



Saints Peter and Paul Catholic School

**Student/Parent Handbook
2026-2027 Academic Year**

Father Steven Gamez
Pastor

Norma Ann Landa
Principal

315 N. Seguin Street, Suite 300
New Braunfels, TX 78130
830-625-1077

www.sppnb.org

*The mission of Saints Peter and Paul Catholic School is to provide a superior
Catholic education and develop Christian leaders.*



Dear Parents and Guardians,

Welcome to Saints Peter and Paul Catholic School! We are honored that you have chosen to entrust us with your child's academic and spiritual formation. As partners in Catholic education, we look forward to working closely with your family to help your child grow in faith, knowledge, and character.

Our mission is to provide a Christ-centered environment where students can grow spiritually, academically, emotionally, and socially. We are committed to fostering a community rooted in the teachings of Jesus Christ and guided by the principles of the Catholic faith.

This handbook outlines the policies and procedures that help ensure a safe, respectful, and effective learning environment. Please note that all policies and procedures in this handbook align with the Archdiocese of San Antonio and the Texas Catholic Conference of Bishops Education Department (TCCBED). These standards reflect our dedication to academic excellence and our students' moral and spiritual development.

We encourage you to read the handbook thoroughly and keep it as a reference throughout the school year. Your support and cooperation are essential in creating a unified school community that upholds the values we hold dear.

Thank you again for choosing Saints Peter and Paul Catholic School. We look forward to a blessed and successful school year with your family.

In Christ,

Norma Ann Landa

Principal

Saints Peter and Paul Catholic School



Saints Peter and Paul Catholic School

315 N. Seguin Street, Suite 300

New Braunfels, TX 78130

830-625-1077

website: www.sppnb.org

2026-2027 STUDENT/PARENT HANDBOOK

ACKNOWLEDGMENT FORM

MUST BE SIGNED & RETURNED BY September 30, 2026

Family Name: _____

I have read the Student/Parent Handbook and have discussed it with my child(ren).

I understand, will support, and adhere to all policies contained herein.

Parent Signature

Date

Parent Signature

Date

Please fill in each child's name, sign, and date. Start with the oldest child.

Student(s) Name – Printed	Grade	Student Signature	Date

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

2026-2027
Academic
School
Calendar



CATHOLIC SCHOOLS
ARCHDIOCESE OF SAN ANTONIO

SCHOOL : Sts. Peter and Paul Catholic School

LEGEND		
FD	First Day of School	
X	No School	
Early Dismissal		
A	The Assembly	
C/W	Comp / Work Day	
G	Graduation	
I	Inclement Weather	
R	Spiritual Retreat	
W	Teacher Work Day (National)	
LG	Last Day / Graduates	
L	Last Day of School	

Month	Instructional Days	In-Service Days
Aug	11	5
Sept	20	0
Oct	22	1.5
Nov	18	0
Dec	14	0.5
Jan	18	0.5
Feb	19	0.5
Mar	16	0.5
Apr	22	1
May	20	0.5
June	0	0
July	0	0
Total	180	10

JULY 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
4 - Independence Day						

AUGUST 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	P	P	8
9	P	P	C/R	W	W	15
16	FD	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
6-7;10-11 Prof. Development 12-Convocation/SPP Retreat 13-14 Teacher Work Day 17 - First Day of School						

SEPTEMBER 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	X	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	X	26
27	28	29	30			
7- Labor Day 25- Comal County Fair Day						

OCTOBER 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
2 - Early Dismissal (A-PD) 22-23 Parent Teacher Conferences						

NOVEMBER 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	A
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	X	X	X	28
29	30					
7 - Assembly 11 - Veteran's Day 25 - 27 Thanksgiving Holidays						

DECEMBER 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	X	X	X	X	X	26
27	X	X	X	X	X	
18 - Early Dismissal (C-PD) 21 Dec.-1 Jan, Christmas Holidays						

JANUARY 2027						
S	M	T	W	T	F	S
						2
3	X	5	6	7	8	9
10	11	12	13	14	15	16
17	X	19	20	21	22	23
24	25	26	27	28	29	30
31						
4 - Teacher Work Day/Student Holiday 18- Martin Luther King, Jr Day 29 - Early Dismissal (A-PD)						

FEBRUARY 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	X	16	17	18	19	20
21	22	23	24	25	26	27
28						
12 - Early Dismissal (C-PD) 15 - President's Day						

MARCH 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	X	X	X	X	X	13
14	15	16	17	18	19	20
21	22	23	24	25	X	27
28	X	30	31			
8-12 Spring Break 25- Early Dismissal (C-PD) 26 - Good Friday 29-Easter Monday/Inclement Weather						

APRIL 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
8-9 Parent Teacher Conferences						

MAY 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	LG/G	22
23	24	25	26	27	X	29
30	X					
21 - 8th Grade Last Day/ Graduation 28 - Last Day of School/Early Dismissal Kindergarten Graduation /C-PD 31 - Memorial Day						

JUNE 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
1-Inclement Weather Make-Up Day						

Principal: *Patricia E. Holman* Date: *4/24/26*
School Council President: *Patricia E. Holman* Date: *4/24/26*
Pastor: *Dr. Mark West* Date: *4/24/26*
Superintendent: *Dr. Mark West* Date: *4/24/26*

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

TABLE OF CONTENTS

Principal Letter	2
Parent Acknowledgment Form 2025-2026 Student/Parent Handbook.....	3
2025-2026 Academic School Calendar	4
Introduction, History, Mission	13
Philosophy and Goals/Objectives	14
CHRISTIAN CHARITY	15
CATHOLIC EDUCATION	15
ACCREDITATION (7300)	16
HANDBOOK POLICY CHANGES AND RIGHT TO AMEND	16

SECTION I. ADMISSION POLICIES

<u>ADMISSION OF STUDENTS/NON-DISCRIMINATION STATEMENT (*3001)</u>	16
<u>ADMISSION REQUIREMENTS (*3002)</u>	16
<u>Required Documentation (*3002)</u>	16
Age (*3002)	17
Registration	17
Eligibility for Re-Enrollment	17
Missing Children Program (*3303)	17
<u>ADMISSION OF TRANSFER STUDENTS (*3004-3007)</u>	18
Admission Of Students Transferring from Schools Within the Archdiocese (*3004)	18
Admission Of Students from Public & Other Non-Public State Approved Schools (*3005)	18
Admission Of Students from Home School & Non-Accredited Schools (*3006)	19
<u>Admission Of Students with Special Needs (*3008)</u>	19
<u>Admission of Students from Foreign Schools (*3007)</u>	19
<u>PRIORITIES FOR ADMISSION</u>	20
<u>DUAL ENROLLMENT</u>	20
<u>PLACEMENT TESTS</u>	20
<u>SAINTS PETER & PAUL CATHOLIC SCHOOL TOILET TRAINING POLICY</u>	20

SECTION II. ARRIVAL & DISMISSAL OF SCHOOL

<u>SCHOOL DAY & SCHEDULE—PK3 – 5TH GRADE (7201)</u>	21
<u>DROP-OFF/PICK-UP PROCEDURES</u>	21
<u>AFTER SCHOOL CARE: SUPERSTARS AFTER SCHOOL PROGRAM</u>	21
<u>EARLY RELEASE DAYS</u>	22
<u>PRIMARY SCHOOL DROP-OFF & PICK-UP Map</u>	23
<u>SCHOOL OF GRAMMAR & SCHOOL OF LOGIC DROP-OFF & PICK-UP MAP</u>	24

SECTION III. ATTENDANCE POLICIES (3100)

<u>STUDENT ATTENDANCE (*3101)</u>	25
Full Day Attendance	25
Half Day Attendance	25
Consecutive Non-Attendance Days	25
Attendance Committee	25

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

Definition of Absence	25
<u>REQUIRED PROCEDURES FOR ABSENCE (3101)</u>	25
Planned Absences	26
Recording Attendance (*3102)	27
<u>TARDINESS (*3103)</u>	27
<u>REQUIRED NOTIFICATION FOR RELEASING STUDENTS DURING SCHOOL HOURS (*3104)</u>	28
Bicycles/Walking	28
Medical/Dental Appointments	28
<u>RELEASE OF STUDENTS TO A LAW ENFORCEMENT OFFICER (*3105)</u>	28
<u>INCLEMENT WEATHER</u>	29

SECTION IV. STUDENT RECORDS

<u>EMERGENCY INFORMATION/INDIVIDUAL STUDENT HEALTH FILE (*3202/8106)</u>	29
<u>STUDENT HEALTH FORM (*3202)</u>	29
<u>PUBLICATION OF ADDRESS RELEASE (*5003)</u>	29
<u>USE OF STUDENT PHOTOS AND/OR INTERVIEWS</u>	29
<u>PERMANENT RECORDS (*3201)</u>	30
<u>ACCESS TO RECORDS (*3203)</u>	30
<u>RELEASE OF RECORDS (*3204)</u>	30
<u>NON-CUSTODIAL PARENT’S ACCESS TO RECORDS (*3204)</u>	30
<u>REQUEST FOR AND TRANSFER OF STUDENT RECORDS (*3205)</u>	31
<u>WITHHOLDING SCHOOL RECORDS (*3206)</u>	31

SECTION V. STUDENT CONDUCT AND DISCIPLINE

<u>STUDENT CODE OF CONDUCT (*3301)</u>	31
Core Virtues in Action	31
Standards and Expectations for Student Conduct	32
Students Will be responsible for following any Additional rules	33
<u>BULLYING PREVENTION (*3302)</u>	33
<u>PROCEDURES FOR REPORTING BULLYING (*3302)</u>	34
<u>PROCEDURES FOR ADDRESSING BULLYING (*3302)</u>	35
Obligation To Notify Others	35
<u>HARASSMENT</u>	35
<u>DISCIPLINARY ACTION—PENALTIES, DISCRETIONARY PROCEDURES, AND EXCEPTIONS (*3401)</u>	37
<u>SUSPENSION (*3402)</u>	41
<u>EXPULSION POLICY (*3403)</u>	42
<u>SUBSTANCE ABUSE (*3311)</u>	42
<u>WEAPONS (2026)</u>	43
<u>SEARCH AND SEIZURE (*3312)</u>	43
<u>VIOLENCE—THREATENED AND/OR ACTED (*2026/*3302)</u>	43

SECTION VI. UNIFORM POLICY/PERSONAL APPEARANCE

<u>DRESS CODE (*330)</u>	44
---------------------------------------	----

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

Daily Uniform: Girls PK3 – 5 th Grade with Pictures	45
Daily Uniform: Girls 6 th – 8 th Grade with Pictures	46
Daily Uniform: Boys PK3 – 5 th Grade with Pictures	47
Daily Uniform: Boys 6 th – 8 th Grade with Pictures	48
Uniform for Mass Days: Girls PK3 – 3 rd Grade including Pictures	49
Uniform for Mass Days: Girls 4 th – 5 th Grade including Pictures	50
Uniform for Mass Days: Girls 6 th – 8 th Grade including Pictures	51
Uniform for Mass Days: Boys PK3 – 5 th Grade including Pictures	52
Uniform for Mass Days: Boys 6 th – 8 th Grade including Pictures	53
Outerwear: All Girls and Boys (Monday – Friday) including Pictures	54
<u>CHANGING CLOTHING AFTER SCHOOL OR FOR SPECIAL CIRCUMSTANCES</u>	55
<u>PERSONAL APPEARANCE STANDARDS</u>	55
<u>FREE DRESS DAYS</u>	56
<u>SPIRIT DRESS DAYS</u>	56
<u>ENFORCEMENT & VIOLATIONS OF DRESS CODE & PERSONAL APPEARANCE STANDARDS</u>	57

SECTION VII. INTERNET/USE OF ELECTRONIC COMMUNICATION

<u>INTRODUCTION AND EXPECTATIONS</u>	57
<u>STUDENT USE of ELECTRONIC COMMUNICATION (*3310)</u>	58
General Acceptable Use Policies and Guidelines—On and Off Campus	58
Definitions	58
Electronic Transmission of a Sexual Image “Sexting” (*3311)	59
Acceptable & Unacceptable Use Guidelines & Responsibilities	59
Misuse of Technology Resources and the Internet	60
Penalties for Misuse of Technology	61
IPAD Damage	61
<u>USE OF PHONES and SMART WATCHES</u>	61
Office Phone	61
Cell Phones	61
Smart Watches	62
Violation of Cell Phone Policy	62

SECTION VIII. MORALITY

<u>CHASTITY (*3305)</u>	62
<u>SEXUAL ORIENTATION AND GENDER (*3306)</u>	62
<u>MATERNITY/PATERNITY ISSUES (*3307)</u>	63
<u>ABORTION (*3308)</u>	63
<u>MARRIAGE AND CO-HABITATION (*3308)</u>	64
<u>HUMAN SEXUALITY EDUCATION</u>	64

SECTION IX. PARENTS AS PARTNERS (3700)

<u>PARENTAL ROLE IN EDUCATION</u>	65
<u>PARENTAL COOPERATION AND BEHAVIOR (*3701)</u>	65
Parental Cooperation	65

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

Communication	66
Harassment-Free Environment for Personnel	66
REIMBURSEMENT FOR SCHOOL COST AND ATTORNEY'S FEES (3702)	66

SECTION X. DUE PROCESS, GRIEVANCES, AND APPEALS

INTRODUCTION	67
GRIEVANCE PROCEDURES FOR ALL MATTERS NOT INVOLVING EXPULSION (3405)	67
Level/Step One—Meet with the Teacher	68
Level/Step Two—Meet with the Principal	68
Level/Step Three—Meet with the Pastor	68
GRIEVANCE PROCEDURE FOR EXPULSION (*3405)	69
Informal Grievance Procedure (Required)	69
Formal Grievance Procedure	69

SECTION XI. COUNSELING OPPORTUNITIES AND EXPECTATIONS

SCHOOL COUNSELING SERVICES ON CAMPUS (*8501)	69
Role and Responsibilities of School Counselor	69
Benefits of Counseling Include	70
Potential Risk of Counseling—Short Duration	70
Availability and How to Contact	70
MENTAL HEALTH CRISIS RESPONSE (*8502)	71
Self-Harm or Suicidal Thoughts Occurring ON CAMPUS	71
Self-Harm or Suicidal Thoughts Occurring OFF CAMPUS	72
SUICIDE AND CRISIS LIFELINE	74

SECTION XII. EXTRACURRICULAR ACTIVITIES (3500)

GENERAL INFORMATION	74
Activities Program (*3501)	74
Elementary School Athletics (*3502)	74
Athletic Director (*3503)	74
Archdiocesan Interscholastic Athletic League (*3504)	74
Description and Participation	74
Extracurricular Activities List	75
EXTRACURRICULAR QUALIFICATION AND ELIGIBILITY GUIDELINES (e.g., Athletics, Choir, One-Act Play, Robotics, Student Council, NJHS)	75
Academic	75
Behavior	75
Ineligibility	75
Age Eligibility for the Archdiocesan Interscholastic Athletic League (AIAL)	75
FEES AND OTHER POLICIES	75
Fees	75
Return of Equipment	76
Safety	76
Weather	76
Transportation to Athletic Event	76

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

FIELD TRIPS AND TRAVEL FOR ATHLETIC EVENTS (7108)	76
Criteria	76
Requirements	76
EXTRACURRICULAR ACTIVITIES WITH GRADE LEVEL OR OTHER REQUIREMENTS	77
National Junior Honor Society (NJHS)	77
Student Council	77
Pep Squad	77
Cheer	78
Catholic Youth Organization (CYO) Sports	78
School-Sponsored Dances (Grades 5-8)	78
SERVICE LEARNING (*6008)	78
RETREATS	78

SECTION XIII. HEALTH AND WELLNESS

OVERVIEW OF HEALTH AND WELLNESS PROGRAM & ADMINISTRATION (8000-8007)	79
Texas Catholic Conference Education Department (*8001)	79
Staff Roles & Responsibilities	79
Role of Principal (*8002)	79
Role of School Nurse (*8003)	79
Role of School Health Coordinator (*8004)	79
Role of Health Screener (*8005)	79
Role of Teacher (*8006)	79
Role of School Counselor (*8007)	80
Guidelines for Implementing the Wellness Policy (*8001)	80
National Guidelines for All Food on Campus	80
Eating Environment	80
Family Lunches	80
Physical Activity	80
Parental Responsibilities in School Health Program	80
REQUIREMENTS & REGULATIONS (8100)	81
Annual Health Service Review (*8101)	81
Immunization Requirements (*8102)	81
Bloodborne Pathogens (*8103)	82
Student Accident Insurance (*8104)	82
Student Cumulative Health Card (*8105)	83
Annual Student Health Form/Emergency Medical Release Forms (*8106)	83
Individual Student Health File (*3202)	83
First Aid & Emergency Response (*8108)	83
Accidents	84
Use of Insect Repellents at School (*8109)	84
POLICIES AND PROCEDURES CONCERNING ILLNESS/INJURY	84
Return to School Guidelines	84
Chart Detailing Stay at Home/Return to School	85
MEDICATION ADMINISTRATION (8200)	85
Medication Policy (*8201)	85
Medical Marijuana Policy (*8202)	86

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

Epinephrine Policy (*8203)	86
Unassigned Opioid Antagonist Naloxone Protocol (*8204)	88
Use of Sunscreen at School (*8205)	88
Medication Administration Off School Grounds (8206)	88
Storage of Medications (*8207)	88
<u>VISION, HEARING, ACANTHOSIS, AND SPINAL SCREENINGS</u>	88
<u>SPECIAL HEALTH NEEDS</u>	88
<u>TREATMENT & CARE PLANS (*8300)</u>	88
Allergies (*8301)	88
Asthma (*8303)	89
Diabetes (*8304)	89
<u>COMMUNICABLE DISEASE CONTROL - HEAD LICE (PEDICULOSIS) (8401)</u>	90
<u>SAFETY (8600)</u>	90
Child Abuse Laws (*8601)	90
Reporting Sexual Abuse (*8601)	91
Student Transportation (*8602)	91

SECTION XIV. ASBESTOS NOTIFICATION91

SECTION XV. FINANCIAL POLICIES

<u>TUITION AGREEMENTS (*4402)</u>	92
<u>TUITION RATES AND POLICIES (*4401)</u>	92
<u>EMPLOYEE TUITION (*4403)</u>	92
<u>REGISTRATION AND OTHER FEES (*4406-07)</u>	94
Registration and Application Fees	94
Cafeteria Charges	94
<u>REFUND POLICY</u>	94
Tuition Refunds	95
All Other Fees Are Non-Refundable and Non-Transferable	95
<u>PAST DUE/DELINQUENT ACCOUNTS: TUITION AND OTHER FEES (*4405)</u>	95
<u>TUITION ASSISTANCE (*4404)</u>	95
<u>FUND RAISING ACTIVITIES (*4409)</u>	95
<u>SCHOOL RAFFLES (*4410)</u>	96

SECTION XVI. EMERGENCY PROCEDURES

<u>SCHOOL CRISIS RESPONSE PLAN (*5202)</u>	96
<u>BUILDING SAFETY PROCEDURES (5201)</u>	97
Overview	97
Bomb Threat (*5203)	98
Evacuate Drill	98
Fire Drill (*5204)	98
Tornado Warning (*5205)	99
Lock Down Drills (*5206)	100
Secure the Perimeter Drills	101
<u>ACTIVE SHOOTER TRAINING (*5207)</u>	101

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

<u>SCHOOLS AS WEAPON FREE ZONES (*5208)</u>	101
--	-----

SECTION XVII. PARENTS AND COMMUNITY RELATIONS

<u>PARENTAL COOPERATION AND BEHAVIOR (3701)</u>	102
<u>VISITORS ON CAMPUS (*5005)</u>	102
General Information	102
Entering and Leaving Campus—Visitor Tracking System (RAPTOR)	102
<u>ORGANIZATIONS</u>	103
School Advisory Council (*1401)	103
Parent-Teacher Club (PTC) (*1403)	103
<u>PARENT SERVICE REQUIREMENT</u>	103
Service Hours Program	103
Requirements for Volunteers/Parent Volunteers	104
Non-Compliance Fee	104
Ways to Earn Service Hours	105
<u>CUSTODY ISSUES (3002, 3203, AND 3204)</u>	105
<u>USE OF SCHOOL GROUNDS AND BUILDINGS</u>	105
<u>SCHOOL PUBLICATIONS (5105)</u>	106
School Website (*5106)	106
School Sponsored Social Media (*5107)	106
<u>MEDIA (*5108)</u>	106

SECTION XVIII. COMMUNICATION BETWEEN PARENTS, TEACHERS, ADMINISTRATION, AND PASTOR

<u>PARENTAL COOPERATION</u>	107
<u>COMMUNICATION WITH TEACHERS</u>	107
<u>CONFIDENTIALITY</u>	108
<u>PRINCIPLE OF SUBSIDIARITY—SOLVE ISSUES AT THE LOWEST LEVEL WHENEVER POSSIBLE</u>	108
<u>RESPECTING THE ROLE OF THE PARISH PASTOR (1202)</u>	108
<u>PARENT ELECTRONIC PORTALS</u>	109
RenWeb	109
Financial Accounting and Cost Tracking System (FACTS)	109

SECTION XIX. ACADEMIC POLICIES

<u>EXPECTATIONS & RESPONSIBILITIES FOR STUDENTS</u>	109
Academic Expectations	109
Academic Honesty	110
<u>CURRICULUM (7000)</u>	110
Curriculum Documents (*7001)	110
Curriculum Objectives (7002)	110
Curriculum Resources (7003)	110
Curriculum Requirements (*7004)	110
Local Curriculum Development (*7005)	110
<u>Curriculum</u>	111

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

<u>Religious Formation</u>	111
Sacramental Programs	111
First Holy Communion and Reconciliation	111
Requirements	112
Mass Buddy Program	112
<u>BUILDING STRONG FOUNDATIONS (*7102)</u>	112
<u>GRADING POLICY</u>	113
<u>Evaluating and Reporting (*7301)</u>	113
<u>Progress Reports</u>	113
<u>Assessments</u>	113
Summative Assessments	113
Formative Assessments	113
Daily/Homework (Practice)	113
<u>GRADING PERIOD AND REPORT CARDS (*7104)</u>	113
Elementary Evaluation Keys (GRADES PK3-8)	113
Academic Honor Roll	114
<u>PROMOTION AND RETENTION</u>	114
Minimum Attendance Standards for Grade Level Promotion	114
Promotion and Retention Policy (*7105)	115
Retention	115
Student of the Month	115
<u>HOMEWORK (*7107)</u>	116
<u>MAKE-UP WORK</u>	116
<u>STANDARDIZED ASSESSMENT (7400)</u>	116
Archdiocesan Assessment Requirement (*7401)	116
Publication and Utilization of Test Results (*7402)	117
Assessment of Catechesis/Religious Education (ARK) Testing (*6010)	117
<u>COPYRIGHT POLICIES (*7006)</u>	117
<u>TEXTBOOK POLICIES</u>	117
<u>LIBRARY POLICIES</u>	118

XX. CHRISTIAN CODE OF CONDUCT

<u>CHRISTIAN BEHAVIOR & RESPECT TO BE OBSERVED BY ALL</u>	118
<u>PARENTS TO SUPPORT & MODEL CODE OF CONDUCT BEHAVIORS & ATTITUDES</u>	118
<u>POTENTIAL CONSEQUENCES FOR VIOLATION</u>	118

XXI. CAMPUS MANAGEMENT POLICIES & PROCEDURES

<u>DELIVERY OF STUDENT HOMEWORK, GLASSES, LUNCHES, & MEDICATIONS</u>	119
<u>DELIVERY OF LUNCHES AND ALL OTHER ITEMS</u>	119
<u>POSTERS, FLYERS, AND OTHER WRITTEN COMMUNICATIONS</u>	119
<u>CLASS PARTIES/BIRTHDAY WISHES</u>	119
<u>WATER, DRINKS, FOOD, & CHEWING GUM</u>	119

INTRODUCTION

Saints Peter and Paul (SPP) Catholic School is governed by the policies and directives of the Archdiocese of San Antonio and the Texas Catholic Conference of Bishops Education Department (TCCB ED). These policies are regularly reviewed and revised. Throughout the 2025-2026 Student/Parent Handbook, you will notice that some headings/sections are followed by a number or numbers in parentheses. These sections are taken directly from the Handbook of Policies and Regulations for Catholic Schools – Archdiocese of San Antonio, and those with an asterisk are required to be included in the Student/Parent Handbook of all schools throughout the archdiocese. In addition to these policies, the Saints Peter and Paul Catholic School Student/Parent Handbook contains other regulations, policies, customs, and traditions that enable our School to be the Christian learning community described in our Mission Statement. Not all policies are explicit, but the intent of the Handbook is to foster an environment where excellence, respect, and order will prevail. Parents/legal guardians and students of Saints Peter and Paul Catholic School are required to complete the school acknowledgment form verifying that all have read, discussed, and understood the policies and directives contained in the Handbook and agree to follow and abide by all of those policies, procedures, and directives.

