

Saints Peter & Paul Preschool Handbook



2025-2026



SAINTS PETER AND PAUL CATHOLIC SCHOOL

902 East Ninth Street • Hopkinsville, KY 42240 • (270) 886-0172

Dear SPPS Families,

Welcome to the Saints Peter and Paul School community! We are delighted to have your child join us for the upcoming academic year.

At Saints Peter and Paul, we have a rich history of excellence, grounded in faith and service. For decades, we have been committed to providing a nurturing environment where students can thrive academically, spiritually, and socially.

We deeply appreciate the trust you have placed in us by choosing our school for your child's education. Together, we will work hand in hand to make this year a truly exceptional one, filled with learning, growth, and meaningful experiences.

As we embark on this journey together, let us uphold the values of compassion, integrity, and dedication that define our school community. Through our collective efforts, we will continue to uphold the legacy of excellence that Saints Peter and Paul School is known for.

Once again, thank you for entrusting us with your child's education. We look forward to partnering with you to make this academic year a memorable and successful one.

Blessings,

Stephanie Blankenberger

Principal

Admissions Policies

Non Discriminatory Policy

The schools of the Diocese of Owensboro shall not discriminate on the basis of gender, race, color, nationality, or ethnic origin in administration of their educational policies, admission policies, tuition assistance, athletic or other school administered programs.

The school will provide a Catholic environment in which ethnic and cultural diversity is recognized and supported. Awareness and respect for our multi-cultural Church and nation will be developed in each school.

Admission Guidelines

- Three Year Old Preschool: A child must be three years old by August 1**
- Four Year Old Preschool: A child must be four years old by August 1**

**Exceptions to the above guidelines are made on a case-by-case basis due to availability and child readiness.

FACTS

SPPS utilizes FACTS for student information and tuition management. ALL families must have a valid email address.

Admission Policy and Procedure

- Students seeking admission must complete an online application and pay a non-refundable \$25 application fee. The application can be found on our website, www.sppshopkinsville.org under the "Prospective Families" tab.
- After a review of the initial application, the admissions office will email an Enrollment packet. Upon submission of the enrollment packet, the prospective student is then considered an enrolled student at Sts. Peter and Paul School (SPPS). New students to SPPS are enrolled on a probationary basis.
- Submitting an enrollment/re-enrollment packet means we are saving a spot for your child at SPPS. If you choose to withdraw after submitting enrollment/re-enrollment, the following charges will apply:
 - Before July 1: \$150 Fee
 - After July 1: \$300 Fee

Students entering SPPS will need the following documents:

- Fully completed FACTS Enrollment Packet, including tuition payment plan
- Copy of Birth Certificate
- Copy of Social Security Card
- KY Immunization Form
- KY School Physical Examination Form

Tuition and Fees

The continued success of Sts. Peter and Paul School depends upon the commitment of all school families to:

1. Make school tuition and fees a financial priority within the family budget;
 - Be involved in the education of their student(s);
 - Make tuition payments on a timely basis;
 - Participate to the fullest extent in SPPS fundraising activities;
 - Proactively communicate with school administration regarding significant changes in financial circumstances.
2. Tuition payments are made through FACTS via ACH withdrawal or credit card. Families choose payment plans each year in the FACTS re/enrollment packet.
3. Payments returned by the bank for any reason will incur a \$35 returned payment fee, which will be added to your FACTS tuition account.
4. If any school family is having difficulty meeting tuition commitments, we are here to help. The family must contact the School Office Manager to arrange a suitable payment plan. Communication is key!
5. Any family that is 60 days or more past due on tuition will be placed on tuition probation.
6. All school tuition for the current school year must be paid in full by June 30th or the child's enrollment for the following school year will not be given priority status.

Tuition Probation

1. Any family on tuition probation will be required to submit a plan for paying the past due tuition. The plan must be emailed to the School Office Manager.
2. A review of the payment plan will take place 60 days after the initial submission to determine if there has been compliance to the payment plan.
3. Failure to comply with the payment plan may lead to any of the following:
 - Report cards, transcripts, and FACTS Family Portal access will be withheld until payment in full is received.

