Saints Peter & Paul Catholic School

Parent/Student 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

Philosophy
Sts. Peter & Paul Catholic School is a PreK-Grade 8 Catholic Elementary and Middle School under the Diocese of Owensboro Catholic Schools' Office. The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers, as well as by their teachers and their staff. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At SPPS, we are attempting to "teach as Jesus did." The Diocesan curriculum standards, consistent with the State of Kentucky guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. Sts. Peter & Paul Catholic School is accredited by the Kentucky Department of Education through the Kentucky Non-Public School Commission, Inc. and is in full compliance with all diocesan curriculum updates.

Admission Guidelines

FACTS
SPPS utilizes FACTS for student information/grades 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, 2025: $150 Fee
  After July 1, 2025: $300 Fee

Non-Discriminatory Policy-Students will be admitted, regardless of race, creed, color, national origin, or sex.

To ensure optimum educational opportunities, class size will be regulated as follows:

- PK: 18 students
- Kindergarten-4th Grade: 24 students
- 5th-8th Grade: 26 students
  ***Administration reserves the right to adjust classroom sizes based on needs.

- Expulsion from other institutions: It is the policy of Saints Peter and Paul that no student be allowed to enroll who has been suspended or expelled from another K-8 school or who has been assigned to an alternative setting by the public school system.

- The pastor will have the final say in the admission of any student.

Any child who is five years old on or before August 1 is eligible to enroll in Kindergarten.

Kentucky state law requires the following documents of all students enrolling for the first time:

- Certified copy of birth certificate
- Copy of Social Security Card
- Physical Examination on KY Form (The physical can be one year prior to the first day of school.)
- Dental Screening (on correct form)
- Current immunization certificate on a Kentucky certificate form.
- Eye Examination (on correct form)
- *The school requires a Baptismal certificate for all Catholic students.*

Sixth grade entry:

- Physical Examination on KY Form
- Updated Immunization Form

Re-enrollment

All existing SPPS students must complete an enrollment packet each year. Information on how to "re-enroll" is sent out to all families during Catholic Schools Week. Submitting an enrollment packet means we are saving a spot for your child at SPPS. If you choose to withdraw after submitting enrollment, the following charges will apply:

- Before July 1, 2025: $150 Fee
- After July 1, 2025: $300 Fee

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.

Referral Discount

A family who pays full tuition will receive a $450 discount for the first family referred and $200 for each additional referred family. For families on tuition assistance, the scrip fee of $200 will be waived. The discount will be received after the referral family has been at SPPS for one school year and returns for the following year.

Scrip Fee

Each family is required to earn $200 in scrip profit. Families can choose to earn the money through credit from purchasing gift cards OR paying the $200 fee. Any monies earned over and above the $200 will be deposited as credit towards the next year's tuition/fees balance. For families on tuition assistance, anything earned above $200 will go to the tuition assistance fund to offset costs. Statements will be distributed in May to determine balances and calculation of the next year's tuition payments. The SCRIP fee is due in May of the current school year.

Early Withdrawal

- Any parent choosing to withdraw their child/ren from SPPS must complete a withdrawal form before records are released.
- 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.
- *Saints Peter and Paul Catholic School regrets that student report cards and/or records will be withheld if a parent does not meet his/her responsibility. Any delinquent accounts may further incur and include collection agency charges, court costs, and/or reasonable attorney fees, which will be added to the total balance due.*

Student Rights and Responsibilities

At Saints Peter and Paul Catholic School, each student is a child of God, created with dignity and purpose. As part of our faith-filled school community, all students are entitled to certain rights and are expected to live up to important responsibilities.

All students at SPPS have the right to:

- Learn in a safe and welcoming environment, free from bullying, discrimination, or harassment.
- Be treated with kindness, dignity, and respect by peers, teachers, and staff.
- Grow in faith through participation in daily prayer, religious instruction, and weekly Mass.
- Receive support when struggling academically, socially, emotionally, or spiritually.
- Express themselves respectfully and appropriately.
- Report concerns to a trusted adult and be heard.