HISTORY

Fr. Menzel founded Saints Peter and Paul Catholic Church at its current location in 1849, and Saints Peter and Paul Catholic School (also referred to herein as “School”) opened in 1871 under the auspices of the Sisters of Divine Providence. The following are a few significant milestones of our school:

- 1901 – A new brick school is built.
- 1958 – The present parish school is dedicated.
- 1984 – The entire school is staffed by laity.
- 1985 – Reverend Patrick J. Flanagan Educational-Recreation Center is built.
- 2009 – The Good Shepherd Center and St. Joseph’s Center are built.

MISSION STATEMENT

The mission of Saints Peter & Paul Catholic School is to provide a superior Catholic education and develop Christian leaders.

****A new mission for the school is in the development phase**

PHILOSOPHY

Saints Peter and Paul Catholic School believes in an integral approach to education that strengthens our students' spiritual, emotional, intellectual, moral, physical, and social needs. We believe that the Parish is responsible for the Church formation of its young people. Therefore, the school sees itself as one avenue the Parish uses to pass on its faith and traditions to its children. We believe in the goodness and uniqueness of each person. Therefore, each teacher, staff member, parent, and student is treated with charity, respect, and in a Christian-like manner. We believe that truth is rooted in values and principles founded in Christ's teaching. Therefore, Christ's teachings are integrated within all course content.

We believe that knowledge and values are taught within the context of the community. Therefore, the school continues to foster a community of faith consistent with and in union with the Parish faith community. We believe that Catholic formation is critical. Therefore, classes in Catholic teachings are included in the curriculum. We believe that parents are the primary educators of their children. Therefore, the school supports the parents' role and shall build effective, courteous, and respectful communication with each parent. We believe our students are responsible for participating in the community's faith life. Therefore, opportunities to become involved in the liturgical, social, and political life of the community are provided within our school activities. We believe that Catholic education is critical to the Church's ministry. Therefore, we support and encourage the development of Catholic education in the archdiocese and beyond. We believe that the school plays a vital role in the Parish. Therefore, every effort is made to ensure the school's continued growth and development.

GOALS/OBJECTIVES

To implement the philosophy of Saints Peter and Paul Catholic School, we, the faculty, working with the family and the Church, strive to meet the needs of each child by emphasizing six major objectives as set forth below. In an atmosphere of mutual respect, dignity, and appreciation of one's giftedness, students are challenged to develop and grow spiritually, intellectually, socially, morally, emotionally, and physically. As such, the student will develop, exhibit, and grow in each of the following objectives:

Spiritually:

1. An understanding of Catholic doctrine and practices so that these principles serve as guides throughout his/her life;
2. An understanding of the apostolic work to be performed by all Christians and an eagerness to become active in spreading the message of the Gospel; and
3. A love for and devotion to the Eucharist, which will inspire active participation at each celebration, and a respect for the moral values taught by the Catholic Church.

Intellectually:

1. A strong desire for learning basic skills (religion, reading, writing, mathematics, language arts, science, social studies, and technology) and achieving the highest development possible;
2. The ability to reason intellectually, to read with understanding, to communicate effectively, and to listen intelligently;
3. The ability to investigate, explore, and plan for careers;
4. An appreciation for the wise use of leisure time to open wider fields of self-expression and discovery;
5. An appreciation for culture by encouraging interest in music, literature, art, and foreign language; and
6. The ability to use available opportunities and resources to stimulate interest and facilitate learning.

Socially:

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

1. A loyalty and respect for Christian social standards in the American way of life, and an appreciation of our democratic principles in our society;
2. An understanding of the responsibilities of a good citizen;
3. A spirit of cooperation with and respect for fully constituted authority;
4. A desire for Christian courtesy and social graces;
5. An understanding and appreciation of other races and people; and
6. An understanding of our economic system and successful participation in it.

Morally:

1. Follow Catholic doctrine, respecting the dignity of each person;
2. Make ethical decisions based upon Catholic doctrine; and
3. Choose the harder right versus the easier wrong.

Emotionally:

1. Consider the impact of words, not just one's intent; and
2. Understand that he/she is the only one who controls his/her attitude

Physically:

1. A proper respect for his/her body through health instruction and physical education programs;
2. An understanding of the importance of physical and mental health, as well as environmental and ecological concerns; and
3. A positive self-concept through involvement in recreational activities.

CHRISTIAN CHARITY

Christian charity and respect are the heart of who we are at Saints Peter & Paul Catholic School and should be the forefront of everything we say and do at all levels (personnel, students, and family members) within our community. Certain actions are in direct violation of Christian Charity and may result in dismissal/withdrawal from school.

Examples are, but not limited to, the following:

- Public discussion of a student or family matters based upon confidential information obtained as a result of employee/volunteer duties
- The spread of gossip and untruths that cause harm to the school or an individual
- Threats of any nature toward others involved with the school
- Verbal/non-verbal acts of aggression, including name-calling, yelling, or screaming at any member of the school community or during a school-related function
- Public criticism of school personnel, policies, or procedures via in-person and/or social media

CATHOLIC EDUCATION

Parents, as well as those who take their place, are obliged and enjoy the right to educate children. The duty and the right to education belong in a unique way to the Church, which has been divinely entrusted with the mission to assist young men and women so that they can arrive at the fullness of the Christian life. Among educational means, the Christian faithful should greatly value schools, which are of principal assistance to parents in fulfilling their academic task. Parents should cooperate with the school's teachers, to whom they entrust their children to be educated, while teachers have the duty to collaborate closely with parents through associations and meetings—Code of Canon Law: 793, 794, 795 & 796. Teachers, staff, and students at Saints Peter and Paul Catholic School, as well as their parents/legal guardians, are asked to attend Sunday Mass and, in general, participate in the parish life of their respective parishes. Saints Peter and Paul Catholic School is, first and foremost, a Catholic school. The religious formation of students is at the very heart of its mission. Parents/legal guardians of students who are not Catholic are advised that their student will be

required to participate in the full educational program, including taking religion courses during which Catholic doctrine will be taught and expounded upon. Likewise, students will be expected to participate in the prayer and liturgical life of the school to the fullest degree, and such participation is permitted by canon law and church teaching. Students and their parents/legal guardians are expected to demonstrate a respect for the teachings of the Church, her liturgical practices, and her sacraments.

ACCREDITATION (7300)

Saints Peter and Paul Catholic School is accredited by the Texas Catholic Conference of Bishops Education Department (TCCB ED). The TCCB ED, through its association with TEPSAC (Texas Private School Accreditation Commission), is recognized by the Texas Education Agency and is responsible for the accreditation process for Texas Catholic Schools. Saints Peter and Paul Catholic School underwent its most recent accreditation process with TCCB ED in October of 2021.

HANDBOOK POLICY CHANGES AND RIGHT TO AMEND

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

SECTION I. ADMISSION POLICIES

A. ADMISSION OF STUDENTS/NON-DISCRIMINATION STATEMENT

(*3001):

As a school of the Archdiocese of San Antonio, Saints Peter and Paul Catholic School admits qualified students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Saints Peter and Paul Catholic School does not discriminate on the basis of race, color, ancestry, national and ethnic origin, or gender in the administration of educational policies, admission policies, and scholarship programs.

Preference for admission shall be given to students of the Catholic faith.

B. ADMISSION REQUIREMENTS (*3002)

1. Required Documentation (*3002):

Before a student's admission is complete, the following records **are required**:

- a. Official birth certificate;
- b. Sacramental certificates;
- c. The student's official cumulative academic record or transcript from his or her previous school. Records shall include, if applicable, any special education documents, including, but not limited to, 504 plan, individualized education program (IEP), special services, or testing.
- d. Emergency Information card.
- e. Health Record: Immunization Record, Illness Record, and acknowledgment of participation in the school health program. (originals)
- f. Standardized test scores (grades 1-8); and
- g. Court-Certified Copy of the Custody Section of any existing Divorce/Separation Decree, where applicable.

All documentation requested is also found on the Saints Peter and Paul Catholic School Online Application for admission.

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

Enrollment is not complete until all required documents are received, reviewed, and found to be in order by the School Administration.

2. Age (*3002):

Saints Peter and Paul Catholic School complies with the minimum age requirements set by the Texas Catholic Conference Education Department. These minimum requirements are as follows:

- a. For admission to Pre-Kindergarten 3 (PK-3), students must be three (3) years of age on or before September 1st of the year they are enrolling. **Students must be toilet-trained prior to the beginning of classes.**
- b. For admission to Pre-Kindergarten 4 (PK-4), students must be four (4) years of age on or before September 1st of the year they are enrolling. **Students must be toilet-trained prior to the beginning of classes.**
- c. For admission to kindergarten, students must be five (5) years of age on or before September 1st of the year they are enrolling.
- d. For admission to First Grade, students must be six (6) years of age on or before September 1st of the year they are enrolling. An exception may be made by the principal in the case of a student who has completed Kindergarten in a different state where the entering age is lower, provided there is also a written statement from the kindergarten teacher that the student is ready for first grade.

3. Registration:

Registration for the upcoming school year for returning students will automatically be processed through continuous enrollment unless they complete the withdrawal form by the set date in February. Registration is based on a first-come, first-served basis, with priority given in the following order:

- a. Current Students.
- b. Siblings of Current Students.
- c. New Families.

The application fee and registration fees are non-refundable. The failure of a parent or guardian to submit the required forms or fees by the deadline established by the school's administration could result in a student's place being forfeited for the coming year.

4. Eligibility for Re-Enrollment:

Until the parents/guardians and students have signed the acknowledgment form (distributed with this Handbook), agreeing to the school's policies and rules, and all financial obligations for the current year are met, a student's registration is incomplete. A student's registered status in a given school year does not automatically entitle him/her to continue as a student in subsequent years. Every school year implies a new mutual agreement. Re-admission for currently enrolled students is based on a re-evaluation of each student's needs to ensure all students' needs are being met by Saints Peter and Paul Catholic School. Therefore, the administration may refuse to accept a student's registration for the following school year.

5. Missing Children Program (*3303):

If a student is enrolled under a name other than the student's name as it appears in the student's official birth certificate, Saints Peter and Paul Catholic School is required to notify the Texas Department of Public Safety's missing children and missing persons information clearinghouse of the student's name as shown on the identifying document or records and the name under which

the student is enrolled. The information in the notice is confidential and may be released only to a law enforcement agency.

If an official birth certificate is not furnished to the school within 30 days of enrollment, then the school will notify the New Braunfels Police Department or Comal County Sheriff's Department and will request a determination of whether the child has been reported as missing.

Saints Peter and Paul Catholic School may accept a child for enrollment without the documentation required by the Admission Requirements Policy if the Department of Protective and Regulatory Services has taken possession of the child under Chapter 262 of the Texas Family Code. The Department of Protective and Regulatory Services shall ensure that the documentation required by the Admission Requirements Policy is furnished to the school not later than the 30th day after the date the child is enrolled in the school.

C. ADMISSION OF TRANSFER STUDENTS (*3004-3007):

Transfer students will be on probation for a minimum of one academic quarter (9 weeks), or a longer period as determined by the principal. Permanent placement or acceptance is made after the probation period and teacher recommendation.

The following documentation is required for all students who *transfer from another school*:

1. Current Report Card
2. Standardized Test Scores
3. Permanent Record
4. Current 504 Plan (as applicable)
5. Student Discipline/Behavior Record
6. Current Health Record (see above in Required Documentation);
7. Court-Certified Copy of the Custody Section of Any Existing Divorce/Separation Decree (where applicable)
8. Sacramental Certifications (as applicable).

In addition, a member of the school's administrative team may request a personal interview with the transfer student prior to final acceptance.

Transfer of eighth-grade students after completion of the first academic quarter will generally not be accepted for enrollment but will be left to the discretion of the principal.

1. Admission of Students Transferring from Schools Within the Archdiocese (*3004):

The transfer of a student *from one Archdiocesan Catholic school to another* can occur only after the principals of the schools involved have agreed to the transfer.

2. Admissions of Students from Public and Other Non-Public State Approved Schools (*3005):

Admission of students transferring *from public and other state-approved non-public schools* is accepted at the discretion of the principal based on testing, observation, records from the previous school, and other assessments. Once a student is admitted, the principal, in consultation with the student's parents, determines the placement of that student.

3. Admission of Students from Home School and Non-Accredited Schools:

(*3006):

Students transferring *from homeschooling or a non-accredited school* are accepted at the discretion of the principal. **Copies of the following must be presented at the time of registration:**

- a. Official Birth Certificate
- b. Sacramental Certificates (as applicable)
- c. Health Records
- d. Immunization Data
- e. Court-Certified Copy of the Custody Section of Any Existing Divorce/Separation Decree (where applicable)
- f. Official Cumulative Record or Transcript of Previous Grade

If there are no academic records or if the records are inconclusive, the principal reserves the right to test the incoming student to determine grade level assignment using the NWEA Map Growth Assessment or a similar tool.

D. ADMISSION OF STUDENTS WITH SPECIAL NEEDS (*3008):

Saints Peter and Paul Catholic School affirms the dignity of all persons and recognizes the diversity of talents that exist in our world. Saints Peter and Paul Catholic School strives to make Catholic education available to as many students as it can, including those with learning differences or special needs.

The determination of whether to admit a student with learning differences or special needs to the school is made by the principal. The principal shall consider the academic records from the student's previous schools, medical records, observations, and other assessments when reaching a decision regarding admission.

Saints Peter and Paul Catholic School will, if able, provide students with special needs the opportunity for a Catholic education. If the School deems it is not capable of providing the necessary programs and facilities, the student will be referred to other schools and programs that can effectively educate the student with special needs.

Once a student is admitted, the principal, in consultation with the student's parents, determines the placement of that student.

E. ADMISSION OF STUDENTS FROM FOREIGN SCHOOLS (*3008):

Schools who accept international students and exchange visitors must be certified as an approved agent to certify eligibility of non-immigrant students through the Student and Exchange Visitor Program (SEVIS) and comply with all applicable laws and regulations pertaining to their certification.

Each school should designate a school official (DSO) for the SEVIS system to be the primary point of contact for all SEVIS related matters and who shall work with the student and parent/guardian, in consultation with the Catholic Schools Office, to complete, process, communicate, update, and verify all information required by SEVIS.

Before an I-20 form can be completed, the student must be formally accepted by the school and in compliance with all the school's admission requirements. Schools should issue a formal acceptance letter to their international and exchange visitor students to facilitate the SEVIS process. The acceptance letter should identify the parent/guardian in the United States who will act on behalf of the student. A copy of the legal guardian's authority to act on behalf of the parent/student should be kept on file with the school.

The school DSO shall work with the student's parent/guardian to complete the computerized I-20 form via the SEVIS system. Schools may use the I-20 Required Data Form (3007A) to facilitate completing the I-20 form via the SEVIS system.

F. PRIORITIES FOR ADMISSION:

Due to limited class size, Saints Peter and Paul Catholic School has instituted a waiting list policy.

1. Students will be placed on the waiting list, and parents/guardians will be notified if the class is full.
2. All students on the waiting list must meet the school's requirements to qualify for enrollment. **Being on the waiting list does not guarantee enrollment.**
3. The Principal will use discretion in accepting students on the waiting list. The following criteria may be used to determine admission:
 - a. Families with siblings currently enrolled.
 - b. Families are parishioners of Saints Peter and Paul Catholic Church.
 - c. Families of more than one child.
4. Students and/or families accepted from the waiting list must complete necessary paperwork, satisfy admission criteria, and make the required payment of fees within fourteen (14) days of notification. If these admission requirements are not met within this time frame, other families on the waiting list will be given priority for enrollment.

G. DUAL ENROLLMENT:

Saints Peter and Paul Catholic School will **not** enter a dual enrollment arrangement with non-accredited schools for any portion of the day.

H. PLACEMENT TESTS:

Any student applying for acceptance in grades K-8 may be required to take a placement test, as determined by the principal, prior to acceptance at Saints Peter and Paul Catholic School.

I. SAINTS PETER AND PAUL CATHOLIC SCHOOL TOILET TRAINING POLICY:

All students enrolled at Saints Peter and Paul Catholic School must be fully capable and self-sufficient at utilizing the bathroom facilities prior to the start of the school year.

Fully capable and self-sufficient at utilizing the bathroom facilities means that the child can do the following:

1. Be able to **TELL** the adult in the room they have to go potty **BEFORE** they have to go.
2. Be able to pull down their underwear and pants or pull up their skirt without assistance.
3. Be able to wipe themselves after using the toilet.
4. Be able to get off the potty by themselves.
5. Be able to flush the toilet themselves (we have commercial-grade toilets; many children are afraid because they have never been exposed to them).
6. Be able to wash and dry hands.
7. Be able to postpone going to the restroom if they must wait for someone to accompany them.

Because the school cannot allow students to go in and out of the classroom to use the restroom whenever they need to, they **MUST** be able to communicate to the faculty the need to use the facilities so that someone can accompany them into the restroom and supervise them. The school is PROHIBITED by its regulations from allowing students to go unaccompanied or to assist them in any

way. Because of this, the students need to learn that they must tell the adult they have to go to the restroom BEFORE they have to go.

In the event a student has an accident, he or she will be permitted to change into a spare uniform, which **MUST** be provided to the student's homeroom teacher the first day of school, and the student will receive a written warning from their teacher. If the student does not have a spare uniform, they will be sent home for the day and receive a written warning from their teacher. **ONLY 3 ACCIDENTS ARE PERMITTED DURING THE SCHOOL YEAR (THE FIRST 3 WEEKS OF SCHOOL WILL BE EXCUSED).** In the event a student has a **FOURTH ACCIDENT, PARENTS WILL MEET WITH ADMINISTRATION, and the student will be withdrawn.**

SECTION II. ARRIVAL AND DISMISSAL OF SCHOOL

A. SCHOOL DAY AND SCHEDULE – PK3-8TH GRADE (*7201):

The Saints Peter and Paul Catholic School year has 180 instructional days. Students are scheduled for a specified amount of time in each subject area in accordance with TCCB-ED guidelines. Occasionally, changes are made with the principal's approval. After the second week of school, finalized student schedules are available through RenWeb.

The following times govern the typical school day at Saints Peter and Paul Catholic School:

- 7:25 a.m. - Drop Off
- 7:50 a.m. - Morning announcements and prayer.
- 7:50 a.m. - **Students who are not in their homeroom class at this time are considered tardy.**
- 7:55 a.m. - Classes begin.
- 3:20 p.m. - Classes end with an end-of-day announcement and prayer.
- 3:25 p.m. - PK3 through 8th grade dismissal.
- 3:45 p.m. - Students **who are not picked up after school or after tutoring will be escorted** to the After School Care/SuperStars Program and charged accordingly.
- 4:00 p.m. - Campus is closed

B. DROP-OFF/PICK-UP PROCEDURES:

Students in the Primary School (PK Center) may be dropped off at 7:25 a.m. under the portico of St. Joseph's Center. Students in (grades Kinder – 8th) may be dropped off at 7:25 a.m. by the glassed-in porch. Upon arrival, all students must proceed to their designated homeroom classroom.

Students in the Primary School (PK Center) may be picked up at 3:25 p.m. under the portico of St. Joseph's Center. Students in grades Kinder - 8 who have PK- sibling(s) may be picked up at St. Joseph's Center under the portico. Students in grades Kinder - 8 who do not have a PK sibling may be picked up at 3:25 p.m. at the glassed-in porch.

C. AFTER-SCHOOL CARE: SUPERSTARS AFTER-SCHOOL PROGRAM (*7201)

1. Introduction and Overview:

The SuperStars After-School Program at Saints Peter and Paul Catholic School will provide students and families with a positive and exceptional enrichment offer. Their award-winning sports curriculum, which emphasizes teaching life skills through sports, will provide students with first-rate instruction that will develop the whole student. Skyhawks provides a rewarding after-school program where students discover and develop athletic skills and social values, such as teamwork, respect, and sportsmanship, with a sports-specific session offered every

day. The format of their after-school program will also include traditional care with homework help and snack time.

All students not picked up by 3:45 p.m. will be placed in the SuperStars After-School Program. Any parent who does not pay the SuperStars fee will be charged through their FACTS account for that month.

2. Program Will Be Run and Administered by SuperStars Staff, Which Includes:

- a. Dedicated Program Director
- b. CPR/First Aid Certified and VIRTUS trained Staff
- c. Background Checked and Cleared Staff
- d. Positive Coaching Alliance—Double Coach Certified
- e. Staff Willing to Complete any other Pre-Agreed Training Required

3. Date and Time of Program:

- a. Program to begin on the first day of school, and will be available every day School is open, including on half-days, and the last day of school.
- b. Program is open Monday – Friday from 3:45 p.m. to 6 p.m.

4. Registration, Notifications, Cost, and Payment:

- a. SuperStars will handle all registrations and questions you may have regarding the program.
- b. SuperStars will provide all notifications and handle any issues associated with the program.
- c. SuperStars will send information via email to parents/legal guardians prior to the start date.
- d. The Cost of the Program is as follows:
 - (1) Payment for the entire year at the time of registration: \$1,600;
 - (2) Monthly, auto-pay: flat fee of \$175 per month;
 - (3) Single day rate = \$13
 - (4) A multi-day punch card can be used towards 10-day bookings at Saints Peter and Paul's after-school enrichment program in lieu of booking each day individually. The Multi-Day Punch Card is a flat rate of \$120 for 10 days
- e. Payments will be made directly through the SuperStars' website. Main program information can be found at the following: bit.ly/superstars-sppnb

D. EARLY RELEASE DAYS:

All students in PK3 through 8th grade are dismissed at 12:00 on these days. The early release dates are listed on the school website and on the yearly calendar. Lunch is not served on these days.

