must at the principal or pastor's request provide a follow-up assessment of the student within 30 days.
- The principal must be provided with a copy of the follow-up assessment and evaluation and with any recommendation for therapy, counseling, or other treatment.
- Cooperation with recommendations for continuing care will be a condition of re-admittance and continued enrollment.
- Counseling will be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
- Documentation from the mental health care professional concerning the student is to be placed in a separate, confidential file and will not be a part of the student's academic or disciplinary file.
- Only the principal and/or pastor should have access to these files.
- This documentation will be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, or graduation before being destroyed.
- This policy will be reviewed periodically or as needed to accommodate changes, as mental health professionals are continually addressing the area of risk assessment for violent or potentially violent behavior.

Probation, Suspension, Expulsion

The pastor or principal are the only persons who have the authority to suspend, expel, or place a student on probation and reserve the right to make exceptions for cases in which mitigating circumstances call for a different response than the policy suggests. Reasons for expulsions include, but are not limited to, the following offenses committed by pupils:

- Physical, verbal, or written actions gravely detrimental to the moral and spiritual welfare of other students

- Incurable or disruptive behavior which impedes the progress of the rest of the class
- Damage to, or theft of school or private property
- Infliction of, or threatened physical injury to another person
- Possession or sale of weapons, explosives, fireworks, drugs, including controlled substances and intoxicants
- Constructing items to look like, or imitate a weapon
- Possession or use of tobacco
- Commission of obscene act(s) or engagement in habitual profanity or vulgarity
- Disruption of school activities
- Defiance of school authorities
- Habitual truancy
- Hazing
- Immorality in talk or action
- Conduct, before, during or after school, detrimental to the reputation of the school
- Other inappropriate behavior or conduct unbecoming a Christian student.

Specific Guidelines

- A student may be placed on suspension for serious misconduct, on campus or off campus during school related activities, or for continued misconduct after having been placed on probation.
- The principal must approve a suspension and the pastor must be informed.
- Since the grounds for suspension ordinarily differ only in degree from the grounds for expulsion, the possibility of expulsion or a recommended transfer for continued or repeated misconduct must be clearly stated to the parents and student.
- The length of any suspension is left to the discretion of the principal in accordance with the nature of the conduct and all circumstances.
- Full credit shall be given for all work accomplished by the student prior to the time of expulsion.
- A suspended student has the right to make up all assignments and tests missed during the period of suspension, and upon satisfactory completion, to be given full credit.
- The final decision to expel a student rests with the principal and pastor.
- The student may be suspended from a particular class and required to report to a specific place on campus during that time.

The Principal reserves the right to waive and/or deviate from any all disciplinary regulations for just cause at her discretion.

Suspended Students

Students who have been suspended are not allowed on campus during the suspension period. Missed homework and class work will be given to the student upon completion of the suspension. Full credit can be earned if all completed work is submitted to the teacher in the time allotted: one day for every day of suspension or absence.

Abuse of Teachers

Any parent, guardian, or other person who insults or abuses any teacher in the presence or hearing of other school personnel or students and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the teacher is required to be at such other place in connection with assigned school activities, is guilty of misdemeanor, and is punishable by a fine of not less than fifty dollars nor exceeding five hundred dollars (EC 44812)

Assault

Whenever any employee of a school is attacked, assaulted, or menaced, by any pupil, it shall be the duty of such employee, and the duty of any person under whose direction or supervision such employee is employed who has knowledge of such ties of the county or city in which the same occurred. Failure to make such report shall be a misdemeanor punishable by fine of not more than two hundred dollars (\$200). (EC 44014)

Transfer on Grounds of Parental Behavior

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, in rare instances, parents may so persistently and overtly refuse to cooperate with school staff, policies, regulations or programs, or may so seriously interfere in matters of school administration or discipline as to reduce significantly the school's ability to serve their own or other children. In such cases, after reasonable effort to elicit the minimum requisite parental cooperation and after appropriate consultation with the pastor, the principal shall recommend to the parents that they transfer their child. If the parents refuse to accept the recommended transfer, the procedures for (a) notification, (b) conferencing, and (c) written documentation shall be followed as in cases for disciplinary expulsion.