- Students will not be permitted to participate in extended care.
- Students will not be allowed to participate in extracurricular activities.
- Families will not be permitted to pre-register or return the following academic year until the balance is paid or an acceptable alternate plan for payment is in place.
- Students in the 8th grade will not be permitted to participate in the 8th grade trip.

If a parent/guardian fails to act in good faith, the administration, after consultation with the Pastor, may refer the delinquent balance to a collection agency.

PRESCHOOL WITHDRAWAL POLICY

- If a student withdraws from SPPS to attend another school within the district, tuition and fees will be forfeited. If the parent is paying tuition each month, he/she is responsible for paying the remainder within the semester the student withdraws.
- If a student enrolled at SPPS withdraws from school due to moving/transfer out of this school district, no tuition or fees will be refunded; however, the parent will not be responsible for paying the remainder of the semester's tuition.
- If a student is dismissed from SPPS due to behavioral/academic issues, tuition and fees will be prorated based on withdrawal date.

School Calendar/Schedule

SPPS Preschool follows the school calendar, including Fall Break and Spring Break. All families will receive a copy of the school calendar.

Curriculum Goals

The overall goal of the curriculum will be to meet the needs of the children in each of these areas while keeping the whole child in mind. The following are broad goals for the early learning program.

Through the activities in the early learning curriculum children will:

Grow Spiritually:

- Believe that God is always with them
- Realize and respond to God's love
- Believe the Bible as the source for learning about God and God's Son, Jesus
- View themselves as unique individuals created and valued by God

- Discover that one belongs to a Church family
- Demonstrate care for all of God's creatures

Grow Emotionally:

- Develop a positive self esteem
- Feel free to explore their environment without fear of failure
- Develop a sense of security and trust
- Demonstrate independence and self-responsibility
- Express emotions in appropriate behavior

Grow Physically:

- Strengthen gross motor skills
- Demonstrate eye-hand and eye foot coordination
- Develop fine motor coordination
- Use movement as a mechanism for creative expression
- Identify types of body movement
- Demonstrate motor coordination, body awareness, and interest in music through movement

Grow Socially:

- Play, work, and communicate with peers and adults
- Develop friendships
- Adjust to group situations
- Adapt to change in environment and routine
- Learn to share and take turns

Grow Intellectually:

- Develop pre-reading skills
- Develop math skills
- Demonstrate an increasing attention span
- Show an interest in books
- Complete tasks begun
- Complete 3 step directions

Grow Creatively:

- Express ideas in their own unique way
- Develop their God given talents and abilities
- Feel free to create artistically using a variety of media
- Develop musical skills through the study of rhythm and beat

Developmental Guidance and Disciplinary Action

In a preschool setting there is often a need for constructive guidance. The type of guidance and discipline used at SPPS is a combination of redirection, approval and reinforcement of desirable behavior. Sometimes removal from an activity or group setting is necessary addressing the undesirable behavior. Consistency is important in effective guidance, and therefore, every effort is made to coordinate and communicate with the parent in this area in successfully redirecting the child.

Adjustment Policy: As educators, Saints Peter and Paul Preschool recognizes that “children will be children.” However, in cases where the structured program at SPPS is not the best environment for a child, a six-week adjustment period may be necessary for any student who exhibits any one or more of the following:

- repeated aggressive behavior towards classmates or teachers
- repeated disturbances in the classroom due to not being developmentally ready for a structured program
- any other behaviors that disrupt the education and experience of other students in the classroom.

A conference will be scheduled with parents of any student that exhibit these types of behavior. The conference will enable parents, teachers, and the director to establish a course of action that will provide the student and his/her family with a successful experience at SPPS. If these methods of intervention are unsuccessful, then dismissal from Saints Peter and Paul Preschool may be warranted. Acknowledging, understanding and complying with these disciplinary policies is essential to maintaining harmony at SPPS.