Primary School Drop-off and Pick-Up



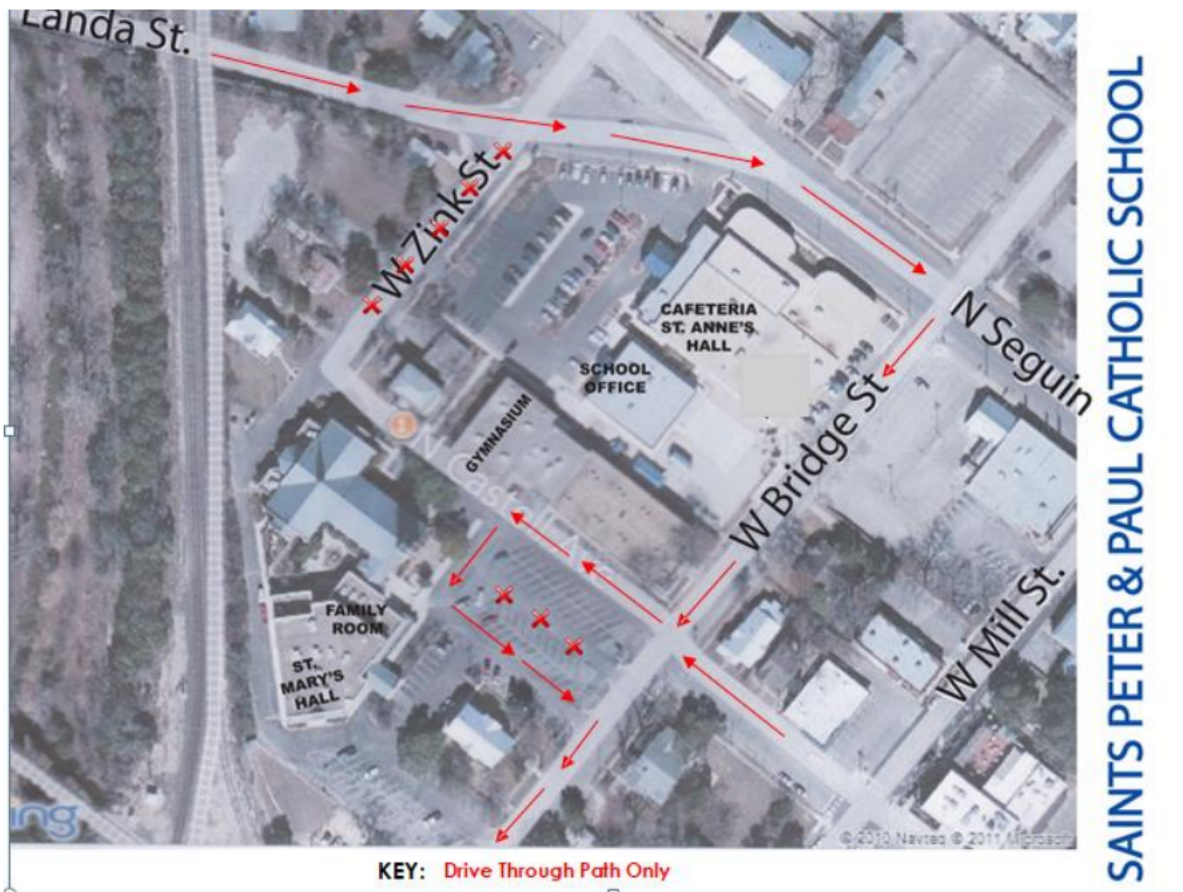
KEY: Drive Through Path Only

SAINTS PETER & PAUL CATHOLIC SCHOOL

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

School of Grammar & School of Logic

Drop-off and Pick-Up



The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

SECTION III. ATTENDANCE POLICIES (3100)

A. STUDENT ATTENDANCE: (*3101):

State law requires students to be in attendance 90% of the school year. A student may not receive credit for a course unless the student is in attendance for at least 90% of the days the course is offered. School attendance is a state law. Furthermore, because of the importance of the material presented in the classroom, and due to the importance of learning the habits of punctuality and attendance for the future, students are to be present and punctual for morning prayer, pledges, and all classes and activities throughout the day, unless there are valid reasons for absence. Parents should petition the school when unusual circumstances require foreseen absences. The request must be explained in writing by the parent/legal guardian before the unexcused absence. **In all cases, students are responsible for all work missed. Teachers are not required to provide assignments prior to the absence.** (Refer to the section on make-up work). **Students who are habitually or consistently absent, tardy, or leave early will be reviewed on an individual basis to determine if attendance requirements have been met.**

1. Full Day Attendance:

To be counted as present for a full day of school, a student must attend school for a minimum of four (4) hours (240 minutes) of the instructional day.

2. Half Day Attendance:

To be counted as present for a half day of school, a student must attend school for a minimum of two (2) hours (120 minutes) in the instructional day.

3. Consecutive Non-Attendance Days:

The school will contact a student's parents or legal guardians when a student has been absent for two (2) consecutive days, and there has been no contact with the school. The school will make repeated efforts to contact the parent/legal guardian through School staff (e.g., administration, school counselor, health coordinator, nurse, or other administrative staff) and will document its efforts. If, after ten (5) consecutive school days, there is still no contact, the school may withdraw the student.

4. Attendance Committee:

When a student fails to meet the attendance requirement and attends less than 90% of the days a class is offered, the school will convene an attendance committee to review the circumstances surrounding the student's excessive absences, excused and unexcused. The committee may decide to award class credit due to extenuating circumstances or establish ways for the student to make up work or regain credit lost due to excessive absences.

The attendance committee shall be comprised of, at a minimum, the assistant principal, the school counselor, and classroom teacher(s).

5. Definition of Absence:

Students who miss between two (2) and four (4) hours in a given day will be considered absent for one-half (1/2) of a school day, and any student who misses more than four (4) hours in a given day shall be marked absent for the full day.

B. REQUIRED PROCEDURES FOR ABSENCE (*3101):

Students are to attend school unless there are valid reasons for absence provided by the parent/legal guardian. An excused absence does not mean a student will not be marked absent. A student not

physically present at school, excused or unexcused, is marked absent. It is the responsibility of the parent(s)/legal guardian(s) to contact the school to report when the student is absent. The student's parent/legal guardian must notify the school office by 9 a.m. on the day of absence to alert the staff that their child will be absent: (830) 625-1077.

When a student is absent, an email or a note signed by the parent or legal guardian stating the reason for the absence is required. Notes are to be presented to the homeroom teacher and the school office before or upon arrival at school on the first day back. Notes will then be kept in the school office. (See Sample Absence Note below.)

Dear SPP Catholic School,	August XX, 20XX
Please excuse Johnny for being absent on August XX. He was not feeling well and running a fever.	
Parent Signature Parent Name	

If a student is absent for more than three (3) days, documentation from a licensed medical physician's office--unrelated to the student--is required, stating the reason for the absence and a "return to school" statement.

Upon the first day of return to school, the student shall notify all of his/her teachers, including teachers of classes such as elective courses which may/may not meet that day, to receive make-up work due to any absence. Under normal circumstances, **all work of this nature must be completed and given to the student's teachers within three school days. However, if a long-term assignment was due to be turned in on the date of the student's absence, the assignment will be due on the first day he or she returns to school.** For extended absences, students shall make special arrangements with teachers to complete assignments. **Teachers are not required to provide assignments prior to the absence.** (Refer to the section on make-up work.) Any student who fails to complete a make-up assignment on time is subject to the standard consequence. A student who fails to complete the work altogether will receive a zero for each incomplete assignment.

On days when a student is absent for the full day (except for school-sponsored activities), the student may not participate in any school athletic/extracurricular activity scheduled that day. Athletes must be marked present in school the full day to be eligible to participate in games/competitions or practice later that same afternoon or evening.

Students who are off campus for a school-sponsored event/activity will be marked present for the day. Examples include a high school visit, a school athletic event (track meet, golf tournament), an academic award, or recognition. Students will also be considered present for school attendance purposes for events/activities approved in advance by the principal, such as FFA events, rodeo shows, etc.

1. Planned Absences:

Any request for a planned absence should be received in written form in the school office **at least five (5) days prior** to the absence. The principal will determine whether the planned absence(s) will be excused or unexcused. No notification to the office will be deemed an unexcused absence. Students will have to make up classwork upon return. **Homework/classwork will not be given prior to the absence(s).**

2. Recording Attendance (*3102):

The school is required to keep an accurate record of attendance, tardiness, and absences. Daily attendance records must be kept for each student, and a daily report must be reviewed by the principal/assistant principal. Every student enrolled in the school must be included in the records and is a member of Saints Peter and Paul Catholic School until officially withdrawn. **A student is considered absent unless officially withdrawn.** Attendance records are to be maintained by the school office. The attendance record must be kept on file for a minimum of five (5) years.

C. TARDINESS (*3103):

Tardiness to school or to class results in the loss of valuable class time and disrupts the learning process of all students. **A student who is tardy impacts negatively on the instructional effectiveness of the entire classroom.**

• PK3 and PK4 Attendance Policy

To support student learning and maintain a consistent classroom routine, students enrolled in PK3 and PK4 must arrive at school no later than 8:30 a.m.

Students arriving after 8:30 a.m. will not be permitted to attend class unless they provide a doctor's note or have received prior administrative approval. If a doctor's note is not provided, the student will be marked absent for the day.

Excessive tardiness disrupts the educational environment. After five (5) tardies, parents/guardians will be required to meet with the school's Attendance Committee to discuss attendance concerns and develop a plan to ensure regular and timely attendance.

• Kinder–8th Grade Attendance and Tardy Policy

Students in grades Kindergarten through 8th grade are expected to be inside their homeroom classroom by 7:50 a.m. Students arriving after 7:50 a.m. are considered tardy and must report to the school office to obtain an admission slip before proceeding to class.

To support academic success and minimize classroom disruptions, students who arrive after 7:50 a.m. without a doctor's note or prior administrative approval will be considered tardy. All unexcused tardies will result in a \$10.00 charge being assessed to the family's FACTS account.

After five (5) tardies, parents/guardians will be required to meet with the Attendance Committee to discuss attendance concerns and develop a plan to ensure regular and timely attendance.

Students who arrive after the start of the school day and miss less than two hours of instruction will be marked tardy. Students who are signed out before the end of the school day may also be counted as tardy for attendance purposes.

D. REQUIRED NOTIFICATION FOR RELEASING STUDENTS DURING SCHOOL HOURS (*3104):

A student **will not be released** from the school into the custody of any person other than those listed in the emergency information section in FACTS for that student, unless the parent or legal guardian has granted written permission for this to occur. Identification of the person to whom the student is released must be verified by School personnel.

Parents must send in a note or call the front office a minimum of 30 minutes prior to the student's release time for the following:

1. If a student is to be released prior to dismissal.
2. If there is a change to the method of pick-up: front office pick-up, drive-thru, or after-school care; or
3. If a student is released to an adult not already listed on the emergency information, **written documentation** is required for any adjustment thereof. **The individual to whom the student is being released must come into the school, show proper identification, and sign the student out.**

Students must only be released through a definite process conducted through the school's main office. The school must and will request identification from the authorized person signing the student out of school.

The school will contact parents/legal guardians by telephone to make suitable arrangements when it is necessary to send a student home due to illness or other reasons. Documentation of this notification will be made.

1. Bicycles/Walking

Students who are permitted to ride their bicycles/walk to and from school must provide written consent from their parent or legal guardian to the school administration. Please ask the school for the Bicycle/Walk Home Form. The school is not responsible for the student once he or she has left the campus.

2. Medical/Dental Appointments

Parents are asked and encouraged to make appointments for students after school hours, on school holidays, or on Saturdays. If appointments must be made during school hours, parents or an authorized person must sign students out and sign them back in through the school office.

Parents are requested to notify teachers in advance if students will miss instructional time due to an appointment.

Return-to-school notes must be submitted to the teacher or school office upon return to school.

E. RELEASE OF STUDENTS TO A LAW ENFORCEMENT OFFICER (*3105):

Saints Peter and Paul Catholic School and its officials may not and will not interfere in the official duties of law enforcement or government officials. Police and other government officials shall communicate directly with the principal when requesting an interview with a student. In the absence of the principal, the request shall be directed to the Assistant Principal or administrator on duty. Law enforcement and government officials shall be given access to a child without prior parental permission under the following circumstances: (1) there is an arrest warrant, (2) the parent is the subject of an investigation of abuse or neglect, or (3) there is an ongoing situation that poses an immediate danger of causing significant harm. No police officer will be allowed to come into the school and question a student about a prior, off-campus event.

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

A student's parents or legal guardians shall be notified immediately if law enforcement or government officials request to speak with the student, unless it is stated that doing so would undermine the efforts of law enforcement or the government official. In all cases, the Superintendent or his or her designee and the archdiocesan attorney shall be notified immediately of the presence of law enforcement or government officials on campus.

F. INCLEMENT WEATHER:

During inclement weather, local radio and television stations usually announce school closings. The principal will send a notification through the parent alert system, and a notice will also be posted on the school website. **SAINTS PETER AND PAUL CATHOLIC SCHOOL WILL NOT BE IN SESSION WHEN NEW BRAUNFELS INDEPENDENT SCHOOL DISTRICT CANCELS SCHOOL.** Parents/legal guardians and students are encouraged to listen for **OFFICIAL ANNOUNCEMENTS MADE ON TV AND RADIO STATIONS**, keeping in mind that the school will not be named separately in the school closing announcement.

Missed days are generally made up in accordance with the Archdiocesan school policy, and make-up dates due to inclement weather are listed on the school calendar.

SECTION IV. STUDENT RECORDS

A. EMERGENCY INFORMATION/INDIVIDUAL STUDENT HEALTH FILE (*3202/*8106):

A health file is maintained in FACTS, including the student's Cumulative Health Card (Form 3202A) and a Student Health Form (Form 3202B), for each student, which will include a record of immunizations, vision and hearing screenings, pertinent medical information, and the student's doctor's name. Health records are treated as confidential and are available to the principal, assistant principal, and professional staff. The student's original health record is given to the receiving school when the student transfers to another school.

B. STUDENT HEALTH FORM (*3202):

Please update emergency contact information, medical conditions, and allergies in writing or in FACTS. ***This information is very important.*** Changes must include new phone numbers, new email addresses, new employment information, etc. **It is the parents/legal guardians' responsibility to update any of these changes during the school year as soon as practicable.**

C. PUBLICATION OF ADDRESS RELEASE (*5003):

The school will not publish the addresses or phone numbers of any parents/legal guardians, students, or employees in the Parent Student Directory.

D. USE OF STUDENT PHOTOS AND/OR INTERVIEWS:

Throughout the year, pictures and videos are taken of the students at Saints Peter and Paul Catholic School. In order to publish the photos, a release form must be on file. The publicity generally appears in the local area newspaper, ads, and commercials, and could be used in Archdiocesan-related publicity. This release also includes pictures in the school yearbook as well as in-house school publications. Parents' approval is required at the time of registration.

If a student is selected to be interviewed by a newspaper organization and/or the archdiocese, the parent(s) will be contacted for permission.

E. PERMANENT RECORDS (*3201):

A cumulative permanent record is maintained for each student from his/her entrance to his/her exit from Saints Peter and Paul Catholic School. The record complies with the Texas Education Agency and the requirements for the Archdiocese of San Antonio.

The permanent record should contain only these items:

1. Permanent Record Card (Form 3201A)
2. Academic Testing
3. Health Records (unless kept in a separate health office)
4. Emergency Information.

A copy of the permanent record is retained by the school when a student transfers or graduates. In the event a parish school closes, the permanent records are transferred to the parish office.

F. ACCESS TO RECORDS (*3203):

Saints Peter and Paul Catholic School recognizes the right to privacy of both parents and students, and therefore, school records are accessible only to school officials and teachers of the school who have a legitimate need, state and local officials who have need for access of records under the law, research organizations who will not identify students, and parents (custodial and non-custodial) or legal guardians of the student. **Requests to review a student's record must be made in writing twenty-four (24) hours in advance.**

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official, certified copy of the most recent court order.

G. RELEASE OF RECORDS (*3204):

Saints Peter and Paul Catholic School recognizes the right to privacy of both the parents and students, and therefore, all material in the student's file shall be treated as confidential and shall be accessible only to the principal, teachers and members of the professional staff, the parents/legal guardians, state and local officials who have need for access of records under the law, and to the student after his/her eighteenth birthday. Records are released to other individuals only with the written consent of the parents/legal guardians of a student.

The school will allow full access to a student's records to either parent unless the school has been provided with evidence that there is a court order, state statute, or other legally binding document that specifically revokes such right.

Upon reaching the age of 18, a former student gains the same rights as granted to the parents/legal guardians concerning access rights to his/her student records.

H. NON-CUSTODIAL PARENT'S ACCESS TO RECORDS (*3204):

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official, certified copy of that court order.

I. REQUEST FOR AND TRANSFER OF STUDENT RECORDS (*3205):

Permanent records and health records will be released to a receiving school when that school applies directly by mail to the sending school (Form 3205A). A release form signed by the parent or legal guardian must be obtained by the requesting school.

If the student is transferring to a Catholic school within the archdiocese, the original permanent record and health records shall be transferred. A copy should be retained for the originating school's records. If the student is transferring to a school that is not recognized as a Catholic school within the archdiocese, a copy of the student's permanent record card and the original health records shall be transferred.

All special education or psychological test results, which are to be released to the receiving school, must include a parent/legal guardian's signed release specific to that information. The student's original permanent record card or copy is then placed in the inactive file with a notation made indicating to which school the student has transferred, the date, and the reason for the transfer.

J. WITHHOLDING SCHOOL RECORDS (*3206):

Schools shall not withhold transcripts or grades because of delinquent tuition. Parents have an absolute right to access any and all student records related to their students. Consequently, in no case shall the withholding of transcripts, report cards, or other records of a student's work be used for the enforcement of collection.

SECTION V. STUDENT CONDUCT AND DISCIPLINE

A. STUDENT CODE OF CONDUCT (*3301):

Saints Peter and Paul Catholic School promotes a positive environment of academic and spiritual growth. The Student Code of Conduct empowers each person with the skills to act respectfully and responsibly in a Christian manner. ***"Do to others what you would have them do to you."*** Matthew 7:12. In order to promote academic excellence and spiritual growth, the school community establishes these expectations for all.

Students are expected to conduct themselves in a manner that brings credit to the school and bears witness to the gospel values that are at the center of Saints Peter and Paul Catholic School's mission, both in and out of school.

To promote the development of core virtues, Saints Peter and Paul Catholic School students will strive to heed the two greatest Commandments which Jesus gave us: ***"love the Lord, your God with all your heart, with all your soul, and with all your mind," and "love your neighbor as yourself."*** Matthew 22:38-40.

1. Core Virtues in Action:

a. Responsibility

- (1) Being on time and ready to learn;
- (2) Completing and turning in all assignments;
- (3) Bringing necessary materials to class; and
- (4) Accepting responsibility for my actions.

b. Respect

- (1) Acting respectfully to adults and other students;
- (2) Cooperating with adults and other students;
- (3) Respecting the rights of others; and

- (4) Respecting myself.
- c. **Honesty**
 - (1) Being honest with others and myself;
 - (2) Refraining from cheating;
 - (3) Treating others fairly; and
 - (4) Refraining from taking the property of others.
- d. **Perseverance**
 - (1) Doing my personal best always;
 - (2) Showing a consistent effort and positive attitude;
 - (3) Resisting negative peer pressure;
 - (4) Resisting efforts to pressure others; and
 - (5) Developing good work habits.
- e. **Self-Discipline**
 - (1) Being obedient and respectful to authority;
 - (2) Working independently without disturbing others;
 - (3) Listening attentively;
 - (4) Following procedures and directions the first time given; and
 - (5) Responding appropriately to correction by an adult.
- f. **Humility**
 - (1) Consistently thanking God for the blessings given;
 - (2) Putting God first, others second, and myself last;
 - (3) Spending time with God in prayer; and
 - (4) Recognizing and developing the talents God has given me.
- g. **Compassion**
 - (1) Praying for others;
 - (2) Considering people's feelings;
 - (3) Practicing fairness, forgiveness, and mercy; and
 - (4) Trying to be a peacemaker every day.
- h. **Charity**
 - (1) Being aware of other people's needs;
 - (2) Helping those less fortunate than myself;
 - (3) Doing good things for others; and
 - (4) Sharing my God-given gifts and talents with others.

2. Standards and Expectations for Student Conduct

- a. **Standards for Student Conduct:** As a member of our Catholic faith community, each student is expected to:
 - (1) Demonstrate courtesy, even when others do not;
 - (2) Listen carefully, demonstrate active listening skills;
 - (3) Behave in a responsible manner, always exercising self-discipline;
 - (4) Attend all classes regularly and on time;
 - (5) Prepare for each class; take appropriate materials and assignments to class;
 - (6) Meet School standards of grooming, appearance, and dress;
 - (7) Obey all campus and classroom rules;
 - (8) Respect the rights and privileges of students, teachers, staff, and volunteers;
 - (9) Respect the property of others, including School and Parish property and facilities;
 - (10) Adhere to the requirements of the Student Code of Conduct and Christian Code of Conduct;
 - (11) Cooperate with and assist the school staff in maintaining safety, order, and discipline;
 - (12) Use the buddy system when on campus; and
 - (13) Complete his/her own work.

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

b. Playground Expectations

- (1) Follow the directions of supervisors;
- (2) Stay in the designated area;
- (3) Walk when on or near play systems;
- (4) Be a friend - refrain from fighting, rough playing, shoving, teasing, name-calling, kicking, or throwing of objects other than authorized playground equipment designed to be thrown;
- (5) Use equipment properly.

c. Restroom Expectations

- (1) Use and dispose of paper products properly;
- (2) Wash hands;
- (3) Use quiet voices;
- (4) Use facilities properly, quickly, and respectfully -- do not loiter.

d. Classroom Expectations

Each teacher will review class policies and procedures and the Saints Peter and Paul Catholic School Code of Conduct and Christian Code of Conduct with students, as well as post the expectations in the classroom.

e. Cafeteria Expectations

- (1) Enter the cafeteria quietly;
- (2) Walk and move in all cafeteria lines quietly;
- (3) Sit at designated tables;
- (4) Keep eating areas clean, push in chairs, and remove trays and trash in an orderly fashion;
- (5) Use good table manners;
- (6) Use inside voices;
- (7) Do not share or give away food (due to allergies and germs); and
- (8) Parents may provide food for their student(s) only, unless arrangements have been made with the teacher to provide for the entire class.

f. Hall/Walkway Expectations

- (1) Keep to the right and walk in a single file;
- (2) Keep your hands, feet, and objects to yourself; and
- (3) Walk quietly.

3. Students will be responsible for following any additional rules:

The school reserves the right to and may create other campus or classroom rules in addition to those found in the Code of Conduct, as circumstances may require. These additional campus or classroom rules may be posted throughout the campus and in classrooms or provided to the student in either written or oral form. Violations of additional rules will also constitute violations of the Code of Conduct.

B. BULLYING PREVENTION (*3302):

Saints Peter and Paul Catholic School endorses the prevention of bullying through the promotion of kindness, respect, empathy, and acceptance of each person. It is the responsibility of all Catholic school leaders to ensure that a safe, positive, and productive educational environment is established in the school, where no student shall be subjected to bullying, discrimination/harassment, cyberbullying, or retaliation. The prohibition against these acts applies to all people engaged in all school-related activities, which include but are not limited to all students, regular or temporary, part-time or full-time employees, volunteers, instructors, and consultants.

Violations of the School's bullying policy shall be addressed in conformance with the school's existing disciplinary policy.

All reporting, timely investigation, and responses shall be consistent with local, state, and federal law regarding anti-discrimination and the protection of civil and human rights.

Bullying behavior is strictly prohibited and will result in disciplinary action.

1. Expectations:

- a. We will not bully others.
- b. We will try to help students who are bullied.
- c. We will try to include students who are left out.
- d. If we know that someone is being bullied, we will tell an adult at school and/or an adult at home.

2. Bullying Definition:

Bullying means engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs within or outside of school property, at a school-sponsored or school-related activity, or in a vehicle operated by Saints Peter and Paul Catholic School or the Archdiocese of San Antonio and that:

- a. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's property;
- b. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- c. Interferes with a student's education or substantially disrupts the operation of the school; or
- d. Includes cyberbullying.

The action is considered bullying if it is a negative action, written or verbal expression, or physical conduct that:

- a. Is intentional;
- b. Is repeated; and
- c. Exploits an imbalance of power between perpetrator(s) and the victim(s).

3. Types of Bullying (Overlap can Occur):

- a. **Physical bullying** is physical acts of aggression such as hitting, kicking, tripping, or pushing.
- b. **Emotional bullying** is causing harm to someone's self-esteem or feelings of safety.
- c. **Relational/Social bullying** is spreading rumors, intentionally excluding others, or passing harmful notes about another person.
- d. **Verbal bullying** is a threat of physical bullying, name-calling, racial comments, graffiti on bathroom walls, or other insults, such as making faces, obscene gestures, and body shaming.
- e. **Internet (Cyber) bullying** is the spreading of harmful information or lies about others through e-mail, chats, texts, messages, online blogs, social media, cellular devices, phones, electronic devices, or cameras.
- f. **Sexual bullying** is unwanted touching (including "wedgies", bra snapping) or comments and obscene sexual gestures made about a person's body, body type, or physical features.

c. PROCEDURES FOR REPORTING BULLYING (*3302):

1. Anyone associated with Saints Peter and Paul Catholic School, including students, school staff, administrators, parents, and community members, must report any bullying incident to the Principal or the Principal's designee to facilitate prompt and appropriate action. School staff are expected to immediately intervene when they see a bullying incident occur and submit the Bullying Incident Summary Report Form.
2. It is the obligation of the student/parent to notify the school personnel.
3. Reports may be made anonymously; however, formal disciplinary action may not be based solely

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

- on an anonymous report.
4. Filing a report in good faith will not reflect upon the individual's status, nor will it affect grades or employment status.
 5. Any reprisal or retaliation is prohibited against any person who reports a bullying incident.
 6. School personnel will investigate the accusation of bullying and determine if further measures should be taken.
 7. All such reports will be taken seriously. School administration will conduct a prompt, thorough, and complete investigation of each alleged incident to verify the validity and seriousness of the report.
 8. If it is determined by the administration that further measures should be taken, appropriate forms will be completed.
 - a. The disciplinary action will relate to the nature, context, and seriousness of the harassment and **can include all disciplinary actions up to and including expulsion**. Parents are expected to support the school's established standards of conduct and join the school in an effort to raise self-disciplined young men and women.