With those rights come responsibilities. All students are expected to:

- Treat others with kindness and respect at all times, both in person and online.
- Take ownership of their actions and learning.
- Follow all classroom and school rules, even when not directly supervised.
- Show reverence during religious activities.
- Complete schoolwork honestly, giving their best effort.
- Help create a positive and inclusive school community.

Code of Conduct

It is the belief of the administration and staff of Saints Peter and Paul Catholic School that developing an educational atmosphere is a joint effort of students, parents, and educators. Students should have the opportunities that allow young people to be educated, grow in their faith, have a fun time and form Christian friendships. All that we do stems from our belief in Jesus Christ and the following of His teachings. Therefore, we have certain expectations of the children, youth and adults who participate. All participants in the schooling process must exercise self-discipline and care so as not to infringe upon the rights of others. If we are to work together in a truly Christian environment, certain rights and responsibilities of all participants must be realized. Therefore, the students of Saints Peter and Paul are expected to conduct themselves in an orderly and respectful manner at all times. When a student freely chooses one form of behavior over another, he/she must accept the consequences of that behavior. The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.

In the event of an infraction of rules, the following must be observed:

- The student must understand what he/she has done and the consequences of the action.
- The disciplinary actions must be appropriate and proportionate to the action.
- Disciplinary measures should be applied as soon as possible after the act.

Appropriate correctional procedures: Procedures for correcting lack of self-discipline include:

- Informal teacher conference with student to come to an understanding and solution.
- Consequences may include:
    a. Extra work
    b. Loss of privileges

c. Detention
d. Isolation (with supervision)
e. Formal conference with teacher, student, principal and/or parents
f. In extreme cases, suspension in/from school
g. In extreme cases, expulsion or asked not to return to school

Inappropriate correctional procedures: Inappropriate procedures are:

- Sarcasm, humiliation, or ridicule
- Isolation without supervision
- Corporal punishment
- Inane written work (writing lines)
- Punishment of entire group

General Rules of Conduct

Building Behavior

- Students are not to run or talk loudly in the hallway

Cafeteria Conduct

- Students should avoid loud talking, shouting or screaming in the cafeteria.
- Students should not throw food or utensils on the floor or on the tables.
- Students are not allowed to take food outside the cafeteria.
- Students should leave tables clean after picking up plates, milk cartons, napkins, utensils, and food.
- Students are expected to show the cafeteria workers respect and consideration.

Playground Conduct

- Students will not be allowed to return to the building once dismissed for recess.
- Students are to play in assigned areas only.
- Students are not to play in bushes or trees, and dirt or rock throwing is not permitted.
- Students may not litter the playground.
- Students are not to bring items (balls, games, etc.) from home without permission from the teacher.

Church Conduct

- Inattention, talking or any form of disrespectful behavior in church will not be tolerated. When attending Mass or other services, students will maintain silence upon entering the church and move directly to their assigned pews.

Guidelines for Success

At SPPS, we believe that character formation and faith go hand in hand. To help guide our students in both behavior and spiritual growth, we have created the SAINTS Guidelines for Success. These guidelines are six core values that reflect how we want to live, learn, and grow together as a school family. These Guidelines will be modeled, taught, and reinforced throughout the school year. They will serve as a foundation for student conduct and help us build a culture where every child feels safe, valued, and inspired to become the person God created them to be.

S-Show Respect
A-Always Try Your Best
I-Include God and Others
N-Never Give Up
T-Take Responsibility
S-Stay Safe

Discipline Policy

Discipline is an essential part of Christian development; therefore practice in self-discipline becomes a necessary element of our school curriculum. Children will make mistakes and will need correction and guidance. In most instances this will be handled by the classroom teacher. After three classroom disciplinary instances, the student will be referred to the principal for a conference, the parents will be notified, and appropriate action taken. With this in mind, we ask the parents to remind their children of their responsibility to obey school rules, to respect the faculty and all school staff, and to cooperate in maintaining a positive learning atmosphere throughout the school. Students who choose to violate another student's rights or disregard their own responsibilities will be subject to disciplinary action according to the following plan:

Before/After School Detention

Lunchtime detention is held daily and is supervised by staff personnel or volunteer parent. Those students assigned to this detention will report to the assigned teacher's classroom. Three detentions will result in a parent conference.