Resolving Issues

Because St. Peter the Apostle Catholic School is a faith community, parental cooperation and good parent-teacher relations are essential. If a problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, the parent is asked to contact the teacher first. The best way to do this is through a phone call to the school office, or an email directly to the teacher, with a cc to the principal. Parents should not discuss the matter in front of students, especially while the teacher is in the classroom or serving any duty during the regular instructional day. If the problem is more serious, the parent should contact the principal. Only signed notes or callers who identify themselves will be taken seriously.

Parents are expected to show concern and respect for the faculty of St. Peter the Apostle Catholic School, as well as the other children and families of our community. We will not tolerate assaults (verbal, physical, emotional and psychological, harassment of a staff member, students, or parents) – in person, by phone, or through electronic communication. Nor will we tolerate intimidation or verbal abuse of any member of the community – in person or in writing.

Commission of any of the above acts on the part of a faculty member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent, guardian, or family member may lead to one of the following actions:

- a) limiting or refusing permission to enter or use the school grounds or facilities
- b) requiring that an impartial party represents the child's interests on school matters
- c) initiating procedures requiring the family to withdraw the child from the school
- d) refusing school re-registration of the child

STUDENTS

School Property

Desks, cupboards, computer files, cabinets, textbooks, school issued electronic devices are school property. The parish owns all equipment and has the right to search at any time, for any reason. A student has exclusive use of but not proprietary rights. School administration has the right of inspection and reserves the right to search on suspicion of a theft, threat to the health, welfare or safety of other students. School principals or designated officials have the right and duty to protect the health, welfare and safety of students against drugs, weapons and other contraband materials. All searches must be reasonable and related to the school official's duties.

Skateboards

Skateboards, Roller blades and Scooters are not allowed on school or parish property at any time.

Cell Phones

The possession of a cell phone on campus is allowed only if it remains in the student back pack and is turned off at all times, to include: before, during, and after school. Students are not permitted to contact their parent to be pick-up from school. They must go to the office to have their parent contacted. The cell phone will be confiscated if this policy is not followed. Parents will be required to retrieve the confiscated cell phone from the principal.

Telephone Use

Students are not allowed to use the office phone to call home unless the call pertains to school business or an emergency. Forgotten lunches, homework, sweaters, projects, do not constitute an emergency.

Gum

Students are not allowed to chew gum on the school grounds before, during, or after any school-sponsored activities.

Parties and Invitations

Students may not distribute social invitations at school unless all class members receive identical invitations. All other handouts must receive prior approval from the principal. Please do not send gifts, flowers, or balloons to your child at school. School birthday celebrations must be arranged with the classroom teacher.

COMMUNICATION

Access to Student Records

Access to student records is granted only by the principal and only to parents/legal guardians, or others allowed by law. All requests to view a student record must be made in writing, to the principal, with 24 hours of notice. Non-custodial parents will be given access to unofficial copies of student records and faculty will be available to discuss the student's records, unless a court order providing otherwise is filed with the school. Separated or divorced parents are required to file a notarized copy of the custody section of the divorce decree providing direction about the non-custodial parents' right of access to the child.

Student Transcripts

Official transcripts are mailed to the receiving school or delivered by a school official. Student records are never given to parents or students for delivery to the new school.

Appointments with Faculty Members

If you have a question regarding a classroom situation or procedure, please discuss it with the classroom teacher. Our faculty members are very responsive, understanding, and are willing to help handle a "small problem" before it becomes a "BIG PROBLEM". If there is a question related to SCHOOL POLICY, contact the principal. It is far better to discuss all such matters with those in authority than to discuss it with other parents in the parking lot.

Classroom Visits

Any classroom visit must be scheduled in advance with the principal. All visitors must first report to the school office. Parents are asked to bring their child's forgotten items, such as lunches, books, homework, to the School Office—do not bring the items directly to the classroom! The student will be contacted to pick up the item at recess or lunchtime.

Communication Folder

Communication between the school and home is essential for maximum cooperation and understanding. We strive to maintain an efficient system of communication through the use of the school website, www.spacschool.com and *Communication Folder*. This folder is sent home every Thursday, and contains important school information. Promptly return the folder by Monday.

UNIFORMS **Personal Appearance of Pupils**

It is the parent's responsibility to ensure that their son/daughter is in uniform, and in compliance with all uniform policies, to include haircuts. If students choose to disregard this policy, their Responsible Behavior grade on the report card will be negatively affected.