D. PROCEDURES FOR ADDRESSING BULLYING (*3302):

1. Obligation to Notify Others:

The school administration has the primary responsibility to give the following notifications when bullying or retaliation has occurred:

- a. **Notice to Parent or Guardians:** Upon a determination by the administration that bullying or retaliation has occurred, the principal or assistant principal will promptly notify the parents or legal guardians of the target and the aggressor and inform them of the procedures for responding to the incident.
- b. **Notice to Another School:** If the reported incident involved students from another Catholic school, the principal or assistant principal first informed of the incident will promptly notify by telephone the principal of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal education and privacy laws and regulations to protect the privacy of minors.
- c. **Notice to Law Enforcement:** At any point after receiving a report of bullying or retaliation, including after an investigation, if the school administration has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency and will notify the Superintendent of Catholic Schools of this report.

E. HARRASSMENT:

Saints Peter and Paul Catholic School does not condone harassment of any kind. All students, faculty, and staff are to be treated with dignity and respect. Harassment in any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school-related activities: all students; regular or temporary, part-time, or full-time employees; volunteers; itinerant instructors; and consultants.

1. Harassment Definitions:

- a. **Harassment** is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis provided by law that is so severe, persistent, or pervasive that the conduct:
 1. Affects a student's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening, hostile, or offensive educational environment;
 2. Has the purpose or effect of substantially or unreasonably interfering with the student's

- academic performance; or
- 3. Otherwise, it adversely affects the student's educational opportunities.
- b. **Sexual Harassment** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - 1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's academic success or achievement of any other nature.
 - 2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the student.
 - 3. Such conduct has the purpose of unreasonable interference with a student's school performance or of creating an intimidating, hostile, or offensive school environment.
- c. **Verbal harassment** includes derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.
- d. **Physical harassment** includes unwarranted physical touching, contact, assault, deliberate impeding or blocking of movements, or any intimidating interference with normal school work or of movement.

2. Harassment Reporting:

- a. Anyone associated with Saints Peter and Paul Catholic School, including students, School staff and administrators, parents, and community members, must report any act that may be a violation of this policy in order for Saints Peter and Paul Catholic School to take appropriate action.
- b. All school employees are required to report alleged violations of this policy to the principal or the principal's designees. Staff are expected to immediately intervene when they see a harassment incident occur. Each complaint of harassment will be promptly investigated. Reports may be made anonymously; however, formal disciplinary action may **not** be based solely on an anonymous report.
- c. All such reports will be taken seriously. The principal or principal's designee will conduct a prompt, thorough, and complete investigation of each alleged incident in order to verify the validity and seriousness of the report.
- d. Any reprisal or retaliation is prohibited against any person who reports a harassment incident. Filing a report in good faith will not reflect upon the individual's status, nor will it affect grades or employment status.

3. Procedures for Filing and Investigating Harassment Claims:

The following procedures must be followed for the filing and investigation of a harassment claim:

- a. The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop.
- b. If the objectionable behavior does not cease immediately, the person must report the harassment to the principal.
- c. In the case of sexual harassment allegations, the person is free to raise the issue with another administrator if he/she prefers to do so.
- d. If the complaint is against the principal, the person must report the incident to the Pastor or the Superintendent of Catholic Schools. As soon as the report has been given, the school personnel must report the incident to the Pastor and Superintendent.
- e. The person alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- f. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegation.

- g. For students, once the facts of the case have been gathered, the principal or principal's designee will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and **can include all disciplinary actions up to and including expulsion.**
- h. If the complaint is against a non-employee, such as a parent, parishioner, volunteer, or vendor, the School will take steps, within its power, to investigate and eliminate the problem.

F. DISCIPLINARY ACTION – PENALTIES, DISCRETIONARY PROCEDURES, AND EXCEPTIONS (*3401):

1. Guiding Principles for Student Discipline

At Saints Peter and Paul Catholic School, discipline is viewed as an opportunity for growth. The goal of discipline is to help students develop self-control, responsibility, respect for others, and accountability for their actions.

The following principles guide all disciplinary decisions:

- a. Maintaining a positive and orderly classroom environment is primarily the responsibility of the classroom teacher.
- b. Discipline should focus on teaching appropriate behavior and reinforcing positive values rather than relying solely on punishment.
- c. Every student will be treated with dignity, respect, and compassion.
- d. Communication between home and school regarding behavioral concerns must be documented and maintained in the student's file.

2. Prohibited Disciplinary Practices

The following disciplinary measures are strictly prohibited:

- a. Corporal punishment, including but not limited to spanking, shaking, slapping, pinching, or any other form of physical punishment.
- b. Language or actions intended to ridicule, embarrass, shame, or demean a student or the student's family.
- c. Sending a student outside the classroom without appropriate supervision.
- d. Using prayer, religious exercises, Mass attendance, or academic assignments as punishment.
- e. Any extreme, unusual, or inappropriate form of discipline, including physical contact intended as punishment.

3. Progressive Discipline

Saints Peter and Paul Catholic School utilizes a Progressive Discipline approach. Progressive discipline is a process designed to help students recognize inappropriate behavior, understand its impact, and make positive choices moving forward.

As a Catholic school, we believe discipline should be rooted in faith, respect, compassion, forgiveness, and personal responsibility. Parents and the school work together to guide students toward making good decisions and accepting responsibility for their actions.

Parents and students are expected to follow all school policies and directives. Parents are expected to support the disciplinary process and work cooperatively with faculty and administration. Failure of a student and/or parent to cooperate with school policies may affect a student's current or future enrollment.

The administration reserves the right to modify disciplinary procedures and consequences as circumstances warrant. In serious situations, the administration may bypass any step of the progressive discipline process and impose consequences deemed appropriate.

4. Positive Reinforcement

Saints Peter and Paul Catholic School believes positive behavior should be recognized and celebrated.

Examples of positive reinforcement may include:

- a. Classroom rewards, privileges, special activities, or teacher recognition.
- b. Student of the Month and other school-wide recognition programs.
- c. Positive behavior notices, merits, or commendations communicated through FACTS.
- d. Recognition for demonstrating Christian values, leadership, responsibility, and service to others.

5. Possible Consequences for Behavioral Infractions

Consequences are assigned based on the nature, severity, and frequency of the behavior. The school may use one or more of the following interventions:

- a. Verbal reminder or warning.
- b. Teacher-student conference.
- c. Reflection activity, written reflection, apology letter, or restorative conversation.
- d. Acts of service within the school community are appropriate to the student's age and offense (assisting with classroom organization, campus beautification, helping teachers with approved tasks, etc.).
- e. Temporary relocation to a designated quiet space or safe place for reflection and self-regulation.
- f. Parent notification.
- g. Behavioral warning.
- h. Demerit (formal disciplinary notice communicated through FACTS).
- i. Recess detention.
- j. After-school detention.
- k. Behavioral contract or improvement plan.
- l. Loss of privileges.
- m. In-school suspension.
- n. Out-of-school suspension.
- o. Expulsion.

The administration reserves the right to determine appropriate consequences based on individual circumstances and may assign consequences not specifically listed above when deemed educationally appropriate and consistent with school policy.

6. Levels of Behavioral Infractions and Consequences

A. General Guidelines

The behaviors listed below are prohibited on school property, during school-sponsored transportation, and at all school-sponsored activities and events.

When determining consequences for inappropriate behavior, the school considers the severity of the offense, the student's age, prior behavior, and the frequency of the behavior.

- a. The administration, in consultation with the Pastor, reserves the right to withdraw a student when it is determined to be in the best interest of the student and/or the school community.
- b. As the seriousness or frequency of inappropriate behavior increases, the level of intervention and consequences will also increase.

B. Level I Offenses

Level I offenses are minor infractions that are typically addressed by the classroom teacher and may not require administrative involvement. **Examples include, but are not limited to:**

- Failure to follow directions from school personnel
- Minor classroom disruptions
- Missing, incomplete, or late homework
- Tardiness to class
- Being out of the seat without permission
- Talking without permission
- Off-task behavior or lack of attention
- Refusal to participate in classroom activities
- Misbehavior in hallways, restrooms, cafeteria, playground, or during transitions
- Non-injurious horseplay or roughhousing
- Throwing objects without intent to cause harm
- Uniform or dress code violations
- Uncooperative attitude or inappropriate behavior
- Minor damage to school property
- Inappropriate language
- Inappropriate behavior during Mass, prayer services, or religious activities
- Possession or chewing of gum on campus
- Level I bullying or harassment behaviors
- Any other minor behavioral infraction as determined by the principal

Possible Consequences for Level I Offenses

The goal of Level I consequences is to teach appropriate behavior, encourage personal responsibility, and restore relationships when needed. **Consequences may include, but are not limited to:**

- a. Verbal reminder, redirection, or correction.
- b. Teacher-student conference.
- c. Reflection activity, written reflection, apology letter, or restorative conversation.
- d. Acts of service within the school community are appropriate to the student's age and behavior (such as helping organize classroom materials, assisting with campus beautification projects, or other supervised service opportunities).
- e. Temporary relocation to a quiet area, safe place, or cooling-off space.
- f. Seating change or other classroom intervention.
- g. Temporary confiscation of items that interfere with learning.
- h. Behavior warning.
- i. Parent notification through email, phone call, or FACTS.
- j. Demerit issued by the teacher and documented in FACTS.
- k. Recess detention.

Repeated Level I offenses may result in administrative involvement and progression to higher levels of disciplinary action.

C. Level II Offenses

Level II offenses are more serious behaviors that disrupt the learning environment, interfere with school operations, violate school expectations, or involve repeated Level I infractions. These behaviors are referred to the school administration. **Examples of Level II Offenses (not limited to):**

- Repeated Level I offenses
- Refusal to follow directions from school personnel (insubordination)
- Persistent or serious disrespect toward faculty, staff, volunteers, or other adults
- Use of profanity, vulgar language, inappropriate gestures, or offensive remarks
- Truancy, excessive absences, or skipping class
- Leaving a classroom, assigned area, or campus without permission
- Theft or possession of stolen property
- Persistent classroom disruptions that interfere with instruction
- Repeated misconduct in hallways, restrooms, cafeteria, playground, or other common areas
- Dishonesty, including lying to school personnel or avoiding responsibility for one's actions
- Cheating, plagiarism, or presenting another person's work as one's own
- Unauthorized use of Artificial Intelligence (A.I.) tools or submitting A.I.-generated work as original student work
- Repeated violations of the uniform or dress code policy
- Fighting, aggressive behavior, or acts of violence
- Unauthorized use of cell phones, smartwatches, or other electronic devices
- Vandalism or damage to school or personal property
- Physical aggression toward another person that does not result in serious injury
- Inappropriate public displays of affection (PDA), including kissing, prolonged hugging, hand-holding, or other inappropriate physical contact
- Forgery or falsification of school documents, records, notes, signatures, or passes
- Misuse of school technology, devices, networks, or online resources
- Level II bullying, harassment, intimidation, or cyberbullying
- Any other serious misconduct as determined by the administration

The administration reserves the right to determine additional Level II offenses as situations arise.

Possible Consequences for Level II Offenses

Consequences are designed to be corrective, restorative, and educational. The goal is to help students take responsibility for their actions, repair harm when needed, and make better choices moving forward.

Consequences may include one or more of the following:

- a. Demerit with recess detention
- b. Teacher and/or administrator conference with the student
- c. **Reflection assignment** (written reflection, guided questions, or restorative conversation focused on behavior, impact, and future choices)
- d. **Acts of service** within the school community (age-appropriate supervised service such as assisting teachers, campus clean-up, organizing materials, or other restorative contributions)
- e. Written apology or restorative letter when appropriate
- f. Parent notification and documentation in FACTS

- g. Parent-teacher-administrator conference
- h. Referral to administration
- i. Individual behavior improvement plan or behavioral contract
- j. Loss of privileges (including extracurricular activities, field trips, or school events)
- k. After-school detention
- l. Saturday detention
- m. In-school suspension
- n. Out-of-school suspension
- o. Behavioral probation
- p. Recommendation for withdrawal or expulsion in cases of repeated or severe misconduct

The administration will determine appropriate consequences based on the severity of the behavior, prior disciplinary history, and individual circumstances.

G. SUSPENSION (*3402):

A student may be suspended by the principal or assistant principal for a serious violation of School rules as contained in this Handbook. The principal or assistant principal will also determine whether the suspension is in-school or off-campus.

The school will carefully document the violation and the reason for the suspension. Written notice will be given to the parent or legal guardian of the student.

A suspension may not last longer than three (3) days. Offenses for which suspension may be warranted are discussed in the Student Conduct and Discipline Section of this Handbook and as Offense Level II and III. **Students who have been suspended or assigned an in-school suspension may be placed on disciplinary probation for the rest of the year.**

1. In-School Suspension (ISS):

1. Parent/legal guardian will be notified prior to a student serving an in-school suspension.
2. Parents/legal guardians will be responsible for a \$75 fee per student for each ISS to cover the cost of supervision of the student. Fees will be billed via FACTS within one week of the ISS date.
3. While serving in-school suspension, the student will be responsible for having all class assignments completed satisfactorily. A late penalty may be deducted. Assignments will be turned in by the end of each class period unless otherwise indicated. No credit will be given for assignments not completed during ISS.
4. The student will be responsible for either bringing their snack and lunch, or they may purchase their lunch from the cafeteria.

2. Out-Of-School Suspension (OSS):

- a. Parents will be notified prior to a student serving an out-of-school suspension.
- b. While serving out-of-school suspension, the student will receive a "0" for all assignments for that day(s).
- c. The duration of an out-of-school suspension may be up to three (3) days. Written notice will be given to the parent or guardian during a scheduled conference with the principal or assistant principal. The student will be marked absent, and a reinstatement conference is required at the end of the out-of-school suspension.

H. EXPULSION POLICY (*3404):

Expulsion is a serious matter and should be invoked only as a last resort. Normally, it will follow a single grave offense or a series of offenses indicating a basically hostile attitude. A student may be expelled from school when other means of discipline have failed. A student may be immediately expelled from school for certain very serious reasons and/or after a single violation if, despite his or her previous disciplinary history, the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students.

1. Expulsion Procedures:

- a. There must be a documented conference of the principal, teacher, and student. If the problem cannot be resolved at this conference, the student is suspended.
- b. This meeting is followed by a documented conference of the principal, teacher, and parent. If no solution is reached, another conference is held with the Pastor/authorized agent or his/her designee present.
- c. The principal and Pastor/authorized agent, or his/her designee, then decide either to readmit or expel the student. If readmitted, the student is on probation for a period of time. If the decision is for expulsion, the Superintendent of Catholic Schools is notified and given a brief explanation of the reasons in writing.

2. Immediate Expulsion:

A student may be subject to immediate expulsion when he or she:

- a. Participates in disruptive activities by a group, such as a gang.
- b. Possesses, uses, or delivers narcotics, dangerous drugs, or alcohol on School property or at School-sponsored activities.
- c. Smokes or uses any tobacco product on School property or at a School-related activity.
- d. Possesses, uses, or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on School property or at a School-related activity and/or threatens bodily injury or harm to a student/School personnel.
- e. Assaults a student, parent, or any School personnel.
- f. Vandalizes School property or the property of others.
- g. Uses racist remarks or body shaming towards other students
- h. Engages in chronic or repeated behavior that disrupts the learning environment. After the third offense, the student will be expelled.

I. SUBSTANCE ABUSE (*3312):

No student shall possess, use, or attempt to possess, use, or be under the influence of any prohibited substance on School premises during any school term or off School premises at a School-related activity, function, or event. The transmittal, sale, or attempted sale of what is represented to be any prohibited substance is also forbidden under this policy.

Students who violate this policy shall be subject to disciplinary action, including expulsion.

1. A Prohibited Substance is Defined as:

- a. Any controlled substance or dangerous drug as defined by law, including but not limited to: marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- b. Any tobacco product, including but not limited to: chewing tobacco, cigarettes, electronic cigarettes, vape pens, and e-cigarette paraphernalia, regardless of nicotine or tobacco content.

- c. Alcohol or any alcoholic beverage.
- d. Any glue, aerosol paint, or other volatile chemical substance for inhalation or other abusive purpose.
- e. Any other intoxicant or drug, legal or illegal, that is promised, commonly believed, or used in such a manner as to alter natural states of consciousness, emotions, behavior, or alertness.

2. Use of a Prohibited Substance Means:

A student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

3. Under the Influence Means:

A student's faculties are noticeably impaired. The student need not be legally intoxicated.

J. WEAPONS (2026):

Saints Peter and Paul Catholic School is a weapon-free zone. It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of School property, onto a school campus or bus, or at School-sponsored athletic, social, or extracurricular activities. Any person who does this should be immediately reported to the police or the appropriate law enforcement agency with jurisdiction over the area. The principal should notify the parents/legal guardians of any student who is arrested for violation of this statute. 18 U.S. Code §922(q)(2)(A). Students should refrain from bringing unnecessary and potentially dangerous items to School. Students possessing such items may have them confiscated and could be subject to further disciplinary actions. Items that are confiscated by School personnel will be sent to the office and must be picked up by a parent or guardian. Items of a clearly immoral or potentially dangerous nature will not be returned and will be disposed of by the school. Should parents wish to reclaim other confiscated items, they should be aware that the school reserves the right to dispose of confiscated items one week after the end of each academic quarter. The school will not be held responsible for non-returned, lost, or damaged items.

K. SEARCH AND SEIZURE (*3313):

The principal or a principal's designee(s) may search a student's desk, locker, or belongings, including, but not limited to, handbags, briefcases, backpacks, book bags, and other items in a student's possession at any time, with or without reasonable suspicion or probable cause.

L. VIOLENCE – THREATENED AND/OR ACTED (*2026/*3302):

The archdiocese prohibits any and all acts or threats of violence by an employee, parishioner, vendor, or visitor to archdiocesan facilities. In addition, the archdiocese prohibits the possession or use of any and all weapons, including handguns and those licensed by the State of Texas, on diocesan premises by any employee, parishioner, vendor, or other visitor, whether licensed or unlicensed and whether concealed or visible, with the exception of peace officers. Premises include but are not limited to the main facilities of schools and parishes, entrances, exits, and break areas, etc. Employees are further prohibited from the possession or use of any and all weapons while conducting business on behalf of the archdiocese off premises.

The archdiocese reserves the right to conduct searches of archdiocesan premises and property at any time and intends to search such areas when, in the opinion of management, there is a reasonable cause to believe that the search is necessary and appropriate to business security or workplace safety issues and/or to monitor compliance with this and other archdiocesan policies and procedures.

SECTION VI. UNIFORM POLICY/PERSONAL APPEARANCE

A. DRESS CODE (*3304):

Saints Peter and Paul Catholic School values and needs the support of parents in cooperating and ensuring compliance with the dress code and grooming guidelines. Saints Peter and Paul Catholic School considers modesty, neatness, and pride in one's appearance as both essential for the students' learning environment as well as important for our children's future. All students at Saints Peter and Paul Catholic School are required to wear the uniform adopted by the school from the first day of school until the last day of school, unless that student is participating in a school-sanctioned spirit dress or free dress day. A student's uniform is to fit properly, be clean, pressed, and in good repair. Faded or torn uniform items are to be replaced. Although every faculty and staff member is charged with enforcing the uniform code, it is primarily the responsibility of the parents to make sure that their students are properly dressed. Students are expected to follow the dress code expectations of their biological sex throughout the school day and during all school events, which include, but are not limited to, athletics, extracurricular, and social activities. The dress code, which follows, will be enforced by the administration, faculty, and staff. Uniforms must be purchased in-store or online at Flynn O'Hara. The San Antonio Flynn O'Hara store is located at 2108A NW Military Hwy, San Antonio, TX 78213; (210) 247-4180. Because uniforms look alike, all articles of clothing should be marked with the student's name--preferably with "sew-in" labels as ink markings eventually wash out.

Uniform Standards for all grades:

- Only approved Flynn O'Hara uniform items are required for core pieces.
- Uniforms must be clean, in good condition, and properly fitted.
- All shirts are to be worn tucked in across all grade levels.
- All skirts/skorts must touch the top of the kneecap in the front and back of the knee.
- Undergarments must not be visible.

B. DAILY UNIFORM: GIRLS PK3-5th GRADE:

DAILY UNIFORM DRESS-GIRLS PK3-5 th
• Grey Long or Short-sleeved polo w/ logo • Plaid Skirt/Skort in any combination. • Solid White Tennis Shoes (Logo on Shoes must be the same color as the shoes) • Black or Navy Blue Saddle Shoes • White Knee-High Socks

DAILY UNIFORM DRESS CODE REQUIREMENTS:

- **All skirts must touch the top of the kneecap in the front and back of the knee.**
- All shirts and blouses are to be worn tucked in.
- Girls in the School of Grammar (PK3-5th grade) can wear either tennis shoes or saddle shoes.
- **TENNIS SHOES MUST BE ALL WHITE. LOGO ON SHOES MUST BE THE SAME COLOR AS THE SHOES**
- **SADDLE SHOES MUST BE BLACK OR NAVY BLUE.**
- **ALL WHITE KNEE-HIGH SOCKS** are worn by girls in the School of Grammar (PK3 - 5th grade). **NO OTHER SOCKS ARE ALLOWED.**
- Girls in the School of Grammar (PK3 – 5th grade) are to wear black or navy shorts under all skirts.
- In cold weather, girls may wear khaki uniform pants purchased from Flynn O'Hara, but not on Mass days.
- Girls may also wear solid color leggings/tights in white, black, or grey under their plaid jumper or skirt/skort.



The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

C. DAILY UNIFORM: GIRLS 6th-8th GRADE:

DAILY UNIFORM DRESS-GIRLS 6 th -8 th
• Royal Blue Long or Short-sleeved Polo w/ Logo. • Plaid Skort or Plaid Skort/Skirt • Solid White or Black Shoes (Logo on Shoes must be the same color as the shoes) • Black or Navy Blue Saddle Shoes • Penny loafers • White Knee-High Socks

DAILY UNIFORM DRESS CODE REQUIREMENTS:

- All skirts must touch the top of the kneecap in the front and back of the knee.
- All shirts and blouses are to be worn tucked in.
- Girls in the School of Logic (6th – 8th grade) can wear either tennis shoes or saddle shoes.
- **TENNIS SHOES MUST BE ALL WHITE. LOGO ON SHOES MUST BE THE SAME COLOR AS THE SHOES.**
- **SADDLE SHOES MUST BE BLACK OR NAVY BLUE.**
- **BROWN OR BLACK PENNY LOAFERS**
- **ALL WHITE KNEE-HIGH SOCKS** are worn by girls in the School of Logic (6th-8th grade). **NO OTHER SOCKS ARE ALLOWED.**
- Girls in the School of Logic (6th – 8th grade) are to wear black or navy shorts under all jumpers and skirts.
- In cold weather, girls may wear khaki uniform pants purchased from Flynn O'Hara, but not on Mass days.
- Girls may wear solid color leggings/tights in white, black, or grey under their jumper or skirt/skort.