- Violation of playground rules or school rules;
- Unruly behavior in the hallways or restrooms;
- Littering the playground or surrounding property;
- Rudeness or disrespect shown to a teacher or staff member;
- Repeated class interruptions;
- Use of vulgar or obscene language or gestures (first offense); and
- Lying, cheating, forgery, or plagiarism
- Other instances may result in detention at the teacher and administrator discretion

Suspension

The following actions will result in the parents being called immediately for a conference and the student receiving a one- to three- day suspension, depending on the severity of the offense:

- Fighting (including hitting, kicking, pushing, pinching);
- Repeated insubordination;
- Stealing or damaging the property of others;
- Deliberately damaging or destroying school property;
- Use of vulgar or obscene language or gestures (second subsequent offenses);
- Possession of any object that could be used as a weapon, or resembles a weapon (toy gun, knife, laser pointers, etc.);
- Conduct, whether inside or outside of the school, detrimental to the reputation of the school

The pastor, in conjunction with the principal, will have the final say in the suspension of a student and will decide the length of time of suspension. Two suspensions will result in a conference to determine whether expulsion proceedings should be initiated. When the procedures do not prove to be effective, a meeting of the pastor, principal, parents, and student will be held to determine whether the student will be allowed to continue his/her education at Saints Peter and Paul. This procedure is based on the policies stated in the *Handbook for Catholic Schools,* Diocese of Owensboro.

Expulsion

The following actions will result in the parent being called immediately for a conference and expulsion proceedings being initiated:

- The purchase, possession, use, sale, or distribution of drugs, alcohol, or tobacco on school grounds or at a school activity;
- The possession and/or distribution of anti-Christian recorded material, print material, etc. or participation in any anti- Christian activities inside/outside the school;
- Possession of firearms, knives, or any object that could be used as a weapon;
- Any source of grave scandal to others and/or serious detriment to the education environment; and
- Conduct, whether inside or outside of the school, detrimental to the reputation of the school.

Religion/Liturgical Activities (in revision process)

The Religious Education and Formation Program of Saints Peter and Paul Catholic School holds a unique and central place within the total education program. Valid religious education goes beyond the addition of religion classes to the curriculum; it attempts to create a community in which personal beliefs and values are transferred and become the basis for living. Since the child spends only thirty hours a week at school, the religious formation must involve the family in a very real way; home and school must be mutually supportive. Because of this, the Religious Education Program of Saints Peter and Paul stresses parental involvement, especially in the sacramental program. The basic text for religion classes is the *We Believe* series in grades PreK-8th. Our school students who are in 2nd grade also use the *Blessed* series.

Sacramental Prep Program

- Catholic second grade students are prepared for receiving First Reconciliation and First Eucharist by the classroom teacher in conjunction with the parents and the Parish Sacramental Preparation Program.
- Catholic eighth grade students are prepared for receiving Confirmation by the classroom teacher, sponsors, and in conjunction with the parents and the Parish Sacramental Preparation Program.
- Catholic parents of second grade and eighth grade students are required to be active partners and share in preparing their children for these sacraments by attending sacramental preparation meetings as scheduled by the Director of Religious Education, by attending Mass regularly with their children, and by completing the activities recommended by the teacher and/or the Director of Religious Education. The sacraments of Reconciliation and Eucharist, as a rule, are only celebrated with students baptized in the Roman Catholic tradition. They are liturgically celebrated in the Parish faith community.
- The Director of Religious Education and the Principal will develop a calendar of required events that will be communicated well in advance to the parents of students in Sacramental Preparation for the sake of order and clear communication.

Liturgical celebrations are an important element in any religious formation program.