Free Dress

Free dress is permitted on a student's birthday. Students with a summer birthday will have free dress day in June. If your birthday falls on a Mass day, please move your free dress day to Wednesday or Friday. No T-shirts with inappropriate logos. No tight leggings. No Tank tops. No Spaghetti straps. No Midriff shirts. No Short shorts. No micro minis. No Gang related /style clothing. No baggy pants. No chains. No bandannas. No "see through" clothing.

PE UNIFORM

2019-2020 PE DAYS:

Gr. K, 3, 4, 5 - Monday, Tuesday, Wednesday, Friday
Gr. 1, 2, 6, 7, 8 – Monday, Tuesday, Wednesday

Grades K-8- Boys and Girls

- PE Shorts/sweatpants with logo
- Red PE shirt with logo
- School Sweatshirt for warmth
- Tennis Shoes

THURSDAY/MASS DAYS
Full Dress Uniform REQUIRED
No Shorts on Mass days

PRE-SCHOOL

- Red Polo Shirt

Grade K-1 GIRLS

- Plaid Jumper
- White polo (logo polo is optional)
- Red pullover sweater with logo (optional)

Grade 2-5 GIRLS

- Plaid Skirt or Skort (grade 2 girls may wear still wear the jumper)
- White polo
- Red vest or Red pullover sweater with logo

Grade 6-8 GIRLS (Junior High)

- Navy Blue Skirt
- White polo (logo polo is optional)
- Red vest or pullover sweater with logo

K-8 BOYS

- Navy blue pants (no shorts)
- White polo (logo polo is optional)
- Red vest or Red pullover sweater with logo

 **NON-PE DAYS or Field Trip**

- Red Polo with Logo (mandatory)
- Uniform pants or shorts
- Jumper/Skirt/Skort
- Jeans for field trips only (if approved by teacher)

Cold Weather Options

- Jacket/ Sweatshirt with School logo (ONLY)
- Other jackets or sweatshirts are NOT permitted
- Navy blue school style pants-for girls
- Red or White Long Sleeve Polo or a long-sleeve shirt pulled under your polo. Any shirt worn under the polo for extra warmth must match the color of the polo.
- Solid colored (Navy or white) tights for girls

No Capri leggings

Excessive Heat Days

On days when the temperature is expected to reach OVER 90 degrees, as forecasted by the Weather Channel app Students may wear SCHOOL SHORTS to Thursday Mass. Not PE shorts.

Socks

- Red, white, blue, grey, or black socks
- Fold over (crew) socks or knee high socks
- No sport socks. No low cut socks. No “no-show” socks.

Shoes

- Tennis shoes/ Shoelaces – all colors except neon (No jeweled or light-up shoes)
- No boots, sandals, open-toed shoes, platform heels, high-heels, or Mules

Jewelry/Accessories/ Make-up

A plain watch and/or a small, simple religious medal or cross, on a simple, plain chain may be worn. Girls may choose to wear one pair of small, stud-type earrings. One earring per ear (on the earlobe). Hoops, dangles, or other ear ornaments are not permitted. Boys may not wear earrings.

No hair bands worn as bracelets

 **8th Grade Only Privileges**

- Nail Polish
- Jewelry
- Any sock style/color (No “no-show” socks)

Boys’ Hair

Hair must be above the eyebrows, collar, and ears. No longer than 3” in length. No dyed, tinted, colored, highlighted, streaked or shaved designs allowed. No Mohawks.

Girls’ Hair

Hair must be above the eyebrows, not unruly or obscure the vision. No dyed, tinted, colored, highlighted, streaked, or shaved designs allowed.

 **Headbands**

- Must be in school colors – Red, White, Blue, or Grey
- May only have a small bow
- No tiaras, cat ears, or other “costume” like headbands

Make-up

Light make up may be worn by junior high girls only (6th-8th grade). No eyeliner

Skirt length/Short length/Baggy pants

The length of the skirt/jumper/shorts may not be shorter than 4" above the ground when kneeling down and may not be rolled at the waist. Pants and/or shorts are to be pulled up to the waistline.

*Faded pants, shorts, shirts with rips, or holes are not acceptable.