Potty Training

All children enrolled at SPPS must be fully potty trained. Being potty-trained means:

- Your child is aware of the need to go to the bathroom and will ask to go without prompting (although teachers do make requests throughout the day).
- Your child must be wearing underwear (not pull ups or diapers) to preschool and to be able to use the bathroom independently.
- Your child is able to go to the bathroom (either urinating or bowel movement) on his/her own.

- This includes being able to remove clothing, sitting on the toilet, wiping himself/herself, putting clothes back on, flushing the toilet, and washing/drying hands. (Teachers are not permitted to assist with wiping bottoms.)

We know that accidents happen and understand that starting a new school takes time for a child to adjust. This is why we ask for extra clothes at school. However if your child has frequent accidents at school, we do not consider your child to be potty trained. (Frequent is considered more than 1-2 accidents per week.) If your child has a bowel movement accident while at school, we will call you to come in to take care of this. Should your child have a wet accident, we will assist them in redressing in their spare clothing.

****Frequent accidents may indicate that your child is not ready for Preschool and you may be asked to temporarily remove your child from the program until potty training is complete.**

Parental Cooperation

Parental cooperation is essential for the welfare of the students of Saints Peter and Paul Catholic School. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and may sever the family's relationships with Saints Peter and Paul Catholic School. This type of action is very drastic and will be undertaken only after other attempts at conflict resolution have failed.

Custodial Rights

- It is the responsibility of the parents to share any official custodial information decided through the courts.
- Official custodial agreements will be kept in a confidential file in the office of the School Office Manager.
- In the absence of any court document, the school will view each parent as having full legal custody of his/her child.
- In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

Drop Off/Pick Up Procedures

We understand that beginning a new preschool experience can cause anxiety in some children. It can be very helpful to use your morning commute for talking to your preschooler about their day. Talk about the fun things that will happen and include your expectations for

behavior. Stay consistent with your morning schedule, allowing for plenty of time for dressing and breakfast. After assisting your child with the drop off routine, reassure them that you WILL be back, and promptly leave. Prolonging your departure may increase anxiety. Please be assured that we will comfort your child and help them through this transition.

Check in/out Precautions

- To help ensure the safety of students, visitors must enter the school and sign in.
- We ask that parents/guardians only check a student out in cases of real need. If possible, doctor and dentist appointments should be made outside of school time.
- No student shall be released from school early on the basis of an unverified telephone call.
- If a student must leave school before dismissal time, it is necessary for the parent to sign the check out register in the school office.
- If a student's parents are separated or divorced, unless the school is provided with a copy of a court order to the contrary, both biological parents have the right to check the child out of school.

Illness or Accident

KY Statutes-Health Requirements

The state of Kentucky has specific statutes and guidelines regarding student health and records that SPPS is expected to comply with. Current immunizations and certificates are required to be up to date. The state does allow for a religious exemption. Of note, immunizations are not against the religion of the Roman Catholic Church. Failure to comply and or provide required documentation may result in students being restricted from attending school or participating in sports or extracurricular activities until compliance obtained.

Illness Policy

The school office staff are the designated personnel to handle minor emergencies, medications, or illness.

Children should be kept home and or will be sent home with the following:

- Fever >100°F
- Vomiting/diarrhea that is not related to a non-infectious reason (i.e. a choking incident resulting in an isolated vomiting episode)
- Uncontrolled coughing/nasal secretions potentially related to infectious illness (i.e. during flu season)

- Eye infections, “pink eye” symptoms until cleared by healthcare provider and or no purulent drainage or crusting of eyes continues
- Repeat visits to the office with continued/same complaints of illness will result in a call to enlist parental assistance in an effort to identify and resolve any persistent symptoms.
- Other unusual symptoms that may indicate a communicable infection placing fellow students and staff at risk (i.e. impetigo, rash consistent with chickenpox or measles etc)

CRITERIA FOR RETURNING TO SCHOOL AFTER ILLNESSES

The following is not an exhaustive list of return to school criteria after a child has been sick, but covers the primary basic health hygiene practices in accordance with the American Academy of Pediatrics and public health guidelines