- Students attend Mass twice weekly and share in the planning of the weekly liturgy. Students assume active roles in the weekly Mass by serving as lectors, servers, and gift bearers. All students attend Mass on Holy Days of Obligation and special feast days.
- Opportunities for the Sacrament of Reconciliation are offered throughout the school year.
- Special seasons of the liturgical year are observed with appropriate activities and celebrations.

All students enrolled in Saints Peter and Paul School are required to attend/participate, as able, in all religious activities and functions that are part of the school day.

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- Opportunities for the Sacrament of Reconciliation are offered throughout the school year.
- Special seasons of the liturgical year are observed with appropriate activities and celebrations.
- All students enrolled in Saints Peter and Paul School are required to attend/participate, as able, in all religious activities and functions that are part of the school day.
- Students are expected to conduct themselves in a reverent manner while attending Mass and/or other liturgical celebrations

Dress Code/ Uniform Policy

Updated July 13, 2025

Dress for all students is to be modest in length, appearance, and style at all times. Uniforms that are too short, tight fitting, revealing or otherwise inappropriate for school are not permitted. All final decisions related to proper dress will be made by the Administration.

Uniform Vendor Shaheen's

- Uniform polos and uniform plaid must be purchased from Shaheen's.
- Navy pants/shorts may be purchased from other vendors as long as the color and appearance match those items supplied by Shaheen's.

General Policies

- Commercial and brand emblems may not be visible except for shoes and socks.
- Students are expected to show respect for the uniform at all times.

Shirts

- Students in Kindergarten-7th Grade wear royal blue polos with the school logo
- Students in 8th grade may wear red or royal blue polos with the school logo.
- White blouses/polos may be worn under jumpers ONLY.
- Shirts are to remain completely buttoned (except the top button) and tucked in from the time the student arrives at school until they leave the building. (Kindergarten students must tuck in shirts for Mass and Special Events only.)
- Only unprinted plain white, black, gray, or navy t-shirts are permitted under the uniform shirt.
- Spirit Shirts/SPPS t-shirts may be worn on non-Mass Days only, generally Monday, Wednesday, and Thursday.
- The only sweatshirts allowed to be worn with uniform are Saints Peter & Paul spirit sweatshirts sold by SPPS.

Outerwear

- No personal jackets or sweaters worn in the classroom. They must be removed and put in the locker.
- Non-uniform jackets/coats may be worn to Mass but they must be removed before Mass begins.

Pants/Shorts/Skirts/Jumpers

- Pants and Shorts must be navy in color and "uniform/dress" style. No cargo pockets.

- All shorts, skirts, and jumpers must be worn at the waist and not pulled down or rolled up. They must be no higher than 4 inches above the knee. (Please keep this in mind if you decide to hem any bottoms because children do grow throughout the school year.)

Belts

- Belts must be worn in grades 2-8. Belts must be solid black, brown, or navy.

Shoes/Socks

- Tennis shoes or shoes that stay on feet with proper backing. (Sandals, open toed shoes and Crocs are not allowed.)
- Zip-style or slip on boots (no laces) are allowed if they reach mid calf or below.
- Socks must be worn at all times and must not be a distraction.

Tights/Leggings

- Leggings are not considered pants. **Solid** navy, black, gray or white ankle length leggings or tights may be worn under an appropriate length skirt or jumper.

Make-up/Jewelry

- Makeup must be age appropriate and kept to a minimum at the administrator's discretion. It should not be apparent that make-up is being worn.
- Excessive jewelry is not allowed.
- Earrings may be worn if they are "stud" style only.
- Jewelry should not be oversized or distracting to the learning environment.
- Tattoos of any kind and body piercing (with the exception of earlobes)is not allowed.
- Girls are permitted to wear nail polish on the natural nail only. No fake or press-on nails

Headwear/Hair

- Hats, caps, bandanas, hair scarves or head wraps may not be worn indoors.
- Hair should be clean, neatly groomed and not a matter of distraction.
- Boys' hairstyles must not hang in the eyes.
- Unconventional hair styles including but not limited to spikes, mohawks, or ombre style are not permitted.
- Dyed hair of an unnatural color is prohibited.