The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

D. DAILY UNIFORM: BOYS PK3 – 5TH GRADE:

DAILY UNIFORM DRESS-BOYS PK3-5th GRADE

- Grey Long or Short-sleeved Polo w/ Logo.
- Khaki Shorts or Khaki Pants
- Black or Brown Leather Belt Worn w/ Shorts or Pants.
- Solid Black Tennis Shoes (Logo on Shoes must be the same color as the shoes)
- Black Oxford Shoes
- Solid Black Crew Socks

DAILY UNIFORM DRESS CODE REQUIREMENTS:

- All shirts are to be worn tucked in.
- Boys in the School of Grammar (PK3-5th grade) can wear either tennis shoes or Oxford shoes.
- **TENNIS SHOES MUST BE ALL BLACK. LOGO ON SHOES MUST BE THE SAME COLOR AS THE SHOES**
- **OXFORD SHOES MUST BE BLACK.**
- **ALL BLACK CREW SOCKS** are worn by boys in the School of Grammar (PK3-5th grade). **NO OTHER SOCKS ARE ALLOWED.**



The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

E. DAILY UNIFORM: BOYS 6th-8th GRADE:

DAILY UNIFORM DRESS-BOYS 6th-8th

- Royal Blue Long or Short-sleeved Polo w/ Logo.
- Khaki Shorts or Khaki Pants.
- Black or Brown Leather Belt Worn w/ Shorts or Pants.
- Solid Black Tennis Shoes (Logo on Shoes must be the same color as the shoes).
- Black Oxford Shoes.
- Solid Black Crew Socks.

DAILY UNIFORM DRESS CODE REQUIREMENTS:

- All shirts are to be worn tucked in.
- Boys in the School of Logic (6th-8th Grade) can either wear tennis shoes or Oxford shoes.
- **TENNIS SHOES MUST BE ALL BLACK. LOGO ON SHOES MUST BE THE SAME COLOR AS THE SHOES**
- **OXFORD SHOES MUST BE BLACK.**
- **ALL BLACK CREW SOCKS** are worn by boys in the School of Grammar (PK3-5th grade). **NO OTHER SOCKS ARE ALLOWED.**



The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

F. UNIFORM FOR MASS DAYS: GIRLS PK3 – 3rd GRADE:

DAY	DRESS
WEDNESDAY	• Plaid Jumper • Blue (Peter Pan) Mass Collar Blouse • Solid White or Black Tennis Shoes (Logo on Shoes must be the same color as the shoes) • Black or Navy Blue Saddle Shoes • White Knee-High Socks

MASS UNIFORM DRESS CODE REQUIREMENTS:

1. **All skirts must touch the top of the kneecap in the front and back of the knee.**
2. All blue blouses are to be worn tucked in.
3. **TENNIS SHOES MUST BE ALL WHITE OR BLACK. LOGO ON SHOES MUST BE THE SAME COLOR AS THE SHOES**
4. **SADDLE SHOES MUST BE BLACK OR NAVY BLUE.**
5. **ALL WHITE KNEE-HIGH SOCKS. NO OTHER SOCKS ARE ALLOWED.**
6. On cold days, girls may wear solid color leggings/tights in white, black, or grey under their plaid jumper.



G. UNIFORM FOR MASS DAYS: GIRLS 4th – 5th GRADE:

DAY	DRESS
WEDNESDAY	• Plaid Skort, or Plaid Skort/Skirt. • Blue Short Sleeve Collar Blouse w/ School Logo. • Navy Sailor Tie w/Loop. • Solid White or Black Tennis Shoes (Logo on Shoes must be the same color as the shoes). • Black or Navy Blue Saddle Shoes. • White Knee-High Socks.

MASS UNIFORM DRESS CODE REQUIREMENTS:

- 7. All skirts must touch the top of the kneecap in the front and back of the knee.**
- 8. All blue blouses are to be worn tucked in.**
- 9. TENNIS SHOES MUST BE ALL WHITE OR BLACK. LOGO ON SHOES MUST BE THE SAME COLOR AS THE SHOES**
- 10. SADDLE SHOES MUST BE BLACK OR NAVY BLUE.**
- 11. ALL WHITE KNEE-HIGH SOCKS. NO OTHER SOCKS ARE ALLOWED.**
- 12. On cold days, girls may wear solid color leggings/tights in white, black, or grey under their plaid skort/skirt.**



H. UNIFORM FOR MASS DAYS: GIRLS 6th – 8th GRADE:

DAY	DRESS
WEDNESDAY	• Plaid Skort or Plaid Skort/Skirt • Blue Short Sleeve Collar Blouse w/ School Logo • Blazer w/ School Logo • Navy Sailor Tie w/Loop • Solid White Tennis Shoes (Logo on Shoes must be the same color as the shoes) • Black or Navy Blue Saddle Shoes • Brown or Black Penny Loafers • White Knee-High Socks

MASS UNIFORM DRESS CODE REQUIREMENTS:

13. All skirts must touch the top of the kneecap in the front and back of the knee.
14. **GIRLS 6th-8th MUST WEAR THE BLAZER W/ SCHOOL LOGO ON MASS DAYS.**
15. All blue blouses are to be worn tucked in.
16. **TENNIS SHOES MUST BE ALL WHITE OR BLACK. LOGO ON SHOES MUST BE THE SAME COLOR AS THE SHOES**
17. **SADDLE SHOES MUST BE BLACK OR NAVY BLUE.**
18. **ALL WHITE KNEE-HIGH SOCKS. NO OTHER SOCKS ARE ALLOWED.**
19. On cold days, girls may wear solid color leggings/tights in white, black, or grey under their plaid skort/skirt.



The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

I. UNIFORM FOR MASS DAYS: BOYS PK3-5th GRADE:

DAY	DRESS
WEDNESDAY	• Blue Short or Long Sleeve Oxford Shirt w/ School Logo. • Khaki Pants. • Grey and Blue Plaid Tie • <u>Black or Brown Leather Belt Worn w/ Pants.</u> • Solid Black Tennis Shoes (Logo on Shoes must be the same color as the shoes). • <u>Black Oxford Shoes.</u> • <u>Solid Black Crew Socks.</u>

MASS UNIFORM DRESS CODE REQUIREMENTS:

- All shirts are to be worn tucked in.
- Boys can either wear tennis shoes or Oxford shoes.
- **TENNIS SHOES MUST BE ALL BLACK. LOGO ON SHOES MUST BE THE SAME COLOR AS THE SHOES**
- **OXFORD SHOES MUST BE BLACK.**
- **ALL BLACK CREW SOCKS. NO OTHER SOCKS ARE ALLOWED.**



The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

J. UNIFORM FOR MASS DAYS: BOYS 6th-8th GRADE:

DAY	DRESS
WEDNESDAY	• Blue Short or Long Sleeve Oxford Shirt w/ School Logo. • BLAZER W/ SCHOOL LOGO • Khaki Pants. • Grey and Blue Plaid Tie. • <u>Black or Brown Leather Belt Worn w/ Pants.</u> • Solid Black Tennis Shoes (Logo on Shoes must be the same color as the shoes). • <u>Black Oxford Shoes.</u> • <u>Solid Black Crew Socks.</u>

MASS UNIFORM DRESS CODE REQUIREMENTS:

- All shirts are to be worn tucked in.
- **BOYS 6th-8th MUST WEAR THE BLAZER W/ SCHOOL LOGO ON MASS DAYS.**
- Boys can either wear tennis shoes or Oxford shoes.
- **TENNIS SHOES MUST BE ALL BLACK. LOGO ON SHOES MUST BE THE SAME COLOR AS THE SHOES**
- **OXFORD SHOES MUST BE BLACK.**
- **ALL BLACK CREW SOCKS. NO OTHER SOCKS ARE ALLOWED.**



The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

K. OUTERWEAR:

Students may purchase a Saints Peter and Paul Catholic School black polar fleece jacket or grey sweater through Flynn O'Hara. Any sweatshirt/jacket purchased through the school or SPP Booster Club may also be worn. The school's polar fleece jacket, sweater, or SPP purchased sweatshirt/jacket may be worn in classrooms. Other jackets may be worn before or after school and during recess, **but are not to be worn in the hallway, classrooms, or Mass.**

GIRLS AND BOYS OUTERWEAR (MONDAY-FRIDAY)



**V-NECK CARDIGAN SWEATER WITH EMBROIDERED
LOGO (HEATHER GRAY)**



**FULL-ZIP FLEECE JACKET WITH EMBROIDERED
LOGO (BLACK)**



**NYLON SHELL JACKET WITH HOOD WITH
EMBROIDERED LOGO (BLACK)**

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

L. CHANGING CLOTHING AFTER SCHOOL OR FOR SPECIAL CIRCUMSTANCES:

Saints Peter and Paul Catholic School students represent our community at all times and especially when in uniform. Students should arrive at and leave from School wearing the required (full) uniform. Students in the sports program are permitted to change out of their uniform for sports practice and competitions. Students in the After School Program must remain in full uniform at all times.

Students participating in school-related activities, such as extracurricular, PSIA activities, or other special functions, may have a different dress or grooming code required by the sponsor, coach, or administration. **If such an occurrence happens, the faculty member responsible is asked to notify the administration and teachers in advance.**

M. PERSONAL APPEARANCE STANDARDS:

High standards of dress and personal grooming are important in creating a positive and respectful image of the student body and should reflect the spirit of the school uniform code. Students are expected to arrive at school each day in full compliance with the dress code and personal appearance guidelines.

Students who are not in compliance with the dress code or personal appearance standards will be subject to the following consequences:

1. Verbal warning and correction when possible
2. Uniform violation documented in RenWeb/FACTS
3. Demerit issued with appropriate consequences as outlined in the discipline policy
4. Loss of Friday Spirit Dress privilege for the week in which the student is out of uniform

Repeated violations may result in additional disciplinary action and a parent conference as needed.

1. Hair Standards:

- a. **Boys' haircuts and girls' hairstyles** should not be extreme. Hairstyles NOT ACCEPTABLE include tails, Mohawks, fauxhawks, or designs cut into the hair. Natural hair colors are required; subtle highlights are permitted for middle school.
- b. **Boys' hair may not hang over the eyebrows, ears, or top of the collar.** Facial hair is not allowed.
- c. **Girls' hair** must be neat and well-groomed, out of the eyes, and styled such that it is not a distraction.
- d. **HAIR ACCESSORIES (GIRLS ONLY):** All hair accessories must match the school uniform plaid or match a solid color in the school uniform plaid. Bows may only be in School colors: blue, white, grey, or black (solid or in combination). Girls' hair bows SHALL NOT be too large or distracting. Hair bows should be no more than three (3) inches in height or five (5) inches in width.

2. Jewelry Standards:

- a. **BRACELETS, NECKLACES, and ANKLETS:** One simple bracelet is allowed (no dangling charms, no ankle bracelets). One religious medal necklace is permitted.
- b. **EARRINGS:** Studs only (silver, gold, or gemstone), no hoops or dangling earrings; students may have only one piercing in each ear. **BOYS ARE NOT ALLOWED TO WEAR EARRINGS/SPACERS.** No other body piercings are allowed.
- c. **WATCHES:** Students may wear a watch; however, **no electronic, internet, or data-capable**

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

watches are allowed.

- d. Any inappropriate jewelry will be confiscated and returned only to the parents/legal guardians.

3. Other Standards:

- a. No visible body art and tattoos (*i.e.*, henna, marker, writing, etc.).
- b. No makeup (including but not limited to colored mascara, clear mascara, or Vaseline), nail polish, or fake nails.
- c. No perfume or cologne due to allergies
- d. Undergarments may not be visible.
- e. Writing/Drawing will NOT be allowed on any part of the school uniform or the students' bodies.

N. FREE DRESS DAYS:

Throughout the year, there will be days when students are not required to wear their uniforms to School. Clothing worn on Free Dress Day is to be in good taste and should not distract from the learning process.

Clothing considered in poor taste includes, but is not limited to, the following:

1. Baggy pants.
2. T-shirts with inappropriate advertisements (alcohol, innuendo, sex, tobacco, violence, drugs, etc.).
3. Bandanas.
4. Midriff, halter, spaghetti straps, strapless, exposed back, sheer, or tank top shirts or dresses (dresses or skirts shall touch the top of the kneecap in the front and back of the knee).
5. Jeans with holes or frayed edges.
6. Cut-offs, spandex or Lycra, form-fitting bicycle shorts, wind shorts, shorts with frayed or unhemmed edges, or shorts with holes are not acceptable. **Shorts are to be no shorter than four (4) inches above the crease on the back of the knee.** Students may wear uniform bottoms with a Spirit shirt on this day as well.
7. ***** Students may not wear leggings or yoga pants. *****

Students may wear shoes other than those specified in the guidelines above on these days. **However, students may not wear sandals, flip-flops, or shoes with wheels.**

Any student found to be inappropriately dressed will have his or her parents or legal guardians called to bring appropriate clothing to the school or to take the student home, resulting in an unexcused absence for that day. The student will remain in a supervised designated area until the issue is resolved. The student also risks the ability to participate in future Free Dress Days. The money given for paid free dress day will not be returned to those students in violation.

O. SPIRIT DRESS Fridays:

Spirit Dress Days will take place every Friday. On these days, students are allowed to wear Saints Peter and Paul Catholic School t-shirts with their uniform bottoms and uniform shoes. **All other uniform guidelines shall be followed.**

****If a student has a uniform infraction Monday-Thursday for the week prior to Spirit Dress, they are required to wear their uniform on Friday.**

P. ENFORCEMENT AND VIOLATIONS OF DRESS CODE AND PERSONAL APPEARANCE STANDARDS:

1. Teachers are expected to enforce the student dress code and personal appearance standards of Saints Peter and Paul Catholic School.
2. The principal or the principal's designee(s) has the authority to determine whether a student's appearance and attire are in conformity with the school's dress code and personal appearance standards. **The principal's judgment/decision in these matters is final.** The administration may call the parents or legal guardians of students who are dressed inappropriately and require that a change of clothing in conformity with the school's dress code and standards be brought to the school.

Dress Code and Personal Appearance Violations

Violations of the dress code and/or personal appearance standards are considered a matter of discipline and are taken seriously as part of maintaining a respectful and orderly school environment.

Failure to meet dress code and/or personal appearance standards is considered a Level I behavior event and must be documented under Behavior in RenWeb/FACTS for the student involved.

Repeated violations will be elevated to a Level II violation and will require administrative involvement. Continued or consistent dress code violations may result in additional consequences, including detention and/or suspension.

In addition, students who repeatedly violate dress code expectations may lose privileges such as Spirit Dress Fridays and free dress days.

Parents and students are expected to cooperate fully with the school by following all Dress Code and Personal Appearance Standards as a condition of continued enrollment.

SECTION VII. INTERNET/USE OF ELECTRONIC COMMUNICATION

A. INTRODUCTION AND EXPECTATIONS:

With the advances of technology and the corresponding explosion of access to information available, the opportunity exists to provide students with access to online services at Saints Peter and Paul Catholic School. In providing this opportunity for students to take advantage of the wide range of services and information, the school cannot totally block access to the Internet and its subsequent range of materials. Each parent and student needs to be aware of the fact that not all information on the Internet may be accurate or true, and it is uncensored. The school's policies, rules, and regulations that govern everyday behavior and their subsequent consequences also govern behavior on the use of online services. **In order for each student to be able to log in to services through the school, parent and student MUST read and sign the Acceptable Use Agreement (sent home with students). The Agreement covers both rules of usage and etiquette.**

Saints Peter and Paul Catholic School provides technology resources to its students and staff for educational and administrative purposes. Technology Resources include the intranet, Internet, access,

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

fax, e-mail, stand-alone computer, and telephone. The goal in providing these resources is to promote educational excellence in Saints Peter and Paul Catholic School by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff. **The use of these technology resources is a privilege, not a right.**

B. STUDENT USE OF ELECTRONIC COMMUNICATION (*3310)

1. General Acceptable Use Policies and Guidelines – On and Off Campus:

Saints Peter and Paul Catholic School I.T. resources are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of Saints Peter and Paul Catholic School, the Archdiocese of San Antonio, and the Catholic faith. ***Users must acknowledge their understanding of the general policy and guidelines as a condition for using these resources. Failure to adhere to the policies and guidelines may result in suspending or revoking the student's privilege to use Saints Peter and Paul Catholic School Information Technology resources and/or other sanctions.***

Whether occurring within or outside of School, during or after school hours, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

Saints Peter and Paul Catholic School reserves the right to confiscate and/or examine any electronic device in the student's possession while on campus, including, but not limited to, cellular telephones, smart watches, tablets, gaming devices, cameras, school-issued devices, or other electronic communication equipment of any type.

Users of the school's equipment or network should have no expectation of privacy in anything they create, store, send, receive, or display on or over that equipment or using those connectivity resources, which include personal files. This policy applies to communications or depictions through e-mail, text messages, website postings, Facebook, Instagram, Snapchat, and other forms of social media, whether they occur through the school's equipment or connectivity resources or through private communication, which:

- a. Are of a sexual nature.
- b. Threaten, libel, slander, malign, disparage, harass, or embarrass members of the school community; or
- c. Cause harm to the school community.

Parents/legal guardians and students are required to sign the Internet/Technology Permission Form and User Agreement Form.

It is the responsibility of all members of the Saints Peter and Paul Catholic School Community to monitor and report any misuse of electronic communication.

2. Definitions:

- a. **Electronic Communication** includes but is not limited to the following: communications or depictions through e-mail, text messages, direct messaging, private messaging, website postings, or social media, whether they occur through the school's equipment, connectivity resources (e.g., Wi-Fi), or using a personal device.
- b. **Social Media (*3309)** is defined as any form of online publication or presence that allows interactive communication, including but not limited to: social networks, apps, blogs, internet websites, internet forums, gaming platforms, and wikis. Examples of social media include but are not limited to: Facebook, Twitter, Instagram, Snapchat, Vine, WhatsApp, YouTube,

Google+, and Flickr. Additional social media may be developed in the future that could be covered by this policy.

- c. **Cyberbullying (*3302/*3309)** means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.
- d. **Minor means a person younger than 18 years of age.**

3. Electronic Transmission of a Sexual Image “Sexting” (*3311):

Saints Peter and Paul Catholic School has a duty to report to the Department of Child Protective Services (CPS) or local law enforcement any suspected cases of electronic transmission of a sexual image involving a minor (*i.e.*, sexting). The matter must be reported not later than 48 hours after the school official first suspects such material and should be reported to the following parties:

- a. The Department of Child Protective Services (CPS), or
- b. Local law enforcement agency, and
- c. To the parents/legal guardians of all responsible and/or depicted parties, and
- d. The Superintendent of Catholic Schools.

If a school official (administrator, teacher, counselor, or otherwise) is made aware of any suspected electronic transmission of visual material depicting a minor (*i.e.*, sexting), then the school must follow its investigation protocol in addition to complying with the school’s obligation to report as stated above. The school investigation will establish if there has been any violation of the school or Archdiocesan policy. The image at issue should never be printed.

4. Acceptable and Unacceptable Use Guidelines and Responsibilities:

a. Guideline I:

Acceptable uses of Saints Peter and Paul Catholic School resources are activities that support learning and teaching. Resource users are encouraged to develop uses that meet their educational needs and that take advantage of available/emerging technology.

b. Guideline II:

Unacceptable uses of Saints Peter and Paul Catholic School resources are those that do not support learning and teaching. These include, but are not limited to:

1. Recording the voice or image of another without the prior consent of the individual(s) being recorded or in any way that disrupts the educational environment or invades the privacy of others.
2. Using profanity, obscenity, or other language that may be offensive to another user.
3. Any form of sexual harassment and/or bullying through the Internet, including but not limited to: derogatory jokes or comments; slurs; the display of sexually oriented photography, cartoons, or drawings; threats or demands; and/or sexually explicit voicemail, e-mail, downloaded material, or websites.
4. Re-posting personal communications or images without the author’s prior consent.
5. Attempting to deliberately degrade or disrupt the computer system will be viewed as criminal activity under applicable state and federal law.
6. Downloading, storing, or printing files or messages that are profane, obscene, or that use language that offends or degrades others.
7. Spreading computer malware deliberately.
8. Using the network for any illegal activity, including violation of copyright or other contracts.
9. Damaging, altering, destroying, or interfering with the data of another user.
10. Downloading or installing any software programs on the computer system or making

equipment or software alterations.

11. Creating or running programs that waste system resources.
12. Invading the privacy of individuals.
13. Using an account owned by another user.
14. Posting anonymous messages.
15. Gaining unauthorized access to resources or entities.
16. Revealing any personal information about the user or any other person, including home address, e-mail address, and phone number.

c. **Guideline III:**

All faculty members are responsible for teaching proper techniques and standards for participation, for guiding access to appropriate sections of the network, and for assuring that the users understand that if they misuse the resources, they may lose their access privilege and/or face other sanctions. Particular concerns include safety on the network, issues of privacy, copyright infringement, e-mail etiquette, computer viruses, and appropriate uses of the Internet and applications.

Users will be allowed to produce materials for electronic publication on the Internet, and the faculty will monitor these materials to ensure that the content is appropriate. The content of materials is constrained by the following restrictions:

1. No personal information about the student will be allowed. This includes home telephone numbers and addresses, cell numbers, as well as information regarding the specific location of any student at any time.
2. All student work must be signed by the student's first name only or, when appropriate, first name and teacher's initials.
3. Individuals in pictures, movies, or sound recordings may be identified by the student's first name only. Absolutely no last names may appear in reference to individuals.
4. All student work or pictures appearing on the Internet will correspond to the level of parental consent on the student's Parent Consent Forms.
5. Text, image, movie, or sound that contains pornography, profanity, obscenity, or language that offends or degrades the dignity of the person will NOT be allowed.

d. **Guideline IV:**

The person in whose name an account is issued is responsible at all times for its proper use. For this reason, it is imperative that users with individual accounts not share their user I.D. and password with other individuals. Users with individual accounts should also change passwords frequently.

5. Misuse of Technology Resources and the Internet:

STUDENTS SHALL NOT:

- a. Violate policies, rules, or agreements signed by the student or the student's parent regarding the use of technology resources.
- b. Attempt to access or circumvent passwords or other security-related information of the school, students, or employees, or upload or create computer viruses, including off school property.
- c. Attempt to alter, destroy, or disable School technology resources, including but not limited to computers and related equipment, School data, the data of others, or other networks connected to the school's system, including off school property.
- d. Use the Internet or other electronic communications to threaten students, employees, or volunteers, including off school property.
- e. Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying

- and “sexting,” either on or off school property.
- f. Use e-mail or Websites to engage in or encourage illegal behavior or threaten School safety, including off school property.
- g. Possess or publish electronic material that is designed to promote or encourage illegal behavior or that could threaten School safety.

6. Penalties for Misuse of Technology:

Technology includes but is not limited to watches, personal devices, and school devices.

- a. **1st Infraction:** The first infraction of the above policy will result in a demerit and consequences
- b. **2nd Infraction:** The second infraction will result in a demerit, consequences, and an assessment of a \$25 fine.
- c. **3rd Infraction:** The third infraction will result in a demerit, consequences, and a fine of \$50.
- d. **4th Infraction and all subsequent infractions thereafter:** A demerit, consequences, and an increased cost of \$25 per infraction (*e.g.*, 4th infraction - \$75; 5th infraction \$100; 6th infraction \$125, etc.).
- e. **In addition to the above penalties, the Administration reserves the right to cancel the use of any and all technology privileges at any time for egregious and/or continual infractions of the Technology policies and guidelines and to suspend or expel the student.**

7. iPad Damage

Any physical damage (dents, etc.) to the unit or its cover is subject to a \$100 fine. However, if the cost to repair the damage is higher than \$100, the student and his or her parent(s) will be asked to pay the remaining difference.

C. USE OF PHONES AND SMART WATCHES:

1. Office Phone:

Students may use the school office phone for emergency purposes only. A student will be allowed to call home if they are sent to the school nurse’s office feeling ill, and after they have been triaged.

2. Cell Phones:

- a. **The only electronic device a student may bring to Saints Peter and Paul Catholic School is a cell phone.**
- b. Cell phone use is closely monitored during the day for the safety of all students.
- c. **Cell phones may not be used by students at any time while on the school campus unless they are medically necessary.**
- d. All cell phones brought to school by a student must be turned in to the student’s homeroom teacher at the beginning of the day. **If a student fails to turn in their cell phone, a demerit will be issued,** as well as consequences to include In-School Suspension.
- e. The cell phone will be returned to the parent at the end of the day with a \$25.00 fee. **All other electronic devices are prohibited.**
- f. Due to the cost of cell phones and electronic devices, parents are advised, and their acknowledgment signature on the Handbook Agreement confirms their understanding and agreement that the school and its staff members are not liable for lost or damaged cell phones or electronic devices due to violation of this policy. **For this reason, it may be best not to have these devices at School.**

3. Smart Watches:

Smart Watches are prohibited due to their ability to text and email during instructional time.