- Fever policy: children with fever of greater than 100°F, may NOT return to school until they have been free from fever for 24 hours without the use of fever reducing medications. Should they return to school before meeting this criteria,, the parent/guardian will be contacted and the student sent home until they meet the criteria set forth in this policy.
 - Exception to fever policy: In some instances students may return sooner than 24 hours fever free, such as instances involving bacterial infections such as strep throat, urinary tract infections, or ear infections, in which case, students may return to school the day after antibiotics are initiated as long as fever has resolved and feeling well enough to return.
- Vomiting/Diarrhea: children may return to school once they are able to tolerate normal food without vomiting, and in the case of diarrhea, normal bowel movements should have returned.
- Wound Infections: Drainage should be resolved or minimal and easily contained in a dressing/bandage.
- Respiratory Infections: Restrictions will be based on current guidelines and dependent upon the type of infection. Rule of thumb, children should be able to control and cover coughs and manage nasal secretions, while also practicing good hand hygiene

Head Lice

Sts. Peter & Paul Catholic School has a “no lice” policy. Head lice are very typical in elementary schools. They know no gender, ethnicity, religion, or socio-economic status. The most common way of getting head lice is through head-to-head contact. Lice cannot fly or jump, but they can crawl very quickly. Infestation can be spread by head-to-head contact with another infested person or by sharing personal items. Please be proactive about measures that can be taken. Please reinforce this by telling your child to avoid sharing hair

brushes, combs, hair accessories, hats, headbands, headphones, pillows, blankets, and any other objects that could come in contact with a person's head. If you have any questions about preventative methods, contact the local health department or your child's doctor. Shampoos and conditioners with tea tree oil may act as a repellent against lice. If you suspect that your child has head lice, it is imperative that you notify the school office or teacher. Students must remain out of school until there is no evidence of lice or nits. Students must have clean hair and scalp, and a note or parents stating the treatment used. When there is an outbreak of lice, parents within the class will be notified. The principal may bring in a health professional to conduct periodic scalp checks.

Medical Forms/Medications

If medicine must be administered during the school day, a note must be sent to the teacher and the following guidelines must be followed:

- In order for school personnel to administer any type of medicine to your child at school on a regular basis, we must have on file a signed affidavit giving permission for us to do so. This affidavit will be updated yearly. The medicine must be sent to school with complete instructions, in its original container, and must have the prescription label attached.
- Prescription medicine taken on a short-term basis must be sent in the original container with the directions attached.
- Non-prescription medications, including cough drops, can only be administered by a school employee. These must be sent in with a note and directions for administering.

Dress Code

All clothing should be appropriate for school and marked with the name of the child. Since our program emphasizes activity and freedom of movement, we prefer washable play clothes. Clothing which the child can manage without adult help is preferred. An extra change of clothing, including underwear, should be sent on the first day of school in a plastic bag marked with the child's name.

Shoes

Shoes must lace, buckle, or fasten in some way. No backless or slip-on shoes are allowed.

Procedure for Medical Emergency and Required Authorization Forms

Valid photo identification cards will be required for all persons authorized to pick up students. Persons picking up students may be asked for as proof of their identity.

Class Interruptions

If it is necessary for a parent to bring a book, lunch, coat, or deliver a message during school hours, he/she should come to the school office. This service can be done through the receptionist/secretary to prevent classroom interruptions. Flowers, balloons, etc. should not be delivered on school premises. We welcome all parents to SPPS. Classroom visits must be scheduled in advance with the teacher. The administration reserves the right to monitor classroom visits.

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification. Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their child during the day. This is an interruption to the teacher and to the educational process.

Volunteers

Mandatory Requirements for Volunteers Working directly with Students

1. Must initially complete a "Safe Environment Program" every five years. This training is available online at the link above.
2. Must submit to background checks through the Diocese of Owensboro every five years. You will be notified by the Office of Safe Environment when your background check is due to be renewed. These are completed at a cost of \$10.00 from the volunteer.
3. Read revised Diocesan Sexual Abuse Policy and sign the Acknowledgement of reading this policy and return to the school. PLEASE NOTE: This step is handled in conjunction with the online training, however, volunteers are asked to review the Summary of the Diocesan Sexual Abuse Policy annually.
4. Read and sign a Supervisory Adult Code of Conduct Form. PLEASE NOTE: This step is handled in conjunction with training, however, volunteers are asked to review documents annually.