**Adjustments may be made to the uniform policy as needed throughout the school year but parents will be notified via Friday Folders and digital messages.

Uniform Infraction Consequences

K-3 Verbal Reminders to student and written parent notification of uniform policy infraction.

4-8 Verbal notification to student and written notification to parents. If a student has three or more infractions in a semester, they may not be allowed to participate in a non-uniform day for that semester. (regardless of free dress passes, paid free dress day, etc)

Non-Uniform Day Dress Code

- All dresses, skirts, skorts, and shorts must be no more than 4 inches from the floor when measured from a kneeling position.
- Jeans must not have holes or tears and must fit properly.
- Pajama Bottoms are not to be worn unless they meet the "theme day" guidelines.
- **Girls may wear leggings on non-uniform days, only if a top is at fingertip length.**
- Students may not wear tank tops, tube tops, tops with spaghetti straps, muscle shirts, or crop tops. Sleeveless tops must cover the entire shoulder.
- All tops should be of an appropriate length. No bare midriffs or backs showing.
- Shirts must not advertise or refer to alcoholic beverages, tobacco products, use inappropriate language, convey openly or covertly unacceptable sentiments or themes.
- Shirt necklines must be no lower than the width of your closed hand (thumb to pinkie) from the base of your neck.
- Closed toe Croc style shoes are allowed on non-uniform days only. All other shoes must comply with the normal uniform/dress code policy.

Free Dress Days (with the exception of Birthday Free Dress) are not to be taken on Mass days.

Anything deemed inappropriate by the principal/designee will be grounds for the student to phone parents to bring their school uniform to school and the student will lose the right to participate in the non-uniform day.

Attendance

- In accordance with Kentucky School Law, KRS 159.50, SPPS records excused and unexcused tardies/absences daily. By law all students are required to attend school every day and to be on time for school and classes.
- All students are expected to arrive at school by 7:40AM.
- A student who is absent (either ½ day or full day) may not participate in extracurricular activities that day.
    - Tardy-A student who misses two hours or less during any part of the school day is tardy.
    - ½ Day Absence-A student who misses more than two hours and less than four hours during any part of the school day is absent for a ½ day.
    - Absence-A student who misses four hours or more during any part of the school day is considered absent.

Tardiness

Students are expected to be in school and in their classroom by 7:40 a.m. Students who eat breakfast are also expected to be in their classroom by 7:40 a.m. The school administration does understand that on some days, weather or other factors could lead to being tardy. At that point, an announcement will be made not to count tardies.

If the school door is locked when you get to school, you are considered Tardy.

PK-3rd Grade–When a student is tardy, the parent/guardian MUST walk the child to the school office and sign them in. Students MUST check in in the school office. If the student does not check in with the office, they may be marked Absent for the day and may not be able to order lunch.

4th–8th Grade–Students must ring the bell and SPEAK to someone in the office to ensure they are marked tardy and not absent for the day.

Absences

Kentucky statute KRS 159.010 states that the parent or guardian is responsible for keeping his/her child in regular school attendance. In view of this statute and in compliance with diocesan regulations, and in accordance with the policies of the Christian County Schools, the Education Council has adopted the following attendance policy:

- Four (4) reasons for excused absences are authorized by the Board:
    1) Illness of the pupil
    2) Illness in the home
    3) Death in the family
    4) Appointment with a doctor, dentist, or other health care professional
- Notes and/or emails to the School Office Manager from parents/guardians shall be accepted, and absences shall be excused for up to seven (7) days for the above reasons.
- Illnesses accompanied by a health professional's statement will not be counted as one of the seven (7) days. A written excuse specifically stating the nature of the illness or absence must accompany the child on his/her return to school. If no written excuse is received by the second day after the return, the absence will be treated as unexcused with no make-up work allowed, and zeroes or F's recorded for material missed.
- Parents who wish to take their children out of school for several days for personal reasons must make provisions for this by **notifying the principal** and the teacher(s). The final decision for this temporary absence is the responsibility of the parents. If the principal is not notified, the student may not be allowed to make up any missed assignments.
- In anticipation of an educational absence (4-H, KYA, KUNA, etc.) any request by a parent for make-up work will be made to the teacher for before or after the trip. The student will have one day for every missed day to make up those assignments. The teacher is under no obligation to provide make-up work for an unexcused absence or to make-up missed tests. Missed tests should be counted as a zero grade when the absence is unexcused.
- Exceptions to the above policy will be left to the discretion of the teacher and principal.