4. Violation of Cell Phone Policy:

- a. **1st infraction:** A staff member who encounters a student in violation of the cell phone policy will confiscate the cell phone and turn it in to the school office. In addition to the confiscation, the first violation of this policy will require the student's parent or legal guardian to come to the school office to retrieve the cell phone and pay a \$25.00 fee, and the student will be issued a demerit and consequences.
- b. **Subsequent Infractions:** Any subsequent violations will result in a \$25 fee, demerit, consequences, and a meeting with administration, the student, and parents. At this time, the cell phone will no longer be allowed at school.

SECTION VIII. MORALITY

A. CHASTITY (*3305):

Sexuality is a sacred gift from God given to us at our creation. Given the sacredness of this gift, all persons are called to chastity in accordance with their state in life. As a Catholic School, we follow the Church's teaching that all people, regardless of sexual orientation, are to live a life of chastity.

Chastity encompasses modesty in language, appearance, dress, and behavior. Although schools encourage healthy age-appropriate social interactions among students, romantic public displays of affection (PDAs) are **NOT** permitted at Saints Peter and Paul Catholic School or at any school-sponsored or related event.

B. SEXUAL ORIENTATION AND GENDER (*3306):

The Catechism of the Catholic Church states:

*CCC 1704: The human person participates in the light and power of the divine Spirit. By his reason, he is capable of understanding the order of things established by the Creator. By free will, he is capable of directing himself toward his true good. **He finds his perfection "in seeking and loving what is true and good."** (Emphasis added).*

Students may not advocate (i.e., school clubs, organizations, etc.), celebrate (i.e., special interest school events), or express sexual orientation in such a way as to cause disruption in the context of Catholic school classes, activities, or events. When discussing homosexuality or homosexual inclinations, the use of the term "same-sex attraction" is preferred, as it is a more appropriate description in accordance with the truths of Catholic faith and morals.

Saints Peter and Paul Catholic School will consider the gender of all students as being consistent with their biological sex. All students are expected to conduct themselves and participate at School in a manner consistent with their biological sex. This should include, but is not limited to, participation in School athletics, School-sponsored dances, overnight trips, dress and uniform policies, use of changing facilities, showers, locker rooms, bathrooms, titles, names, pronouns, and official school documents. If a student's expression of gender identification should cause disruption, the matter will first be discussed with the student and his or her parents. **If the issue is not resolved to the satisfaction of the school administration, it shall be addressed further to see if Saints Peter and Paul Catholic School is the right fit for the student and the family.**

C. MATERNITY/PATERNITY ISSUES (*3307):

The primary purpose of Catholic education is to guide students' growth in Christian values and moral conduct. Catholic teaching stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through the fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total School community seeks to offer support to the pregnant student and/or the student's father so that the pregnancy can be brought to term. The reality of the situation, in all of its dimensions, is to be treated in a Christian and humane manner.

In order to ensure the best interests of the student(s), parents, and the school community, the following guidelines will be implemented:

1. When School personnel become aware of the pregnancy, the principal must meet with the pregnant student and her parent or legal guardian.
2. The student must receive appropriate professional counseling consistent with Catholic teaching.

If the father-to-be is identified and if he is a student in a Catholic school, the following guidelines will be implemented:

1. The principal of the school he attends must meet with him and his parent or legal guardian.
2. The father-to-be must be involved in a counseling program similar to that provided to the mother-to-be.

The school will assist the pregnant student in completing her education either by allowing her to continue attending classes or by referring her to an appropriate alternative program. The principal, in consultation with the Pastor, reserves the right to review individual decisions regarding a pregnant student's continued attendance at Saints Peter and Paul Catholic School.

If the student is to remain in School, she will be allowed, with a doctor's written approval, to participate in all activities to the extent that her condition and the common good of the school dictate. If the student desires to return to the school after the birth of the child, the school will facilitate her continuance only with appropriate documentation from a healthcare provider.

The condition of pregnancy itself must not exclude the student from participating in the public graduation activities and events. However, the Principal, in consultation with the Superintendent, the parent or legal guardian, and the Pastor, must determine whether unique circumstances may necessitate pursuing an alternate action.

D. ABORTION (*3308):

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school, and the values that ought to permeate Catholic education. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion, or influence or coerce another person to have an abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from the school.

If it becomes known to any member of the school community that a student is contemplating or planning an abortion, all reasonable encouragement must be given to the student to save the life of her unborn child. In all circumstances, the mother of the unborn child must be treated with compassion and respect.

E. MARRIAGE AND CO-HABITATION (*3309):

If a student's marriage is recognized as valid by the Catholic Church, the School administration will determine the status of the student within the school on an individual basis. Such a marriage, in itself, is not cause for dismissal or sanctions against the student. Co-habitation and/or a marriage not recognized by the Catholic Church may be cause for expulsion.

F. HUMAN SEXUALITY EDUCATION:

Saints Peter and Paul Catholic School provides an education program in family living, human sexuality, AIDS Education, and sexual morality appropriate to the age and maturity of the students according to the guidelines of the Archdiocesan Religion Curriculum Guide.

1. Reasons for a Policy on Human Sexuality:

- a. All entities of the Catholic Church are for the purpose of furthering the saving mission of Jesus Christ and must operate in accord with the truth revealed by God in both natural law and divine revelation. In particular, our Catholic schools must remain in the fullness of the truth in order to carry out their proper mission.
- b. Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life. (Code of Canon Law, c. 795).
- c. Catholic schools are committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. Catholic schools are obliged to provide an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the God-given irrevocable dignity of every human person.
- d. These truths extend into every facet of our lives, including - and perhaps especially - our sexuality.
- e. Regarding sexuality and sexual identity, the Catechism of the Catholic Church states: "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity." (Catechism of the Catholic Church ("CCC"), 2360-2363). By its very nature, sexuality is ordered to the conjugal love of a man and woman within the bond of marriage (c. 1055). And marriage, which is a partnership of the whole of life, is always ordered by its very nature to both the good of the spouses and the procreation and education of children (*Ibid.*). All persons are called to chastity, to be lived out according to one's state in life (CCC, #2337-2359).
- f. Ultimately, "[w]e are creatures, and not omnipotent," and we must accept and respect our humanity "as it was created" (*Ibid.*; see also *Genesis* 1:27, *Matthew* 19:4, and *Mark* 10:6). Pope Francis stresses that "the young need to be helped to accept their own body as it was created," so that "we can joyfully accept the specific gifts of another man or woman, the work of God the Creator" (*Amoris Laetitia* ("AL"), #285).
- g. As the late Pope Francis notes, we must always respect the sacred dignity of each individual person, but that does not mean the Church must accept the confused notions of gender ideology. We must not demean or deny the sincerity and struggle of those who experience same-sex attraction or who feel their true gender identity is different from their biological sex. Rather, we seek to accompany them on their journey of life, offering them the light of the Gospel as they try to find their way forward. These truths are not merely faith-based; rather, such realities are also knowable through the use of properly functioning senses and right reason. (St. John Paul II, "Fides et Ratio" at #22, *The Holy See*. 14 Sept. 1998,

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

www.vatican.va/content/john-paul-ii/en/encyclicals/documents/jf_jp-ii.) We do not serve anyone's greater good by falsifying the truth, for it is only the truth that frees us for the full life that God offers to each of us. Thus, when a person experiences same-sex attraction or some form of gender dysphoria, such struggles do not change the biological fact of how God created that person, and it would be untruthful for the Catholic Church or our Catholic schools to pretend otherwise. The policies of our Catholic schools, therefore, must reflect these fundamental truths.

2. Bullying/Harassment/Violence and Human Sexuality:

All persons have inherent human dignity and are thus deserving of innate respect as a person. Bullying, harassment, or threats or acts of violence against any student based on that student's perceived sex, sexual orientation, or gender identity will not be tolerated.

SECTION IX. PARENTS AS PARTNERS (3700)

A. PARENTAL ROLE IN EDUCATION:

"Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators." Vatican Council II, *Gravissimum Educationis*, [Declaration on Christian Education], § 3 *The Authors of Education*, accessed August 1, 2023, Vatican. va (hereinafter "*GE*"). It is further recognized that "[t]his role in education is so important that only with difficulty can it be supplied where it is lacking." *Id.* Importantly, the *GE* explains:

Parents are the ones who must create a family atmosphere animated by love and respect for God and man, in which the well-rounded personal and social education of children is fostered. Hence, the family is the first school of the social virtues that every society needs. **It is particularly in the Christian family, enriched by the grace and office of the sacrament of matrimony, that children should be taught from their early years to have a knowledge of God according to the faith received in Baptism, to worship Him, and to love their neighbor...** Let parents, then, recognize the inestimable importance a truly Christian family has for the life and progress of God's own people.

The *GE* explains further that while the family has the primary duty of imparting education, they need the assistance and help of the whole community. The *GE* also reminds "Catholic parents of the duty of entrusting their children to Catholic schools wherever and whenever it is possible and of supporting these schools to the best of their ability and of cooperating with them for the education of their children." *GE*, § 8 *Catholic Schools*.

B. PARENTAL COOPERATION AND BEHAVIOR (*3701)

1. Parental Cooperation:

In order to serve the best interests of all the families who attend Saints Peter and Paul Catholic School, the School must expect general cooperation between home and School.

- a. Parental involvement in the life of the school is both desirable and encouraged. Parents are invited to seek clarification in matters both of schoolwork and of student discipline. As always, inquiries should be presented and received in the spirit of cooperation and mutual support.
- b. In matters of school discipline, the school, its staff, and administration are the final arbiters of student conduct that occurs during school hours or on school grounds.
- c. Parents will be informed of and, in some cases, directly involved in the disciplinary process. Parents can expect to be contacted if disciplinary issues arise involving their student. This focus is threefold: (1) to reinforce the partnership between the school and parents in the educational ministry of the children, (2) to keep parents informed of and to enlist the help of

our parents in reinforcing this educational ministry, and (3) to give closure to parents and students on an issue. As we recognize the value of each child and our role as an extension of the family, all three focuses are critical to the mission of Saints Peter and Paul Catholic School and to our educational ministry. **It is essential that the authority of both the school and its personnel be recognized and respected by both the students who attend classes and by their parents.**

- d. **In order to respect the privacy of all students, the consequences of other students' discipline actions are a confidential matter.**

2. Communication:

If the student and/or parents have concerns about a grade or some other matter pertaining to a specific course, a conference with the teacher involved should be arranged. **Every effort should be made on the part of the parent, student, and teacher to satisfy all concerns.** If no satisfactory agreement is reached, the parent and/or teacher should contact the administration for additional help in resolving the matter.

- a. Parents may email teachers for routine correspondence or to schedule conferences and can typically expect to receive a reply within one business day. **E-mail should not be used to discuss extensive or ongoing academic or behavioral difficulties.** These topics can best be solved through telephone conversations or personal conferences.
- b. Parents who need to communicate with teachers may also call the school office. Calls will be returned when teachers become available.
- c. Parent-Teacher Conferences are scheduled at the end of the first reporting period for all students and at the end of the third reporting period if necessary. Additional conferences may be arranged as follows:
 - 1. Either request a conference in writing or call the office.
 - 2. The teacher will call or e-mail to set up the conference. **"Parking Lot" and "Drop Off" conferences are not permitted, as the teacher is not prepared to give accurate reports without complete records.**
 - 3. Please respect the teachers' private lives after school hours, and refrain from contacting them at home regarding school matters.

3. Harassment-Free Environment for Personnel:

- a. **Personal attacks, badgering, harassment, intimidation, abusive or discourteous conduct, and threatening behavior, etc., will not be tolerated.** Any such actions are not acceptable in a Christian environment. **Any parent(s) who verbally or physically abuses a teacher or staff member will meet with the principal, and steps may be taken, which can include withdrawal of their student(s) from Saints Peter and Paul Catholic School.**
- b. Prohibited electronic communications are: (1) of a sexual nature; (2) threaten, libel, slander, malign, disparage or embarrass members of the Saints Peter and Paul Catholic School Community; (3) any action that violates Saints Peter and Paul Catholic School's existing behavioral standards covered by this Handbook; (4) terroristic threats; or (5) any action that causes harm to the Saints Peter and Paul School Community, regardless of where the electronic communication occurs or originates. There are other laws outside of Saints Peter and Paul Catholic School and the Archdiocese of San Antonio to which personnel are subject.

C. Reimbursement for School Cost and Attorney's Fees (3702):

The Archdiocese of San Antonio and Saints Peter and Paul Catholic School recognize the financial sacrifices many families make to participate in Catholic school communities. Out of respect for this sacrifice and in recognition of Saints Peter and Paul Catholic School's responsibility to wisely steward financial resources for the benefit of all members of the Saints Peter and Paul Catholic School community, the archdiocese and its schools have implemented the following policy.

At times, a school is required to retain legal counsel to respond to parent requests or demands, subpoenas for testimony or documentation in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, Saints Peter and Paul Catholic School is typically required to expend finite financial resources to address an issue that otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, Saints Peter and Paul Catholic School will, when the Pastor or Superintendent deems it appropriate, require the family or families involved to reimburse the School for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when School personnel are subpoenaed to testify in court proceedings).

Accordingly, each person by enrolling a student in Saints Peter and Paul Catholic School, a school within the Archdiocese of San Antonio, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the school, the Archdiocese of San Antonio, and their respective officers, employees, and representatives on demand from and for any and all attorney's fees and related costs without limitation.

SECTION X. DUE PROCESS, GRIEVANCES, AND APPEALS

A. INTRODUCTION:

"To err is human; to forgive divine" is an often-mentioned proverbial phrase taken from a poem written by Alexander Pope in 1711, *an Essay on Criticism, Part II*, in which he tried to convey the notion that although anyone can make a mistake, we should all aspire to follow God's example, show mercy, and forgive sinners.

It is the hope that the Saints Peter and Paul Catholic School community of administration, staff, parents, and students will be able to follow that notion, and the following policies and procedures will not be needed. However, in the event situations arise that need assistance in resolution, the following policies and procedures will govern, which are based in part on the words in Matthew 18:15-17:

"If your brother sins [against you], go and tell him his fault between you and him alone. If he listens to you, you have won over your brother. If he does not listen, take one or two others along with you, so that 'every fact may be established on the testimony of two or three witnesses.' If he refuses to listen to them, tell the church. If he refuses to listen even to the church, then treat him as you would a Gentile or a tax collector."

B. GRIEVANCE PROCEDURES FOR ALL MATTERS NOT INVOLVING EXPULSION:

All matters that do not result in student expulsion will be resolved at the local school level. Accordingly, Saints Peter and Paul Catholic School provides an opportunity for individuals, parents, and parent organizations (referred to herein as "aggrieved party") to be heard in matters concerning policy, regulations, or decisions of the school that are perceived to inflict hardship on an individual student or group and/or any differences involving the meaning or application of School policies and/or procedures. If the student is able to present his or her own complaint, he or she will do so in the presence of his or her parents/legal guardians. **This procedure becomes available ONLY AFTER a good-faith, informal, and face-to-face attempt has been made to resolve the issue, but it was unsuccessful.**

Therefore, as used in this procedure, the term grievance means a complaint regarding any action taken by a teacher or administrator in the enforcement of discipline, policies, and/or regulations. The

purpose of this procedure is to secure, at the lowest possible administrative level, reasonable and equitable solutions to problems that may arise. Good communication between the parties is crucial, and whether the communication is oral or written, it must be open, honest, courteous, respectful, calm, child-centered, and specific. **Each level/step of the procedure must be completed in its entirety as set forth herein prior to proceeding to the next level/step, or the next level, and the ability to grieve further will be forfeited.** All complaints must be made within (3) three working days of the event or the point at which the aggrieved party is made aware of the situation.

1. Level/Step One – Meet with the Teacher:

- a. Set up an appointment with the teacher through a written note or e-mail and provide a short summary of the issue, concern, or grievance (ICG).
- b. Meet with the teacher to present and discuss the ICG. The ICG must be presented in its entirety in writing at the time of the scheduled meeting, and the teacher must be provided with the relief, remedy, or solution being sought. The teacher will hear the ICG and will, if applicable and within his or her authority, take appropriate and necessary measures to correct the problem. The teacher may also seek support and/or advice from the administration. If the problem is not resolved at this level within five school/working days after the scheduled meeting, the aggrieved party may proceed to Level/Step Two.
- c. If a teacher is not the source of the ICG, the aggrieved party may proceed directly to Level/Step Two.

2. Level/Step Two – Meet with the Principal:

- a. Set up an appointment with the principal through a written note or email and provide a copy of the ICG presented to the teacher at the Level One meeting within five (5) school/working days of the unresolved ICG. If the ICG is with the principal, provide the summary of the issue, concern, or grievance in the written note or e-mail to the principal.
- b. Meet with the principal to present and discuss the ICG. At this meeting, an additional written statement should be provided to include any information not contained in the initial ICG concerning the issue, the facts on which the issue is based, the policy, procedure, regulation, or decision involved, and the requested resolution, remedy, or relief. The principal may request a written statement from the teacher as well. At the discretion of the principal, the teacher/source of the ICG may attend this meeting, provided prior notice is given to the aggrieved person.
- c. Should the principal find that additional information is needed and/or witnesses to be heard, a second meeting among all of the persons involved shall be scheduled. Within ten (10) school/working days following the receipt by the principal of all relevant and requested information concerning the ICG, the principal will issue a written decision.
- d. If the aggrieved party is dissatisfied with the principal's written decision, he or she may proceed to Level/Step Three.

3. Level/Step Three – Meet with the Pastor:

Within five (5) school/working days following receipt of the Level Two decision, the aggrieved party may appeal the principal's decision to the Pastor. All information from Level One and Level Two must be provided in order to proceed to Level Three. Upon receipt of the written grievance or appeal, the Pastor shall meet with the aggrieved party within ten school/working days, schedules permitting, to discuss and review the documents and information from Level One and Level Two. The Pastor will issue his written decision within five school/working days following the meeting. **The Pastor's decision is FINAL.** Forms to be used in completing this formal grievance procedure will be available at the School Office.

C. GRIEVANCE PROCEDURES FOR EXPULSION (*3405):

The following grievance procedure shall apply **ONLY** to instances of student expulsion:

1. Informal Grievance Procedure (Required):

It is the intent of this policy to resolve parent complaints at the lowest possible administrative level and in a cooperative Christian atmosphere. This procedure is not intended to be adversarial in nature. Prior to the initiation of a formal grievance process, parents/legal guardians who seek redress for their expelled child must first confer directly with the principal (*i.e.*, conference) for the resolution of the situation.

2. Formal Grievance Procedure:

If there is no satisfactory resolution of the complaint, the following are the steps in the formal grievance procedure:

- a. If the matter is not satisfactorily resolved with the principal, the parent/legal guardian should submit a written request to meet with the Pastor. The request should be submitted within five (5) working days of the date of the conference with the principal.
- b. If the Pastor agrees with the principal's decision, he may decline to meet and inform the parent/legal guardian that the principal's decision stands. If the Pastor agrees to meet, the meeting should take place within three (3) working days of the request, and the parent/legal guardian shall be informed of the final decision within five (5) working days from the time of the meeting unless extenuating circumstances or his other pastoral duties prevent his decision within that timeframe.

SECTION XI. COUNSELING OPPORTUNITIES AND EXPECTATIONS

A. SCHOOL COUNSELING SERVICES ON CAMPUS (*8501):

Per TCCB ED, Saints Peter and Paul Catholic School must have a systematic guidance program throughout all grade levels that supports the development of the whole child through a comprehensive developmental guidance and counseling program.

Saints Peter and Paul Catholic School is hereby providing parents and the school community with written notification of the school counseling services available on campus, which are as follows:

1. Role and Responsibilities of School Counselor:

- a. The school counselor, under the supervision of the principal and assistant principal, is employed to provide educational, career, social, and personal counseling for all students in order to support each student's optimal development and to fulfill the mission and philosophy of the school.
- b. The school counselor provides comprehensive counseling services to all students through the guidance curriculum, individual student planning, and responsive services. The school counselor participates in the intervention team process and works closely with the administration to assist students. The school counselor consults with teachers, parents, and staff to enhance their effectiveness in helping students, works with individuals and small groups of children toward social and emotional growth, and consults with and trains teachers, parents, and staff regarding children's needs. If necessary, the school counselor will refer students and their parents to special programs, specialists, and outside agencies. The school counselor maintains an office in the administration building.
- c. The school counselor is responsible for following and adhering to ethical standards of

- confidentiality and the limits of confidentiality. The school counselor, who is in a counseling relationship with a student, has an ethical and legal obligation to keep information contained within that relationship confidential. Confidentiality is the ethical and legal term ascribed to the information communicated within the counseling relationship, and it must be maintained unless keeping that information confidential leads to foreseeable harm. “Serious and foreseeable harm” is different for each minor in the school setting and is determined by the student’s developmental and chronological age, the setting, parental rights, and the nature of harm. (ASCA, 2022). Exceptions to confidentiality exist, and students should be informed when situations arise in which school counselors have a responsibility to disclose information obtained in counseling relationships to others to protect students, themselves, or other individuals. Privileged communication between a school counselor and a student is a legal term granting protection to information shared in a counseling relationship only if said privilege is granted by federal or state statute. If privilege applies, it can provide additional safeguards to confidential information.
- d. The administration, faculty, parents, and community should expect the school counselor to carry out eight basic responsibilities competently and in a professional and accountable manner. Those responsibilities are as follows:
- (1) Program Management;
 - (2) Guidance;
 - (3) Counseling;
 - (4) Consultation;
 - (5) Coordination;
 - (6) Student Assessment;
 - (7) Professional Behavior; and
 - (8) Professional Standards.

2. Benefits of Counseling Include:

- a. Ensures every student receives the benefit of the school counseling program by designing a content curriculum for every student.
- b. Monitors data to facilitate student improvement.
- c. Provides strategies for closing the achievement gap because some students need more.
- d. Promotes a rigorous academic curriculum for every student.
- e. Ensures equitable access to education opportunities.
- f. Fosters advocacy for students.
- g. Supports development of skills to increase student success.

3. Potential Risk of Counseling – Short Duration: Typically, 5 to 6 Weeks

4. Availability and How to Contact:

- a. The school counselor will be available to all students and their families during designated times.
- b. A parent may send an e-mail, write a note, or place a phone call to arrange for a meeting with the school counselor or to request that the school counselor visit with his/her child. A student may also initiate a visit with the school counselor during the school day and be referred to by a teacher, the school nurse, or an administrator. Regardless of who initiates or recommends counseling, the Counseling & Guidance Services Parental Consent form must be filled out with the Counselor.

B. MENTAL HEALTH CRISIS RESPONSE (*8502):

In accordance with the Archdiocesan requirement that all schools must have a mental health crisis response policy and procedure, the following policies and procedures will be followed to address self-harm, suicide ideation, harm to others, and any other mental health issues of Saints Peter and Paul Catholic School students.