Complete information about these requirements and links to the necessary forms can be found on the Diocese of Owensboro website <https://owensborodiocese.org/becoming-safe-environment-compliant/>

Breakfast/Lunch

Saints Peter and Paul participates in the National School Lunch/Breakfast Program.

Free/reduced lunch prices are available if your family qualifies. A form will be sent home at the beginning of school. No fast food may be brought into the cafeteria for a student or a visitor.

Lunch payments can be made via cash/check sent to school or on MySchoolBucks.com.

Please keep an eye on your child's lunch account balance and make quick payment if it falls to the negative. There are only a limited number of charges allowed.

Meal	Paid Students	Reduced Students	Adults
Breakfast	\$2.95	\$0.30	\$5.00
Lunch	\$3.25	\$0.40	\$5.00

Transportation

Unless students are being transported by the bus, transportation is the responsibility of the parents. No child will be released to an unauthorized person. The office must be informed by you, either in writing or by verified phone call if another person is picking up your child. Students going home with a friend after school requiring a change of transportation must have written permission from their parent/guardian. It is the responsibility of the parent/guardian to notify the School Office Manager by email and/or written note if there are any changes to the people authorized to pick up your child.

Birthdays/Gifts/Invitations

Families may send in or bring in a special birthday snack for a child's birthday. The class will sing Happy birthday and enjoy their treats. We do not allow birthday "parties" at school. Please do not bring in individual gifts for each child.

Invitations to a birthday party may only be passed out if all students in the class are invited. Otherwise, invitations will need to be sent via US Mail.

Morning and After School Care

Morning Care is available by reservation only in the school cafeteria beginning at 6:30AM. After School Care is available after school in the gym until 5:30. You must be registered with the Extended Care program and sign a Handbook Addendum to attend. Morning Care is \$6 per day per child and Extended Care is \$8 per day per child. For more details, please contact the school office.

Recess

Children will play outside on all days when weather permits. During winter months, students should wear appropriate warm outerwear.

Asbestos Policy

In accordance with regulations established by the Environmental Protection Agency (EPA), parents are hereby notified that asbestos is present at Saints Peter and Paul Catholic School. Each school has an Asbestos Management Plan on file in the school office. This file is available for inspection by parents at any time. The plan shows the location of asbestos in the school and contains other pertinent information.

Emergency Procedure

The school board and staff of Saints Peter and Paul Catholic School have developed a comprehensive plan to ensure the safety of students and staff in the event of an emergency.

- This plan will be reviewed and areas of responsibility assigned at the beginning of each school year.
- This plan includes adequate provisions for the care of students should it become necessary to remain at school overnight.
- This plan is on file in the principal's office and can be reviewed upon request by a parent/guardian.
- The students are instructed in safety procedures both during and following an emergency.
- Areas of safety have been designated should it be necessary to evacuate the building.
- The building is inspected annually by the State Fire Marshal.

Investigative Procedures

The following guidelines outline the general investigative procedures; however, specifics for individual investigations may vary depending on circumstances.

- An administrator or designee is responsible for investigating reports of bullying. Reports will be directed to his/her attention, and an investigation will be initiated as soon as possible within no more than two business days.
- Parents of the targeted student(s) and of the alleged offending student(s) will be notified as soon as enough information has been gathered to provide basic

information to one or both parents. This should occur within 24 hours from the beginning of the investigation.