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.
- PK-3rd Grade–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.
- 4th-8th Grade–Parents may ring the bell at the 4-8 building. Wait at the door, and we will send your child out to you. We will sign your child out in the office.
- Checkouts are not allowed after 2:15 PM.

- 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.

School Hours
School begins at 7:40 a.m. and is dismissed at 2:35p.m. Students should be in their classroom by 7:40 and ready to begin the school day. Any child not picked up by 2:45 p.m. will be sent to extended care and the daily fee will be charged.

Weather/Sickness Related Closures
The principal, in consultation with the pastor and local authorities, will determine delays or closures. Families will be notified of these decisions via FACTS Parent Alert, Facebook post, and local radio stations. If SPPS shifts to NTI (Non-Traditional Instruction) teachers will communicate expectations and assignments.

Vacation Policy
Saints Peter and Paul Catholic School encourages parents *not* to take family vacations while school is in session. The school calendar provides for extended weekends throughout the school year. Parents should schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. It is very difficult for students to miss a week of school and still keep up with studies. Exceptions to this policy must be cleared with the principal or the student will not be allowed to make up missed assignments. Your cooperation in this matter will be greatly appreciated. No assignment will be given in anticipation of the vacation. Please do not expect the teacher to plan a week of work ahead of time. The teacher may be able to give some assignments in advance, but missed assignments are the student's responsibility. The student who chooses to be gone must realize there will be work to make up if he/she does not ask in advance. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence. If a child is to be absent for an extended period of time, the child must expect to have class work to make up after returning to school.

Missed Assignments Due to Illness
Missed daily assignments/homework due to illness will be made up when the student returns to school. The teacher will have the discretion to send some of the work home to be completed. If a child is planning to be out for 3 or more days, work will be provided. We ask that families not call the school and request the work for absences less than 3 days.

Lunch
Saints Peter and Paul School 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.

According to federal guidelines, once a student has accumulated charges for (5) breakfasts and (5) lunches, he/she is no longer allowed to receive the menu items that are served until charges are paid. These students are served either a peanut butter sandwich or a cheese sandwich and milk only (they do not receive any of the other items that are available on the line- just the sandwich and the milk). Additionally, if a student has hit the maximum allowable charges (5 breakfasts and 5 lunches), he/she is not allowed to purchase/charge ala carte items.

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

Free/Reduced Lunch

Children from families whose income is at or below the scale on the application for free or reduced lunches are eligible for free milk and free meals or meals at a reduced price. Even though your income is greater than shown, if you have had unusually high medical bills, shelter costs in excess of 30% of your income, special education expenses due to a mental or physical condition of a child/disaster or casualty losses, due to these hardships that could not have reasonably been anticipated or controlled, your child may still be eligible. If a family member becomes unemployed or if the family income and/or size changes and you wish to apply during the year, call the school office and file an application. This change may make your children eligible for reduced or free meals. All information given on an application is confidential and will be used only for the purpose of determining eligibility for free meals and free milk or reduced priced meals. All children are treated the same regardless of their ability to pay.

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

- <u>It is the responsibility of the parents to share any official custodial information decided through the courts.</u>
- 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.

Field Trips

Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity. Field trips will be organized by the individual teacher. When filling out the enrollment form, all parents sign one field trip form that grants permission for all field trips that take place

during the school day. Trips that last well beyond the school day will require a separate permission form to be signed. Individual teachers, in consultation with Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. The parent may be asked to chaperone the trip for his/her child. Classes periodically walk to field trip activities. If you do not want your child participating in these field trips, send a note to the principal to be kept on file.