PRESCHOOL HANDBOOK

Preschool Facility License # 3706600760

PROGRAM

A balanced program of child-centered and teacher-directed activities will provide your children with opportunities to enjoy the freedom and responsibility of choice. Through their play, children will explore a nurturing, loving environment and be given the gift of time to experiment, discover, and think. Children are encouraged to celebrate God's love through prayer, song, and creative activities. Our program provides a solid foundation for children's cognitive, social, emotional, physical, creative, and spiritual growth. We embrace the ethnic diversity and cultural richness of our community, and encourage mutual respect of all individual interests and talents. The preschool is an extension of St. Peter the Apostle Catholic School. Central to our philosophy is the church's teaching that parents are the primary educators of their children. Our role is to support and work with you in the education of your child.

Our teachers are dedicated to:

- Creating an atmosphere of unconditional acceptance for each of God's children
- Offering opportunities for children to learn through their own meaningful play
- Recognizing developmental stages and presenting appropriate materials that provide maximum potential for growth
- Teaching fairness, respect, and loving one another
- Providing a safe, nurturing learning environment
- Providing materials and learning experiences that will allow the whole child to develop – not just the body, but also the cognitive, creative, social and spiritual self.
- Helping children develop language and social skills through play opportunities, while reinforcing their use of words to express feelings and needs
- Encouraging children to explore the world around them; to ask questions, to experiment and to realize the joy of discovery

All of our Preschool teachers are Live Scanned and meet or exceed the early childhood training requirements set by the State Licensing Department. In addition to training and experience, a sincere dedication to work with children in a Catholic environment is the primary requirements for staff selection.

HOURS

Half Day Program	8:00-12:00
School Day Program	8:00-3:00
Full Day program	7:00-5:30

Preschool classes begin promptly at 8:15am. Our teachers work hard to create whole group instructional experiences for their students. Please help us by arriving on time so as to not disturb learning in progress.

ABSENCES

Please contact the Preschool Director if your child will be absent for more than 2-3 days. There are no make-up days or switching the day to make up for the absence.

ARRIVAL AND DEPARTURE PROCEDURES

Parents are required to walk the children into the classroom and sign the daily attendance sheet. Use the same procedure when you pick up your child at the end of the session, making sure the teacher sees you leave. A full signature is required when children are signed in or out. Only those people listed on the child's designated pick up list will be allowed to pick up the child. Please list all family members and friends that are allowed to pick up your child. Any person listed on the designated pick up list may be asked to show picture identification before the child is released. Please notify the preschool of any changes in pick-up authorization.

LATE PICK-UP FEES

Please call if an emergency delays you. Our afternoon extended care ends promptly at 5:30pm. There will be an additional charge of \$2.00 per minute after 5:30pm. The School Day schedule ends at 3:00. There is a grace period of 15minutes to pick up. After the grace period you will be charged \$2.00 per minute.

HEALTH

Our goal is to maintain a healthy environment for the children and staff. Children who are sick will not be allowed to remain at school. Students should remain home until they are symptom free for 24 hours. The following criteria will be used as guidelines for sending a student home.

- A temperature of 100 degrees F (ax), after being taken once and thirty minutes later with no change downward. Students should remain home until 24 hours without the use of fever reducing medications (Motrin, Tylenol). *If your child had a fever overnight or in the morning, please DO NOT give him/her Tylenol/Motrin and then SEND THEM TO SCHOOL! If he/she has had a fever prior to the start of school please keep him/her home to prevent the spread of germs.*
- A cold accompanied by: sneezing, runny nose, coughing, congestion
- Green drainage or sputum
- Vomiting
- Loose watery stools-Students will be observed after the first two watery stools and sent home after the third. If there are other symptoms present, student will be sent home after the second watery stool. If diarrhea persists on a daily basis, student may return to school with a written statement from their Health Care Provider (HCP) that no viral, bacteriological, or parasitic condition exists. If student has a medical condition or food intolerance that causes loose stools, a written note from their HCP is required. Students sent home for loose stools may return to school 24 hours past their last loose stool without the use of medication.
- Contagious diseases not under treatment or a non-specific rash (chicken pox, shingles, scabies, head lice) Student needs to be picked up promptly from school and not return until nit free and have been treated for 24 hrs.
- Impetigo and ringworm are allowed in school if under medical treatment and the sight is covered.
- Any child with a fever accompanied with a rash will be sent home.
- Fever Blisters- students with open blisters or mouth sores should be excluded from school and not return until lesions/blisters are dry.
- Other medical concerns (pneumonia, persistent coughing with copious amounts of thick yellow/green sputum or any other distress noted) will be at the principal discretion.
- The Principal/Preschool Director reserves the right to waive and/or deviate from any of the above recommendations.