- Investigations may include but are not limited to:
 - a) Interviews with all affected students including witnesses, bystanders and adults with potential knowledge of the reported incident.
 - b) Written statements from all parties having pertinent information
 - c) The collection and review of any evidence such as notes, recordings, images, or affected properties.
 - d) Periodic updates to parents of the targeted student(s) and the offending student(s)
 - e) Updates, as appropriate, to staff with a need to know

Terroristic Threatening

Saints Peter & Paul, in coordination with responding law enforcement agencies, will pursue immediate charges for terroristic threatening in the second degree, against anyone who makes terroristic threats, including students. See KRS.508.078

Threatening Behavior

Any behavior deemed threatening is inappropriate and may result in immediate suspension and/or dismissal from school. Threatening behavior is defined as statements, gestures, or actions intended to cause harm to another and/or damage to property. Behaviors deemed threatening are to be addressed in the following manner:

- Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel
- Student's parent/guardian is notified. Pastor (priest/pastor) and superintendent of schools are also appraised.
- It is possible to have a range of penalties that take into consideration the age of the child. Very young children who make threatening statements may be required to attend a conference in which the student and parent are clearly told that any further threats may result in suspension and required mental health assessment. Definitions and penalties should be clear and signed by the student and parent/guardian.
- Because the school needs professional assurance that the student does not present a danger to him or herself, or to others at the school, the student may be suspended from school and may not attend any school activity or be present on school grounds pending a mental health assessment and final placement decision. The expense of any required counseling will be borne by the parent/guardian.

- Mental health assessment results and recommendations are shared with the principal who makes a final placement decision that may include conditions for reinstatement and follow up. In making the final placement decision, the principal considers the results of mental health assessment, and history of problematic behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information.
- There is need of written documentation of each phase of the case.

Search and Seizure

Saints Peter & Paul School abides by the DIOCESE OF OWENSBORO SEARCH & SEIZURE POLICY To safeguard all involved, adults may feel the need to make a physical inspection of a person or his/her possessions. If an adult asks a student/participant to hand over something, that is not considered a search. If an adult asks a student/participant to take something out of his/her pocket, that is not considered a search. One only needs to have another adult acting as an official witness if a student / participant is searched.

Diocesan Search and Seizure Policy states:

1. No search shall be conducted unless there are reasonable grounds to believe the search will reveal evidence of a violation of the Code of Conduct or the law.
2. Two adults must be present for a search. Searches shall only be conducted by those directly responsible for the person's conduct (e.g. Director/Coordinator of Faith Formation, youth minister, teacher/principal, parish chaperone, etc.) along with another adult witness.
3. When a search is conducted, either the conductor of the search or the adult witness must be the same gender as the subject of the search.
4. Searches: a. do not involve touching of the participant by an adult. Note: no pat-down searches b. are limited to a person's outer clothing, pockets, or his/her personal effects (e.g. handbags, backpacks, etc.). c. may include requiring participant to empty pockets or personal items. d. may include requiring participant to pull pants legs up and pull socks down.
5. Only legal authorities (i.e. police) have authorization to conduct pat-down searches.
6. No search shall be conducted in the presence of any other participant (except the parent/guardian of the person being searched, if he/she is in attendance).
7. Legal authorities, if appropriate, and parent/guardian will be notified immediately.
8. Items that may be seized are illegal items (e.g. weapons, drugs, etc.) and any other possessions reasonably determined by authorized personnel to be a safety / security threat.
9. Other items may be seized temporarily if they disrupt or interfere with the individual's or others' participation. Such items will be returned to the participant at the end of the activity. (Examples include cell phones and other electronic equipment, keys, etc.) If

cell phones or personal electronic equipment are taken away, they must not be searched except by law enforcement personnel.

10. Those who fail to cooperate with search request shall be subject to other disciplinary action, up to and including dismissal or removal from the premises.

Sexual Harassment and Bullying

Harassment and bullying occur when one person makes repeated verbal or physical contact with another person who does not want these contacts. This school will not tolerate any peer or sexual harassment of students, teachers, or other adult employees. All contact between the individual people must be of a nature that does not make the person feel uncomfortable and must be conducive to creating a stable learning environment. All personnel are instructed to stop harassment when they witness it and to inform the principal of all allegations or rumors of harassment.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, invitation or innuendo, or otherwise creating a hostile or offensive educational learning environment.