Transportation for field trips is provided by parents. Chaperones must have all Safe Environment background checks and training completed before the field trip. The number of students per car shall not exceed the number of seat belts in that car. All students must use seat belts. **In accordance with Kentucky law, children under eight (8) years of age, and 57 inches in height must use an approved child restraint device or booster seat.** Adequate insurance coverage is the responsibility of the individual driver. Student cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration. **Parents who chaperone a field trip may not bring a school-age sibling (K-8) on the field trip.** A copy of *"Field Trip Guidelines for Drivers/Chaperones"* will be provided by the teacher.

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 $6.00 per day and Extended Care is $9.00 per day. For more details, please contact the school office.

Homework
Policies vary by classroom.

Health

The school attempts to provide a safe and healthy environment for students. It is imperative that families cooperate with the policies below in order to maintain that environment.

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 is 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℉

- 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℉, 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 here 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.

Medication

- NEW THIS YEAR-NO OVER THE COUNTER MEDICATION WILL BE GIVEN TO STUDENTS.
- In order for school personnel to administer any type of prescription medicine to your child at school on a regular basis, we must have on file a signed form giving permission for us to do so. This form 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.
- The child's doctor must sign the medication form (available in the school office)
- Prescription medicine must be sent in the original container with the directions attached.

Academics

Reports of Progress

Report cards will be issued every nine weeks. Conferences will be held at the end of the first grading period for all students. Conferences at other times may be arranged by contacting the teacher for an appointment.

Grading Scale

A	93-100	Excellent Progress
B	85-92	Above Average
C	78-84	Average
D	70-77	Below Average
F	0-69	Poor/Failure

Principal's List: Academic grades must be all A's. A student receiving a conduct grade below "satisfactory" will be declared ineligible. Students in grades 1-8 are eligible for the Principal's list.

Honor Roll: Academic grades must be A's and B's. A student receiving a conduct grade below "satisfactory" will be declared ineligible. Students in grades 1-8 are eligible for the honor roll.

Promotion Policy/Retention

Advancement to the next grade in SPPS is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade or tutoring classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the students academically or emotionally.

Academic Integrity Policy

At Saints Peter and Paul Catholic School, we believe that honesty and responsibility are essential to true learning. Academic integrity means doing your own work, using your own ideas, and giving proper credit when others' work or words are used. Cheating, plagiarism, and dishonesty prevent personal growth and go against the values of our Catholic faith.

What is Academic Dishonesty?

Any of the following are considered violations of academic integrity:

- Copying someone else's homework, test answers, or assignments
- Allowing another student to copy your work
- Using notes, websites, calculators, or devices during a test without permission
- Submitting someone else's words or ideas as your own (plagiarism)
- Sharing or receiving test or quiz questions in advance
- Falsifying data, citations, or sources
- Using **Artificial Intelligence (AI)** to complete assignments unless specifically permitted by the teacher

AI and Academic Integrity

AI tools (such as ChatGPT, Grammarly, image or video generators, etc.) may be used **only** if a teacher has given direct permission.

If AI is used inappropriately:

- The student will receive a zero on the assignment
- A parent conference may be required
- Repeated offenses may result in additional academic or disciplinary consequences

Learning from Mistakes

Students who violate this policy will be given the opportunity to reflect, take responsibility, and rebuild trust through:

- A zero on the assignment or test
- Completion of a reflection form
- Potential removal from honor roll for the quarter
- Behavior or academic probation (for repeat or serious offenses

Academic honesty is an important part of our mission to educate students in mind, heart, and spirit. When we are truthful in our work, we honor our learning, our teachers, our classmates, and God.