***Please keep your child home if they are feeling tired, not acting like themselves or showing any possible signs of flu like symptoms. Please help us stop the spread to germs.**

SCHOOL EMERGENCIES

If your child becomes ill or is injured at school he/she will be kept comfortable while we contact you to pick him/her up. Please keep all emergency information up to date. If the illness or injury is serious, and the parents cannot be reached, the school will arrange for the authorized treatment.

BEHAVIOR EXPECTATIONS

We respect your child's ability to solve many of their own problems if given the time and opportunity. Aggressive or dangerous behavior or biting will not be tolerated. Our staff will respond immediately with parent communication if a child's behavior places another child in jeopardy. If a child's behavior continues to disrupt the teaching environment or endanger other children's safety, the preschool maintains the right to ask a family to withdraw their child.

DISCIPLINE

Children may not be disruptive to our teaching or to the learning, safety, or development of others. As a Catholic school we teach kindness and gentleness.

For the first instance of disruptive behavior:

Teacher will talk to the child about behavior

Child may be asked to choose a different activity

For the second instance of disruptive behavior:

The child will be moved away from the other children for a time out

The child will be asked to make amends for the wrong behavior

For the third instance of disruptive behavior:

The child will be escorted to the Principal's office

If the child has further difficulty, the parent will be contacted

If the behavior plan fails, the parents will be asked to withdraw the child from the program.

CLOTHING/UNIFORM

Our preschool uniform consists of a red tee shirt or polo shirt. Tennis shoes are recommended. No sandals or open toe shoes.

MASS

Preschool attends Thursday Mass and Holy days of obligation. **Drop off hours on Mass days is 8:00 am or after mass at 9:30 am. Due to licensing regulations, you MUST sign in your child at the classroom.** You can't drop off your child as we are walking to Mass, or bring them directly to the church, unless you will be sitting with your child for the entire Mass. You are welcomed to sit with your child and walk them over to preschool and sign them in when all class returns from Mass.

CUBBIES

Each child is assigned a cubby space. Please bring a complete change of clothing (underwear, pants/shorts, socks, shirt, and shoes) in case of a bathroom accident. All belongings must be marked with your child's name. Your child's cubby will also serve as a "mailbox" for school/family communication.

NOT POTTY TRAINED?

Parents need to supply diapers, wipes, plastic bags, and any other diaper bag supply.

ITEMS FROM HOME

We welcome items of interest from home to share, including science and natural materials, books, etc. We ask your assistance in screening the items that come to the school. **We do not allow guns, war toys, or other toys of destruction.**

MEDICATIONS

Our staff will administer prescription medication (medicine must be in the original labeled container). A Medication Release Form must accompany each medication. Since medication can often affect the behavior of a child, please let us know if he/she is being treated.

BIRTHDAYS

Please let your child's teacher know in advance (about one week) if you would like to bring in a birthday treat. This will allow the teacher time to prepare for your child's special day and be able to tell you how many goodies are needed. We recommend cookies, muffins, cupcakes, donut holes, fruit, or yogurt. Please do not send in a whole cake. All Birthday celebrations will be served during morning snack. All treats must be in your child's classroom by 8:30am on the day of the celebration. Please include plates, napkins, and forks. If you want to distribute birthday party invitations at school, keep in mind that feelings do get hurt. Please send enough invitations for all children in your child's class. If you are unable to accommodate all of the children, please make other arrangements to distribute the invitations.

LUNCHES/SNACK

Parents are responsible for providing lunch and morning snack for their child. Please pack healthy and nutritious lunches. Do not pack soda or candy. We can microwave lunches. Afternoon snack is provided for full day students only.

PARENT TEACHER CONFERENCES

Individual conferences are scheduled during the year and at any time upon the request of a parent or teacher.

REQUIREMENT TO REPORT SUSPECTED CHILD ABUSE

All preschool teachers and staff are mandated to comply with the child abuse reporting requirements as stated in the Department of Social Services Community Care Licensing, Title 22 Handbook.

PRESCHOOL PARKING

Preschool families need to park in the school or church parking lot and walk the children to the classroom. Each child must be signed in and out daily with a full legal signature. **Parking is never permitted in the school car line area.**