Peer harassment and bullying includes unwelcome, repeated taunting, verbal or physical abuse based on religion, race, or physical appearance, which interferes with a student's learning environment. Bullying may also take the form of repeatedly excluding or ignoring another person, spreading rumors about another person, and other demeaning behavior that disrespects the rights of another person. Failure to respect the dignity of a fellow human will be addressed by the school administration and is punishable at the discretion of the administration. The mission of Saints Peter and Paul School is to provide a quality environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) face detention, suspension, and/or expulsion (which will be deemed appropriate by the administration.)

If a student, teacher, or other adult employee has concerns about the nature of any verbal or physical contact by a school employee, by a fellow student, or by a member of the public, he/she shall report the concern immediately to the principal (If the principal is the person in question, it should be reported to the pastor). All such reports will be investigated immediately. All reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the person making the report. However, it should be understood that the school is required by law to report child abuse/allegations of child abuse to the Department of Social Services.

Anyone found to be in violation of this policy will be subject to disciplinary action up to and including expulsion from school if he/she is a student, or termination of employment if he/she is an employee.

Social Media & Personal Technology Use

BLOGS/VLOGS

Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Inappropriate comments made on SPPS or SPP Church social media are also subject to discipline procedures. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's Facebook® page may result in the children of the parent being separated from the school. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

Student and Parent Social Media Accounts

Photos and captions on a student or parent's social media account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action. Inappropriate comments made on SPPS or SPP Church social media are also subject to discipline procedures.

Group Messaging, Texting, and Sexting

Students involved in inappropriate group or individual messaging, digitally threatening conversations, cyber bullying, or students possessing or transmitting inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. When conversations of these natures disrupt the school day and do not support the development of a positive Christian environment they will result in disciplinary action. In accordance with the law, the Police Department will be notified. For further information and guidelines please see Diocese of Owensboro Catholic Schools- Social Media Policy for Students.

ABUSE AND NEGLECT

Policy regarding suspected child abuse or neglect See Handbook for Catholic Schools, Diocese of Owensboro.

1. The student's teachers will be directed to be on the lookout for any signs of abuse or neglect. These signs should be immediately reported to the Department of Social Services. Document all information.
2. School personnel who have contact with students coming back to school after an absence are to be alert to bruises, broken bones, and/or to the excuses presented. If

there are any questions in the mind of the secretary regarding the excuse or the appearance of the student, the guidance counselors and/or building principal should be alerted to this promptly.

3. Physical education teachers will be especially alerted to these cases and will be asked to observe the students in question carefully. Any evidence of abuse will be reported immediately to the Department of Social Services. Document of all information.
4. The counselor or principal will check out the referral or suspicion if any information is not personally and definitively known to the above person.
5. If evidence of physical or sexual abuse is known or present, the case is to be reported directly and immediately to the Department of Social Services for Child Welfare, Family and Adult Service.
6. If a student presents a personal or peer report of alleged abuse or neglect, the guidance office or principal will record this information and take appropriate action as outlined above.
7. Follow-up with the Department of Social Services will be done by the guidance office or principal.

SUPERVISORY ADULT CODE OF CONDUCT

The Catholic Diocese of Owensboro is committed to providing a safe environment for minors and vulnerable adults within all activities and ministries of the diocese. All the faithful cooperate in taking every reasonable action to ensure the safety of anyone under their care. The following policies are in effect whenever adults are acting as employees and/or volunteers of diocesan institutions ("Church representatives").

Saints Peter & Paul reserves the right to amend this handbook. Notice of amendments will be sent to parents via the folder system or through electronic communications

The safety of our children is the responsibility of every Christian. Anyone aware of the abuse of a person under the age of eighteen is required by law to report. Kentucky Child Abuse Hotline toll free 1-877-KYSAFE ; 1-877-597-2331.



#PROMISETOPROTECT

"LIKE YOUNG PEOPLE, CHILDREN ARE A GIFT OF GOD TO HUMANITY, AND THEY MUST BE THE OBJECT OF PARTICULAR CONCERN ON THE PART OF THEIR FAMILIES, THE CHURCH, SOCIETY AND GOVERNMENTS, FOR THEY ARE A SOURCE OF HOPE AND RENEWED LIFE." -POPE BENEDICT XVI