Student Life

Student Activities

- **Altar Servers:** Boys and girls in grades 3-8 serve in Eucharistic and Para-liturgical ceremonies.
- **Cross Country:** Boys and girls in grades 1-8;
- **Jr. Beta Club**: Boys and girls in grades 5-8; Must meet academic criteria;
- **KYA** (Kentucky Youth Assembly): Boys and girls in grades 6-8
- **KUNA** (KY United Nations Assembly): Boys and girls in grades 6-8 (must first participate in KYA)
- **Interact Rotary Club**-Boys and girls in grades 5-8 students service club
- **STLP**

Procedure for Addressing Problems

If a problem arises with a teacher and/or staff member and your child, the procedure for addressing the

problem is:

- Contact the teacher or staff member to discuss the problem. If the problem is not resolved…
- Contact the principal to discuss the problem. If the problem is not resolved…
- Contact the pastor to discuss the problem. If the problem is not resolved…
- Contact the Diocesan Office of Education.

If this procedure is not followed, the problem will be referred back to the teacher or staff member for discussion before any further efforts at resolution will be made.

Miscellaneous

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.

Folder
Saints Peter and Paul Catholic School uses a weekly "folder" system of communication between its administration, teachers, and parents. Along with any student work not already sent home during the week, this folder contains a teacher and principal newsletter, PTSO notifications, announcements, lunch menus, etc. Students are instructed to take their "folder" home to review with their parents. Any schoolwork that needs a signature or notices returned for the school administration is sent back on the next school day. The main announcements/reminder sheets are filed in the youngest sibling's folder.

Videos and Film
At times, either for educational enrichment or as a special privilege, films or videotapes are shown to a class. All effort is made to preview these as to their suitability for a particular grade level. All films shown to students must be previewed by the teacher.

School Property
Failure to return school property (Chromebooks, textbooks, library books, etc.) or failure to pay for damaged property will result in retention of report cards and/or records.

Birthdays
All students may share their birthdays with their classmates by bringing in individual treats. Please arrange time with the teachers because snack times vary. Party invitations may be distributed only if every member of the class is included.

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/

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. The office must be notified of any transportation changes by 2:15 to allow us enough time to notify the student.

Extracurricular Activities

- At the conclusion of school programs, the students will be released to the parents.
- At this time, the parents will assume full responsibility for the safety and discipline of their child/children.
- Under no circumstances may children be left unsupervised on the playground or in the building.
- Students may not be able to participate in extracurricular activities if there are any disciplinary issues or if the family is more than 60 days behind in payment of tuition/fees. This determination is at the discretion of the classroom teacher and/or administration.

Cell Phones/Smart Watches
To ensure a focused, respectful, and distraction-free learning environment, the following rules apply regarding cell phone use:

- Cell Phones must be turned OFF (not on vibrate or silent) during the school day.

- Phones must be kept in a backpack or locker at all times, from arrival to dismissal.
- Phones may not be used in hallways, restrooms, classrooms, or any common areas during the school day. (This includes Morning/Extended Care and during dismissal)
- Smartwatches will be treated as phones and must be kept in locker or backpack

Consequences for Violation of Policy

1st Offense: Phone is confiscated and kept in teacher desk. Student may pick it up at the end of the day.

2nd Offense: Phone is confiscated and turned into the office. Student may pick it up at the end of the day. Student will serve recess detention.

3rd Offense: Phone is confiscated and turned into the office. A parent/guardian must pick it up at the end of the day. Student will serve recess detention.

4th Offense: Phone is turned into the office daily when student arrives at school. Student may retrieve it after dismissal. Conference will be scheduled with family and student.

Headphone Policy

To support a respectful and focused learning environment, Saints Peter and Paul Catholic School has the following guidelines for headphone and earbud use:

- Headphones/earbuds may only be used in the classroom with direct permission from the teacher.
- They may not be worn in hallways, restrooms, the cafeteria, at recess or any other common areas at any time.
- When not in use, headphones/earbuds must be kept in the student's backpack or locker.

Students who do not follow this policy may have their headphones held in the office until the end of the school day. Continued violations may result in additional consequences.

Student Insurance

The school does not have accident insurance coverage on students. Parents and guardians may purchase a student accident insurance policy that is made available at the beginning of the school year. The school does not pay doctor or medical costs for students injured at school, on school trips, or while participating in any school or school athletic contest.

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.