1. Self-Harm or Suicidal Thoughts Occurring ON CAMPUS:

This protocol is to be used when a student is contemplating self-harm or has suicidal thoughts while on the campus of Saints Peter and Paul Catholic School:

- a. The adult who is aware of a student's intent must contact either:
 - (1) School counselor; or
 - (2) School nurse.
- b. Once contacted, the school counselor and/or school nurse will take custody of the student and will notify the principal.
- c. If the school counselor has custody of the student, he or she will contact the school nurse if the student has a self-inflicted injury. The school nurse will evaluate the injury and determine the course of action needed for physical well-being.
- d. If the school nurse has custody of the student, the nurse will contact the school counselor for a mental health evaluation.
- e. The school counselor will conduct a mental health evaluation of the student, which will include the Suicide Severity Rating Scale.
- f. The student **MUST BE SUPERVISED** at all times by an adult until the parent/legal guardian picks up the student.
- g. The school counselor will contact the parent/legal guardian and discuss the following main points:
 - (1) The student has self-harmed, has thoughts of self-harming, or suicidal thoughts.
 - (2) The student will not be able to stay on campus and must be picked up immediately.
 - (3) Saints Peter and Paul Catholic School will provide to the parent/legal guardian a list of community resources at the time the student is picked up.
 - (4) The student will need to be seen by a mental health provider before he or she will be allowed to return to the Saints Peter and Paul Catholic School campus.
 - (5) Mental health provider must provide the family with a letter that states the student has been evaluated and is cleared to return to school.
 - (6) Parent/legal guardian must contact the school counselor after obtaining the cleared to return to school letter to set up a return to school meeting.
 - (7) Both the student and his or her parent/legal guardian must attend the return to school meeting before the student will be allowed to resume class attendance.
- h. At the time of parent/legal guardian pick-up of the student, the following will occur:
 - (1) Obtain the signature of the parent/legal guardian on the Parent/Legal Guardian Notification Form.
 - (a) A copy of the form will be given to the parent/legal guardian.
 - (b) The original will be kept on file by the school counselor and principal.
 - (2) Ensure the student has all of his or her belongings.
 - (3) Reiterate the main points set forth in item g. above.
 - (4) Remind parent/legal guardian that a Return to School meeting must be conducted prior to the student returning to classes.
- i. After the student leaves the Saints Peter and Paul Catholic School campus/building, the following actions will occur:
 - (1) School Counselor will:

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

- (a) Notify the assistant principal and dean of students;
 - (b) Notify the school nurse;
 - (c) Send a “Handle with Care” email to the student’s teachers; and
 - (d) Write a detailed, confidential note regarding the incident.
- (2) The school nurse will place a medical note in RenWeb that says, “Handle with Care – see email.”
- j. Follow-Up with Family
 - (1) The school counselor will contact the parents/legal guardians within 48 hours after the incident to confirm that they have followed through with medical/mental health services.
 - (2) If it is suspected that parents/legal guardians did not follow through with medical and/or mental health services, which could place the student at risk for suicide, the school counselor will contact Child Protective Services (CPS) to file a report.
 - (3) The school counselor will document the interaction with parents/legal guardians and, if necessary, his or her contact with CPS.
- k. Return to School
 - (1) The parents/legal guardians must contact the school counselor to set up a meeting when the student is ready and cleared to return.
 - (2) The school counselor will set up a “Return to School” meeting that includes:
 - (a) Student;
 - (b) Parent/Legal Guardian – at least one;
 - (c) Principal/Assistant Principal;
 - (d) Dean of Students;
 - (e) School Counselor; and
 - (f) School Nurse, as needed.
 - (3) During the “Return to School” meeting, the following will occur:
 - (a) Development of an Academic Plan to help students catch up on missed work – done by the Dean of Students.
 - (b) Development of Wellness Support Plan – done by School Counselor – usually includes weekly check-ins with School Counselor.
 - (c) One plan may contain both components.
 - (4) The School Counselor will send an updated “Handle with Care” e-mail to all of the student’s teachers to let them know that the student is back on campus and is cleared and ready to return to classes.

2. Self- Harm or Suicidal Thoughts Occurring OFF CAMPUS:

This protocol is to be used when a student is off campus, and a Saints Peter and Paul Catholic School faculty or staff member has been notified that the student is contemplating self-harm or suicidal thoughts. This can include information obtained from social media posts, text messages, etc.

- a. The adult, Saints Peter and Paul Catholic School faculty or staff member who is aware of the student’s intent must contact one of the following people:
 - (1) Principal/Assistant Principal;
 - (2) Dean of Students;
 - (3) School Counselor; or
 - (4) School Nurse.
- b. The School Counselor is notified by one of the persons listed in item a. above.
- c. The School Counselor will contact the parent/legal guardian and discuss the following main points:
 - (1) Student has self-harmed, has thoughts of self-harming, or suicidal thoughts.

- (2) The student will need to be seen by a mental health provider before he or she will be allowed to return to the Saints Peter and Paul Catholic School campus.
 - (3) Mental health provider must provide the family with a letter that states the student has been evaluated and is cleared to return to school
 - (4) Parent/guardian must contact the School Counselor after obtaining the cleared to return to school letter to set up a Return to School meeting.
 - (5) Both the student and his or her parent/legal guardian must attend the Return to School meeting before the student will be allowed to resume class attendance.
 - (6) Saints Peter and Paul Catholic School will email the Parent/Legal Guardian Notification Form along with a list of community resources to the parents/legal guardians. The parent/legal guardian must sign and return via e-mail the Form to the School Counselor as soon as practicable.
- d. If the School Counselor is unable to contact or reach the parents/legal guardians, he or she will contact 911.
 - e. After the parents/legal guardians are contacted, the following will occur:
 - (1) School Counselor will:
 - (a) Notify Principal and Assistant Principal;
 - (b) Notify Dean of Students;
 - (c) Notify School Nurse;
 - (d) Send "Handle with Care" e-mail to the student's teachers; and
 - (e) Write a detailed, confidential note regarding the incident.
 - (2) The school nurse will put a medical note in RenWeb that says, "Handle with Care – see email."
 - f. Follow-Up with Family
 - (1) The school counselor will contact parents/legal guardians within 48 hours after the incident to confirm that they have followed through with medical/mental health services.
 - (2) If it is suspected that parents/legal guardians did not follow through with medical/mental health services, which could place the student at risk for suicide, the School Counselor will contact Child Protective Services (CPS) to file a report.
 - (3) The School Counselor will document the interaction with parents/legal guardians and, if necessary, his or her contact with CPS.
 - g. Return to School
 - (1) The parents/legal guardians must contact the School Counselor to set up a meeting when the student is ready and cleared to return.
 - (2) The School Counselor will set up a "Return to School" meeting that includes:
 - (a) Student;
 - (b) Parent/Legal Guardian – at least one;
 - (c) Principal/Assistant Principal;
 - (d) Dean of Students;
 - (e) School Counselor; and
 - (f) School Nurse, as needed.
 - (3) During the "Return to School" meeting, the following will occur:
 - (a) Develop an Academic Plan to help students catch up on missed work, done by the Dean of Students.
 - (b) Develop Wellness Support Plan – done by School Counselor – usually includes weekly check-ins with School Counselor.
 - (c) One plan may contain both components.
 - (4) The School Counselor will send an updated "Handle with Care" e-mail to all of the student's teachers to let them know that the student is back on campus and is cleared and ready to return to classes.

C. SUICIDE AND CRISIS LIFELINE:

If you, your student, or someone you know needs support, you can call, text, or chat with the 988 Suicide & Crisis Lifeline, which is available 24/7. The service is free and provides confidential support for people in distress as well as prevention and crisis resources for you or your loved ones.

SECTION XII. EXTRA-CURRICULAR ACTIVITIES (3500)

A. GENERAL INFORMATION

1. Activities Program (*3501):

The activities program, including sports, is the responsibility of the principal and must be under his/her general supervision. Any activity or program held during the school day must meet the needs, interests, and abilities of the students and must not interfere with the normal routine of the school.

2. Elementary School Athletics (*3502):

Elementary Catholic schools may be members only of an athletic league recognized by the Superintendent. Schools must abide by all rules required by the league to which they belong.

3. Athletic Director (*3503):

Schools with an athletics program shall employ an athletic director. To the extent local resources allow, the athletic director shall be a full-time employee of the school.

4. Archdiocesan Interscholastic Athletic League (*3504):

Membership in the Archdiocesan Interscholastic Athletic League (AIAL) is available to any Catholic school in the Archdiocese of San Antonio in accordance with the league's constitution and bylaws.

5. Description and Participation:

Saints Peter and Paul Catholic School offers a variety of extracurricular and co-curricular opportunities, including athletics, Private School Interscholastic Association academic and fine arts competitions, and other School-sponsored activities. Students at various grade levels are able to participate in choir, academic competitions, and other school-sponsored activities. Students in grades 5 through 8 may participate in athletic activities such as football, volleyball, basketball, track, cross-country, golf, baseball, and softball.

Participation in a Saints Peter and Paul Catholic School extracurricular program is a privilege and not a right. The school has the right and duty to determine a student or adult's eligibility to participate in these programs. Participants, student athletes, coaches, and parents are expected to conduct themselves in a manner that brings credit to the school and bears witness to the Gospel values that are at the center of Saints Peter and Paul Catholic School's mission. Those who do not act or conduct themselves in a manner that lives up to the school's mission may be suspended from or excluded from participation in an activity. The extracurricular program plays an integral role in fulfilling the mission of the school.

6. EXTRACURRICULAR ACTIVITIES LIST:

Baseball	Track and Field	Golf
Basketball	Scouting	Volleyball
Cheer	Student Council	Soccer
Cross Country	Catholic Arts and Academic Competition (CAAC)	Softball
Choir	National Junior Honor Society (NJHS)	Tennis
Pep Squad	Private Schools Interscholastic Association (PSIA)	Football

B. EXTRACURRICULAR QUALIFICATION AND ELIGIBILITY GUIDELINES:

(e.g., Athletics, Choir, Student Council, NJHS)

Extracurricular and Co-Curricular activities provide students with opportunities to represent St. Peter and Paul Catholic School. The expectations set for each extracurricular group are to develop a positive and respectful attitude, which directly reflects on the student and the school.

1. **Academic:** Students must maintain a 70 or higher grade-point average in all classes when progress reports or report cards are issued by the school in order to be eligible to participate in activities. Failure to do so will result in probation and ineligibility to compete until the next reporting period.

2. **Behavior:** Students must maintain an “E” or “S” in all classes for their behavior when progress reports or report cards are issued by the school in order to be eligible to participate in activities.

Any student who has received an In-School Suspension will not be able to practice or participate in the sport/game for that week.

3. **Ineligibility:** Students deemed ineligible due to academic or behavioral probation will not be able to compete in games, scrimmages, tournaments, meets, and other extracurricular or co-curricular performances, including academic competitions and practices for that week.

4. **Age Eligibility for the Archdiocesan Interscholastic Athletic League (AIAL):**

A student taking part in games or events of the AIAL shall be in no grade higher than the 8th grade of a member school and not have attained his/her 15th birthday on or before September 1st of the current school year in order to participate in Division (A) sports. A student shall be in no grade higher than the 7th grade and not have attained his/her 14th birthday on or before September 1st of the current year to participate in Division (B) sports. Students below the 5th grade are not eligible for AIAL competition.

C. FEES AND OTHER POLICIES

1. **Fees:**

- a. Student participation in certain programs will require a fee, which will be charged to the student’s FACTS account. Disclosure of fee rates will be shared with participants through the coordinator of each group.
- b. **Athletic Fees** are billed to parents after rosters have been sent to the Archdiocesan Interscholastic Athletic League. The athletic fees for Saints Peter and Paul Catholic School are set annually to help cover the cost of the athletic program. **These fees are mandatory and MUST BE PAID PRIOR to participation in each sport. Fees ARE NOT refundable.**

2. Return of Equipment:

All school-issued athletic equipment, including uniforms, must be returned at the conclusion of each sport. Students failing to return said issued items will be subject to paying the replacement cost of those items. Returning damaged items might also be cause for a student being charged the cost of replacing the item(s).

3. Safety:

Saints Peter and Paul Catholic School strives to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any person will be taken seriously. Anyone making such threats (seriously or in jest) faces suspension and/or expulsion from the Saints Peter and Paul Catholic School extracurricular, co-curricular, or other programs and/or Saints Peter and Paul Catholic School.

4. Weather:

For **ALL** outdoor sports, in the event of thunder, coaches should be actively looking for any signs of lightning. Play can continue as long as there is no sign of any lightning and if other weather conditions permit. If there is any sign of lightning, no matter how distant, all play must cease. Everyone must leave the field and take cover in the nearest appropriate shelter. Coaches are responsible for issuing this directive in the event that the Athletic Director or an official is not present. In order for play to resume, there must have been no sign of any lightning for thirty minutes since the last sighting.

In the event of rain during the regular school week, every effort will be made to make any cancellation decisions for practices in time for students to notify parents/legal guardians.

5. Transportation to Athletic Event:

Students riding the school bus to an athletic event must ride the bus back to school from the event, when applicable. If permission is given by the coach to ride home with a parent or legal guardian, a signed release from the parent/legal guardian must be provided to the coach prior to leaving the athletic event. Permission is granted only in extenuating circumstances.

D. FIELD TRIPS AND TRAVEL FOR ATHLETIC EVENTS (*7108):

Field trips are permissible for all grades when advanced planning, location, and experience ensure a successful learning opportunity. The principal must initially approve the planning of the field trip or outing.

1. Criteria: The following criteria should be taken into consideration when planning a field trip or outing:

- a. The nature and purpose of the trip should relate to the mission, philosophy, and goals of the school.
- b. Field trips should be related to the curriculum, meet educational objectives, and goals.
- c. The trip should be appropriate for the age and maturity level of the students.
- d. Schools should review and follow the guidelines in the Policy for Ministering to Youth, which outlines the requirements for both day and overnight trips.

2. Requirements: The following requirements must be met when seeking approval for a Field Trip:

- a. The principal reserves the right to restrict or deny student participation in any field trip due to, but not limited to, poor academic performance or poor conduct.
- b. Adequate transportation must be provided by the school. Appropriately licensed, insured, and bonded transportation must be used. The school is discouraged from using private

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

individuals for transportation. In the event that private individuals are considered for transportation, all requirements from the Archdiocesan Office of Risk Management must be met. The school should have the employee fill out and sign a driver form, provide a copy of their current and valid driver's license, and, if they are operating their personal vehicle, provide a copy of their current personal liability insurance card. All items may be emailed by the school to risk@archsa.org.

- c. Adequate supervision by qualified adults must be provided by the school, including one or more employees of the school. Supervising adults and employees must have a current background check and safe environment training on file with the school. Supervising adults and employees must review and acknowledge the Archdiocesan Sexual Misconduct Policy. The school is responsible for tracking and documenting the compliance of volunteers and employees with the aforementioned requirements.
- d. The student must have a signed and dated release form from the parent/legal guardian for each field trip. Specific information such as purpose, destination, activities, and method of transportation, fees, emergency numbers, estimated time of arrival, and return, must be indicated or requested on the permission release form.
- e. All student emergency medical information or medication permission forms remain in effect during the field trip activity. The field trip permission form and any medical forms, including but not limited to medication permission forms, must accompany the students on the trip. If the field trip is out of town and/or overnight, parents/legal guardians should be asked to submit more specific information as needed.
- f. For overnight or out-of-town field trips, the principal and Pastor/authorized agent must approve.

Unless the school specifically approves a trip, the school's name cannot be used. Privately organized trips that involve students will not be promoted or organized within the school.

E. EXTRACURRICULAR ACTIVITIES WITH GRADE LEVEL OR OTHER REQUIREMENTS:

1. National Junior Honor Society (NJHS):

Membership in the National Junior Honor Society (NJHS) is one of the highest honors that can be awarded to a middle school student. Saints Peter and Paul Catholic School's NJHS Chapter will work hard to give practical meaning to the Society's standards of scholarship, service, leadership, character, and citizenship. These five pillars are considered the foundational base for the National Junior Honor Society.

NJHS is open to students in 6th- 8th grade. To run for office, a candidate must meet or exceed the school's outlined behavioral expectations stated in the Christian Code and Student Code of Conduct.

2. Student Council:

Students in the 8th grade may run for an office on the Student Council. To run for office, a candidate must meet or exceed the school-outlined behavioral expectations stated in the Christian Code and Student Code of Conduct. Elections are held in the spring for the next school year. The Student Council may raise money for special projects or dances as approved by the Principal and the Class/Club Sponsor (teacher).

3. Pep Squad:

Pep Squad is open to students in 1st - 5th grade. Practice is held after school and is supervised by one adult leader. The pep squad performs at home games during the football, volleyball, and

basketball seasons and at other times as deemed appropriate by the principal. The fee for participation in the Pep Squad program is set annually by the school's administration and communicated to the parents of participating students.

4. Cheer: Cheer is open to students in grades 6 through 8.

5. Catholic Youth Organization (CYO) Sports:

The CYO sports are not under the jurisdiction of Saints Peter and Paul Catholic School. Parents have organized to direct the CYO sports for kindergarten through 5th grade. Students in 5th through 8th-grade teams may participate in CYO sports, whether or not they participate in Saints Peter and Paul Catholic School's athletic programs.

6. School-Sponsored Dances (Grades 5 - 8):

Several times a year, dances may be held. The opportunity to participate in this activity has the advantage of teaching students the social graces needed in our society. These dances are chaperoned. **If students are absent on the day of the dance, they are not allowed to attend the dance. Only students who attend Saints Peter & Paul Catholic School are allowed to attend.**

All students attending a dance must abide by the Christian Code and the Student Code of Conduct. If a student refuses to abide by any of the rules set forth for school dances, he or she will be instructed to call his or her parent or legal guardian and will need to be picked up from the dance as soon as practicable. Any student removed from a dance may be denied permission by the principal to attend future dances.

F. SERVICE LEARNING (*6008):

To prepare students for living out their mission of being good Christian leaders, all Saints Peter and Paul Catholic School students are expected to complete service hours as follows:

1. In grades PK through 5th grade, this service is completed under the leadership of the teachers.
2. School of Logic students (grades 6th through 8th) complete their service independently as well as in a group.
3. Service activities range from improvement of the school campus (environmental cleanup) to other activities within New Braunfels and the Comal County area.
4. Service opportunities selected by the teachers are always age-appropriate.
5. Each grade level will be assigned service projects throughout the year.
6. The service hours for students in grades 6 through 8 are as follows:
 - (a) Grade 6: 15 hours per year;
 - (b) Grade 7: 20 hours per year; and
 - (c) Grade 8: 30 hours per year.

G. RETREATS:

Saints Peter and Paul Catholic School sponsors a retreat for the 4th - 8th-grade students during the school year. In addition, the Parish Youth Ministry Office also plans retreats that expand the understanding of our faith, and these retreats are open to all students for whom the retreat is age-appropriate.

SECTION XIII. HEALTH AND WELLNESS

A. OVERVIEW OF HEALTH AND WELLNESS PROGRAM AND ADMINISTRATION (8000-8007):

1. Texas Catholic Conference Education Department (*8001):

The Texas Catholic Conference of Bishops Education Department's annual School Health Manual provides all Catholic schools within Texas with recommendations for school health and the children they serve. Saints Peter and Paul Catholic School is committed to providing a school environment that promotes the development of lifelong wellness practices.

2. Staff Roles and Responsibilities

a. Role of Principal (*8002):

The Principal of Saints Peter and Paul Catholic School, as the chief administrator, is responsible for ensuring that qualified staff are available to ensure compliance with the school's health policies and needs. The principal shall designate a person or persons to administer medications, if necessary. The principal is responsible for notifying or designating a person to notify a student's parent of an illness or injury occurring at School and for ensuring compliance with local, state, and federal health regulations.

b. Role of School Nurse (*8003):

A registered nurse or a licensed vocational nurse, whether employed or volunteering to act in the capacity of the school nurse, is subject to the Nurse Practice Act of the Board of Nurse Examiners, State of Texas, and may perform nursing functions only under the supervision and standing orders of a licensed physician and only with a current Texas license. A registered nurse or licensed vocational nurse, trained and certified in screening procedures and emergency response, may perform screenings, emergency response procedures, immunization surveillance, and other non-nursing procedures without physician supervision. The Texas Board of Nurse Examiners performs verification of licensure.

c. Role of School Health Coordinator (*8004):

The School Health Coordinator at Saints Peter and Paul Catholic School is the School Nurse. This position is appointed by the principal. The School Health Coordinator shall schedule required health screenings according to state regulations by certified screeners. The School Health Coordinator monitors immunizations, maintains health records, completes state and diocesan statistical reports, and performs other health service-related duties for which they are trained.

d. Role of Health Screener (*8005):

A health screener is a person who is certified by the State of Texas to perform required screenings, which include vision, hearing, acanthosis nigricans, and spinal screenings. The Health Screener may assist in recording and documenting screening and follow-up findings on students' health records. Schools must comply with state laws regarding student health screenings. Only state-approved screeners who have taken and passed a Texas Department of State Health Services-approved screener workshop are permitted to perform screenings. The school must keep a copy of the screener's certification on file. Additionally, a copy of the certification must be submitted to the Department of Catholic Schools.

e. Role of Teacher (*8006):

The teacher shall refer suspicious symptoms to the School Nurse or Principal. Students who are experiencing or may be experiencing social or emotional difficulties, including but not limited to a mental health crisis, shall be referred to the School Counselor.

f. **Role of School Counselor (*8007):**

The School Counselor supports the academic, social, emotional, and behavioral needs of all students. The School Counselor will deliver a comprehensive school counseling program that will be delivered through the four components of (1) Guidance Curriculum, (2) Responsive Services, (3) Individual Planning, and (4) System Support.

3. Guidelines for Implementing the Wellness Policy (*8001)

a. **National Guidelines for All Food on Campus:**

1. All foods made available on campus will comply with the current Texas Public School Nutrition Policy and/or USDA Dietary Guidelines for Americans. This includes a la carte, beverage contracts, fundraisers, concession stands, student stores, School parties, and celebrations.
2. Classroom snacks shall feature healthy choices. Emphasis will be on serving fruits and vegetables as the primary snack and water as the primary beverage.
3. Foods and beverages sold at fundraisers should include healthy choices and age-appropriate selections.
4. Schools will not use foods or beverages, especially those that do not meet nutrition standards, as rewards for academic performance or good behavior, nor withhold food or beverages as punishment.
5. Schools should place limits on celebrations that involve food during the school day.

c. **Eating Environment:**

1. Dining areas should be clean, pleasant, and attractive.
2. Lunch periods are scheduled between 11 a.m. and 12:30 p.m.
3. Students will have 45 minutes for lunch/recess.

d. **Family Lunches**

1. Parents/Grandparents must be VIRTUS trained in order to eat with your child.
2. Family Lunch days are only permitted on Monday, Tuesday, and Wednesday.
3. Families must sit at the designated tables in the cafeteria or picnic tables.
4. You can only have lunch with your child, NOT your child's friends.
5. Outside food may only be brought to your child.
6. Please dress modestly.
7. Once your child leaves the cafeteria, please exit through the front office and sign out. You cannot attend recess.

e. **Physical Activity:**

1. Physical activity will be integrated across the curriculum and throughout the school day. The school will consider research and national and state standards in allotting time for physical activity. Teachers will provide short physical activity breaks between lessons or classes, as appropriate.
2. Physical education class will be the environment where students learn and practice physical activity and exercise that will be of value to them and promote lifelong physical fitness.
3. Schools should provide a daily recess period, which is not used as a punishment or a reward. Consideration will be given to planning recess before lunch since research indicates that activity prior to lunch can increase nutrient intake and reduce food waste.
4. Information will be provided to families to help them incorporate physical activity into their students' lives.

4. Parental Responsibilities in School Health Program:

- a. Providing the school with all information pertinent to the health and well-being of their student(s).

- b. Providing the school with information regarding immunizations as required by state, local, and Archdiocesan policies.
- c. Taking necessary action, including picking up of students, when school authorities report to a parent/legal guardian an illness or injury which occurs during school hours. In a life-threatening emergency, the principal or designee will take appropriate action to obtain medical assistance for the student until the parent arrives.
- d. Ensuring that proper medical attention is sought for health problems that may be discovered on routine health screenings at the school; the student's health is primarily and ultimately the responsibility of the parents/legal guardians.
- e. Be aware that sharing of food in the cafeteria is not allowed due to the unique health and allergy history of each student. **For the safety of each student, students and parents are not permitted to bring lunch for other students, nor are they permitted to share lunch, snacks (healthy or otherwise), or any food/food products with other students.** If in doubt, please ask the teacher.
- f. Be aware that there is a Food Allergy & Anaphylaxis Action Plan form (which can be obtained from the School Nurse if needed). A physician/health care provider's signature is required on this form.

B. REQUIREMENTS AND REGULATIONS (8100):

1. Annual Health Service Review (*8101):

Saints Peter and Paul Catholic School Health Program is reviewed annually. Each year, the School Nurse or Health Coordinator shall complete the Annual Health Services Review (Form 8101A). The principal shall review and sign the Annual Health Services Review before it is submitted to the Department of Catholic Schools.

2. Immunization Requirements (*8102):

- a. Every student enrolled in a Catholic School in the State of Texas shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment.
- b. A student may be provisionally enrolled if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this policy. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and provide evidence of immunization to the school (*i.e.*, documentation from a pediatrician or other medical clinic/provider). The School Nurse must review the immunization status of a provisionally enrolled student every 30 days to ensure compliance with this policy. If, at the end of the 30-day period, the student has not received a subsequent dose of the vaccine, the student is not in compliance with this policy, and the school shall exclude the student from attendance until the required dose is received and proof is provided to the school.
- c. Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify for an exemption in Catholic Schools in Texas.
- d. Exclusion from immunization for medical reasons (not for reasons of conscience) will be considered if a parent/legal guardian presents a written request to the principal with the appropriate documentation. The principal, in consultation with local School administration, will make the final decision, and this must be done with the approval of the Superintendent of the Archdiocese of San Antonio. The student's health form is kept electronically in the school's management system, RenWeb.

- e. In accordance with state law, the only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) in good standing and authorized to practice in the State of Texas that includes the physician's license number. The signing health care provider and the parent/legal guardian cannot be the same person. The letter must state that, in the physician's opinion, the vaccine requirement is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician. If not a lifelong condition, it is expected that the student will be vaccinated as soon as the medical condition improves, and the student's physician judges that it is safe to do so.
- f. If the parent is requesting the exemption from more than one immunization, the same documentation must be requested for each.

3. Bloodborne Pathogens (*8103):

- a. Saints Peter and Paul Catholic School is required by the Federal Occupational Safety and Health Administration (OSHA) to comply with the standard for control of Bloodborne Pathogens under Code of Federal Regulations (CFR), Part 1910.1030. Pursuant to the Code of Federal Regulations, 29 C.F.R. § 1930.1030(b) (2019), bloodborne pathogens means "pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV)."
- b. All schools follow the Bloodborne Pathogens Exposure Control Plan approved by the Superintendents of the Texas Catholic Conference Bishops Education Department.
- c. All employees, including volunteers, shall receive Bloodborne Pathogens training at the time of initial assignment to tasks where exposure may occur, and training should be provided annually. Additional training will be provided whenever there are changes in tasks or procedures that affect an employee's or a volunteer's occupational exposure. Training must be documented, and documentation must be retained in the school for three (3) years from the date on which the training occurred.
- d. A student with HIV will not be excluded from Saints Peter and Paul Catholic School for that reason alone. Each student will be evaluated as an individual case, and exclusion from the school environment will be based on the student's physical limitations, psychosocial activity patterns, and the opinion of a panel of responsible persons designated by the School Administration. This panel may include but is not limited to: (1) the student's parent/legal guardian; (2) the student's physician; (3) the school nurse; (4) the principal; and (5) the Pastor. All information shared with the panel members will remain **CONFIDENTIAL**. If a student is diagnosed as having AIDS or is HIV positive and has any of the following conditions or behaviors, he/she shall be removed from Saints Peter and Paul Catholic School: (1) vomiting; (2) lack of toilet training; (3) tendency to bite; (4) open sores; and (5) any other medical conditions conducive to spreading the virus.

4. Student Accident Insurance (*8104):

Saints Peter and Paul Catholic School carries student accident insurance for every student enrolled. Student accident insurance provides basic coverage, and payment is part of the tuition charged each school year. Student accident insurance is secondary insurance and covers students at all school-related activities and for travel to and from all school-related activities. Claim forms are available in the Nurse's office. **Student Accident Insurance does not cover any claims for those injured in the tackle football program.**

5. Student Cumulative Health Card (*8105):

- a. The Student Cumulative Health Card (Form 3202A) must be maintained on each student, which will include their immunization record, vision, hearing, scoliosis, and acanthosis nigricans screenings, pertinent medical information, and the doctor's name. The Student Cumulative Record Card (Form 3202A) is treated as confidential. It is available to the Principal, School Nurse, Health Coordinator, and the professional staff, as necessary. The Student Cumulative Record Card shall be stored within the student's health file.
- b. The student's parent/legal guardian must sign a release of records for student health records to be transferred to another school. The release must define the method of transmission (*i.e.*, fax, scan, e-mail, regular mail, or hand-delivery to parent/legal guardian). Documentation shall be maintained in the student's file. The student's original cumulative card record is given to the receiving school when the student transfers to another Catholic School.
- c. The Student's Cumulative Record Card may be kept electronically using the school's data management system (e.g., RenWeb). If kept electronically and upon transfer or graduation, a paper copy shall be included in the student's file.

6. Annual Student Health Form/Emergency Medical Release Forms (*8106):

- a. Saints Peter and Paul Catholic School must keep emergency information for each student enrolled in the school using Student Health Form 3202B. This form contains pertinent information in case of accident or illness.
- b. **Please update emergency contact information, medical conditions, allergy information, and any other information contained on Form 3202B in writing or in RenWeb, as this information is VERY IMPORTANT.** Updates and changes should include *new phone numbers, new e-mail addresses, new employment information, etc.* ***It is the parent/legal guardian's responsibility to update any changes that occur during the school year.***

7. Individual Student Health File (*3202):

- a. A health file must be maintained on each student that will include the student's Cumulative Health Card (Form 3202A) and a Student Health Form (Form 3202B). Health Records kept in the student's health file and its contents are treated as confidential; they are available to the principal, school nurse, and the professional staff, as necessary. Student health files shall be stored in a locked filing cabinet in a secure area of the school, which may be the school clinic or the Principal's office.
- b. The Student Cumulative Health Card and Student Health Form may be kept electronically using the school's data management system (FACTS).

8. First Aid and Emergency Response (*8108):

- a. Saints Peter and Paul Catholic School has a minimum of two full-time employees currently certified in American Red Cross First Aid or a comparable, nationally recognized training in first aid and American Red Cross or American Heart Association CPR/AED or a comparable, nationally recognized agency on campus at all times when students are present.
- b. Saints Peter and Paul Catholic School is required to maintain an approved First Aid manual (e.g., *American Red Cross First Aid and Safety* or *The School Health Handbook* by Newton, Adams, and Marcontel) in the Nurse's Office or School office for reference.
- c. In the event a student must be transported for emergency medical care and the parent/legal guardian cannot be contacted, a copy of the parent/legal guardian's original release to obtain medical care, and a school staff member must accompany the student. The staff member shall stay with the student until a parent/legal guardian is present.

9. Accidents

- a. **Minor Accidents:** In case of minor accidents, basic first aid will be administered. In the event of a more serious accident, the student's emergency information will be used to make necessary arrangements.
- b. **Major Accidents:** In case of a major emergency, EMS will be contacted immediately and, if needed, First Aid/CPR will begin until EMS arrives.

10. Use of Insect Repellents at School (*8109):

- a. Students **DO NOT** need to carry or bring insect repellent to School. The risk of misuse or exposure to students allergic to the product far outweighs any potential benefit.
- b. Parents/legal guardians should consider reapplying mosquito repellent if students are participating in after-school activities and will be outside in the evening hours.
- c. The CDC recommends to "keep repellants out of reach of children and not allow young children to apply insect repellent to themselves." National Pesticide Information Center (NPIC): 1-800-858-7378 or npic.orst.edu.
- d. School employees and coaches are **NOT** to purchase, share with, or apply or provide insect repellent to students.

C. POLICIES AND PROCEDURES CONCERNING ILLNESS/INJURY:

1. If a student is ill or injured, a member of the staff will provide temporary care for the student. The office staff is equipped for administering emergency **first aid**.
2. When emergency medical treatment is necessary, the parent/legal guardian is contacted. If a parent/legal guardian is not available, the student will be taken by EMS to the emergency room of the hospital indicated on the student's "Emergency" information on file. Therefore, it is imperative that a correct and current **TELEPHONE NUMBER, EMERGENCY CONTACT NUMBER, and the NAME AND NUMBER OF THE STUDENT'S DOCTOR** be on file.
3. When a student becomes ill at School, the parent/legal guardian is contacted to take the student home. If the parent/legal guardian cannot be contacted, the person(s) listed on the student's emergency card on file are contacted.
4. Parents/legal guardians must notify the school of an absence due to illness. Parents or legal guardians will be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reasons. Parents/legal guardians are notified if students show symptoms of:
 - a. Any infectious disease;
 - b. Fever over 100 degrees;
 - c. Vomiting;
 - d. Diarrhea;
 - e. Headache;
 - f. Fatigue;
 - g. Muscle aches;
 - h. Rash;
 - i. Chills;
 - j. Sore throat;
 - k. Runny nose;
 - l. Cough;
 - m. Red/goopy eye (Pink eye/Conjunctivitis); and/or
 - n. Too ill to continue with class work.
5. **Return to School Guidelines:**

Students should remain at home when they exhibit the first symptoms of an illness. Depending upon the nature of the illness, students may return to School when **fever-free for 24 hours**

without fever-reducing medication, and symptom-free for 24 hours of vomiting and/or diarrhea. If a student is out of School for more than three (3) days, documentation from the doctor's office is required stating the reason(s) for the absence and a return to school statement.

Exclusion Guidelines Stay at Home	Inclusion Guidelines Return to School
Oral Temperature of 100 or above	Fever free un-medicated for 24 hours
Vomiting, nausea or severe abdominal pain (if occurs during school hours child must be picked up)	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold or persistent cough	Symptom free
Red, inflamed or discharging eyes	Written physician release
Acute skin rash or eruption	Written physician release
Swollen glands around jaws, ears, and neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious
Earache	Symptom free
Pediculosis	Lice and Nit Free
Other symptoms suggestive of acute illness	Written physician release

TCCED, 2004

D. MEDICATION ADMINISTRATION (8200):

1. Medication Policy (*8201):

Students are not allowed to carry any medication at any time, including non-prescription or "over the counter" medications and throat lozenges. At the direction of the student's physician, an exception may be made in cases of diabetic medication and supplies or rescue medication, including a rescue inhaler or a single-dose epinephrine auto-injector (EpiPen). (Medication Permission Request Forms (Form 8201A) are available through the Nurse's Office and must accompany the information from the doctor.)

- Only medication that is necessary for a student to remain in School and prescribed by a licensed physician, physician assistant, nurse practitioner, or dentist will be administered during school hours. If more than one child in a family needs medication at School, each child must have his/her own medication and his/her own Medication Permission Request Form.
- The Medication Permission Request Form must be completed by the parent/legal guardian and the health care provider in order for any medication, including "over the counter" medication (including, but not limited to, ibuprofen, acetaminophen, ointments, cold tablets, cough drops, allergy medications, sunscreen, etc.), to be given by School personnel.***

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

The signing health care provider and the parent/legal guardian cannot be the same person.

- c. Students are permitted to bring lip balm to School, such as Chapstick, Burt's Bees Wax, or NIVEA. Lip balm must be clear and unflavored (NO tints, no fragrance, non-medicated).
 - (1) ***K – 4th grade:*** Must place the item in a Ziploc® type bag marked with the student's name and be given to the homeroom teacher.
 - (2) ***5th - 8th grade:*** May have the item with them.
- d. Medication must be brought to the school office by the parent/legal guardian (responsible party). If the medication is liquid, it must be accompanied by a calibrated medication dispenser that has legible numbers on it. **Expired medication will not be given.**
- e. Each student's prescription medication must be in its original container and clearly labeled with the following information:
 - (1) Student name;
 - (2) Physician/Dentist name;
 - (3) Date;
 - (4) Name of Medication;
 - (5) Dosage;
 - (6) Directions/Route of administration;
 - (7) Time the medication is to be given; and
 - (8) Duration of administration.
- f. Over-the-counter medications must be accompanied by a signed Medication Permission Request Form, in their original, unopened container, and display the student's name. Over-the-counter medications must be in the smallest available size to meet the student's medical needs.
- g. Medication will be dispensed by a designee of the principal. Medication will be returned ONLY to the parent/legal guardian (responsible party) or destroyed at the end of the school year.
- h. No stock medication will be kept for student use.

2. Medical Marijuana Policy (*8202):

- a. Parents, legal guardians, and primary caregivers of students who have been authorized for the medical use of marijuana may administer medical marijuana to the student while the student is on School grounds or attending a School-sponsored event, provided that the prescription has been issued by a licensed physician in the State of Texas.
- b. The parent/legal guardian or primary caretaker must bring the medical marijuana in its original prescription container, bearing the name of the student and a current (unexpired) date. The parent/legal guardian or caregiver must maintain possession of the medical marijuana while on School grounds or at a School-sponsored event. In no event will the medical marijuana be stored at the school or held by School personnel. Only the parent/legal guardian or primary caregiver may administer the medical marijuana to the student. School personnel will not administer medical marijuana.
- c. When on School grounds, the medical marijuana must be administered in the appropriate location where other medications would be administered (*i.e.*, in the Nurse's Office).
- d. Medical marijuana may never be administered to a student by smoking or other form of inhalation while the student is on School grounds or attending a School-sponsored event.

3. Epinephrine Policy (*8203)

a. Purpose of Policy:

The purpose of the Epinephrine Policy is to establish guidelines and procedures governing the utilization of stock epinephrine auto-injectors. Texas Senate Bill 579 allows private schools to stock epinephrine auto-injectors in the event of an anaphylactic emergency resulting from a severe allergic reaction. Catholic Schools in the Archdiocese of San Antonio may choose to

stock epinephrine auto-injector devices on campus. If a school chooses to stock epinephrine auto-injector devices, the school must follow the guidelines from Senate Bill 579 and the TCCB ED Health Manual.

b. Procurement of Stock Epinephrine Auto-Injectors:

Saints Peter and Paul Catholic School elects to stock epinephrine auto-injectors and, therefore, must have a physician's standing order for the administration of an epinephrine auto-injector to a person in anaphylaxis.

c. Training:

- (1) Any person who is expected to provide emergency care in an anaphylaxis emergency must be trained to recognize and treat the symptoms of anaphylaxis. Saints Peter and Paul Catholic School must have at least two (2) trained responders available during all hours the campus is open.
- (2) Additionally, staff education, in compliance with Texas Senate Bill 589, will be conducted annually regarding the care of students with severe, life-threatening allergies. Each staff member will receive an overview of epinephrine administration. Training must include information on:
 - (a) Recognizing signs and symptoms of anaphylaxis;
 - (b) Administering an epinephrine auto-injector;
 - (c) Implementing emergency procedures; and
 - (d) Proper handling and disposal of used or expired epinephrine auto-injectors.

d. Storage and Maintenance:

- (1) Epinephrine auto-injectors will be stored in the School Nurse's Office. Non-patient-specific epinephrine pens will be stored in an unlocked, wall-mounted container.
- (2) Inspection of the stock epinephrine auto-injectors will be conducted monthly by the School Nurse and shall include the following diligence items:
 - (a) Checking the expiration date found on the epinephrine auto-injector packaging.
 - (b) Checking that the epinephrine auto-injector packaging is intact.
 - (c) Checking that the stock epinephrine auto-injectors are stored properly and in the designated place in the school.

e. Administration:

It is standard practice at Saints Peter and Paul Catholic School that the School Nurse will deliver epinephrine when the need arises. If the School Nurse is not available to administer epinephrine, a trained staff member will deliver it.

f. Response:

In the event that any person (student/staff member, etc.) has the need for epinephrine for life-saving measures, it will be standard practice that an ambulance will be called immediately. The parent, legal guardian, or emergency contact will be promptly notified by the school if an auto-injector is utilized.

g. Notification After Administration of Epinephrine:

Saints Peter and Paul Catholic School follows the directive per Texas Education Code Section 38.209(a), if a school personnel member or volunteer administers an epinephrine auto-injector, they shall, no later than the 10th business day after the date of the administration:

- (1) Report to the Texas Department of State Health Services (DSHS) that an epinephrine auto-injector was used and print a copy of the report submitted electronically.
- (2) Notify the Superintendent of Catholic Schools and e-mail a copy of the DSHS form.
- (3) Notify the TCCB ED Director, via e-mail, with a copy of the DSHS report.
- (4) Notify the physician who prescribed the epinephrine auto-injectors and obtain any necessary refills to replace the used epinephrine auto-injector.

4. Unassigned Opioid Antagonist Naloxone Protocol (*8204):

Saints Peter and Paul Catholic School does not store Naloxone on campus.

5. Use of Sunscreen at School (*8205):

Sunscreens are regulated by the FDA and shall be treated like any other medication and require an appropriate and complete medication permission form on file with the school in order to be applied during the school day.

6. Medication Administration Off School Grounds (8206):

- a. Daily and rescue medications (*i.e.*, asthma, allergy, diabetic, and seizure medications) shall be sent on field trips with the teacher. All medications must be labeled according to Policy 8201 and be accompanied by a copy of the signed medication permission form.
- b. **The field trip's organizer must carry a cell phone on their person at all times during the field trip in case of emergency.**

7. Storage of Medications (*8207):

Saints Peter and Paul Catholic School stores medications in a locked cabinet. Medications that require refrigeration are stored in a locked refrigerator.

E. VISION, HEARING, ACANTHOSIS, AND SPINAL SCREENINGS:

1. Vision and Hearing: Grades PK4, K, 1, 3, 5, 7, and all new students in the fall.

2. Acanthosis Nigricans (Diabetes): Grades 1, 3, 5, and 7.

3. Spinal:

- a. Girls 10 and 12 years of age as of September 1.
- b. Boys 13 or 14 years of age as of September 1.
- c. *If a spinal screening has been completed by a physician or healthcare professional for the students in the categories listed above, a copy of this documentation needs to be on file at the School Nurse's Office, signed by the physician or healthcare professional and parent. **With proper documentation, the student will not need this screening. If the documentation cannot be provided, Saints Peter and Paul Catholic School must ensure spinal screening is performed according to state procedures.***

F. SPECIAL HEALTH NEEDS:

Parents/legal guardians must inform the school of any and all special health issues/needs of their student(s), including but not limited to diabetes, epilepsy, and/or food or other allergies. A current physician's letter MUST BE provided to the school at the beginning of each school year, regardless of whether any change has occurred. If a change in the diagnosis occurs or another special issue is diagnosed, the parents/legal guardians must immediately notify the principal and provide an updated physician's letter setting forth the change and any other pertinent information.

G. TREATMENT AND CARE PLANS (*8300):

1. Allergies (*8301):

- a. It is the responsibility of the anaphylactic or potentially anaphylactic student's parents/legal guardians to inform the School Principal, the student's teacher, teacher aide, School Nurse, or Health Coordinator, and all other personnel who regularly supervise the student of their child's allergy.
- b. It is the responsibility of the student's parents/legal guardians to complete and submit to the School Nurse or Health Coordinator a Food Allergy & Anaphylaxis Action Plan that includes the

signature of a licensed physician or health care provider, along with the Medication Permission Request Form (Form 8201A). The signing health care provider and the parent/legal guardian cannot be the same person. The Food Allergy & Anaphylaxis Action Plan shall include an individual treatment protocol that is established by the child's allergist.

- c. **The school does not assume responsibility for treatment in the absence of such a protocol.**
- d. The original Food Allergy & Anaphylaxis Action Plan should remain with the School Nurse or Health Coordinator, and a copy should be distributed to the student's teacher. Substitute teachers should be advised of anaphylactic or potentially anaphylactic students in their class and the emergency protocol for these students.
- e. Anaphylactic or potentially anaphylactic students who have been issued a prescription for a single-dose epinephrine auto injector shall deliver at least two, along with a signed Medication Permission Request Form, to the School Nurse or Health Coordinator for use in case of an emergency.
- f. Children who are no longer allergic or no longer require a single-dose epinephrine auto injector must present a written notice from their allergist.

2. Asthma (*8303):

- a. It is the responsibility of the asthmatic student's parents/legal guardians to inform the School Principal, the student's teacher, teacher aide, School Nurse, and all other personnel who regularly supervise the student of their child's asthma.
- b. The diagnosis of asthma should be noted on the student's Student Health Form (Form 3202B) and within their Health Record.
- c. It is the responsibility of the student's parents/legal guardians to complete and submit to the School Nurse an Asthma Action Plan and Medication Permission Request form that includes the signature of a licensed physician or health care provider and parent/legal guardian. The signing health care provider and the parent/legal guardian cannot be the same person. The Asthma Action Plan shall include an individual treatment protocol that is established by the child's physician.
- d. The Asthma Action Plan is meant for parents, physicians, teachers, and other relevant staff to coordinate information, methods of management, and define an emergency plan. All adults supervising the student (e.g., before/after school care, coaches, etc.) should have access to the action plan. **The action plan should be reviewed and updated by the parents/legal guardians at least annually and/or after an acute episode.**

3. Diabetes (*8304):

- a. **It is the responsibility of the diabetic student's parents/legal guardians to inform the School Principal of their child's diagnosis.** Immediately following a child's enrollment or diagnosis, and before the child begins or returns to School, there must be a meeting to agree on a Diabetic Care Plan (Form 8304A) and how the school shall respond to a diabetic crisis during the school day. The meeting must include the student's parents/legal guardians, the School Principal, teacher(s), School Nurse or Health Coordinator, and other staff who would supervise the student (e.g., before/after school care, coaches, etc.).
- b. All adults supervising the student (e.g., before/after school care, coaches, etc.) should have access to the Diabetic Care Plan. **The Diabetic Care Plan should be reviewed and updated by the parents/legal guardians at least annually and signed by a licensed physician or health care provider.** The student's physician or health care provider and the parent/legal guardian cannot be the same person.
- c. The School Nurse, Health Coordinator, or any other school staff member (e.g., the student's teacher) who assists the student as they read, calculate, or dose for their insulin, should document the diabetic student's levels using the student data management system (e.g.,

H. COMMUNICABLE DISEASE CONTROL - PEDICULOSIS (HEAD LICE) **(8401):**

1. **Students found to have head lice shall be excluded from School immediately.** Students shall be free of live lice and nits before re-admittance to the school. A parent/legal guardian shall accompany the student to the School Office following exclusion and shall provide proof of lice shampoo treatment (*i.e.*, a box of lice shampoo and a copy of the receipt of purchase). The student must be checked by School personnel before re-admittance to School and may only remain at School if found to be lice and nit-free.
2. School personnel, including but not limited to the School Nurse or Health Coordinator, involved in the detection of head lice should be appropriately trained. The importance and difficulty of correctly diagnosing an active head lice infestation should be emphasized.
3. The School Nurse or Health Coordinator is responsible for notifying the parent(s) or legal guardian(s) of the student who has lice. Letters of notice for the parent/legal guardian of a student with lice and classmates are available in the TCCB ED Health Manual. In order to prevent a widespread problem and to avoid the spread of misinformation, parents should be instructed on how to recognize nits and given tips on treatment and prevention.

I. SAFETY (8600):

1. Child Abuse (*8601):

- a. Saints Peter and Paul Catholic School is committed to the physical, emotional, spiritual, intellectual, and social well-being of students and to the promotion of Christian family life.
- b. The Catholic Schools in the Archdiocese of San Antonio, including Saints Peter and Paul Catholic School, will pursue all reasonable measures to assist maltreated children and their families. The Archdiocesan Department of Catholic Schools will:
 - (1) Require that all Catholic schools comply with the statutory requirements of Chapter 261 of the Texas Family Code - Investigation of Report of Child Abuse or Neglect.
 - (2) Cooperate with official child protective services agencies in the identification and reporting of suspected child abuse and neglect.
 - (3) Cooperate with official child protective agencies if officials seek to interview a child at School.
 - (4) Provide Child Abuse Awareness in-service education, including legal requirements, for School personnel.
 - (5) Encourage inclusion of appropriate child abuse awareness education in classrooms at all grade levels.
 - (6) Provide guidelines for reporting and follow-up by School personnel.
- c. Depending upon the urgency of the situation, the first contact in reporting, at a minimum, should be made as follows:
 - (1) Call 911 or the local law enforcement agency in an emergency or life-threatening situation that must be dealt with immediately, and then call the Texas Abuse Hotline.
 - (2) Call the Texas Abuse Hotline at 1-800-252-5400 if the situation is urgent and needs to be investigated within 24 hours. Urgent, according to the Hotline, means "someone faces an immediate risk of abuse or neglect that could result in serious harm." Examples of such situations include, but are not limited to:
 - (a) Serious injury;
 - (b) Any injury to a child 5 years or younger;
 - (c) Immediate need for medical treatment (including suicidal thoughts);

- (d) Sexual abuse where the abuser has or will have access to the victim within the next 24 hours;
 - (e) Children age five and under are alone or are likely to be left alone within the next 24 hours; and
 - (f) Anytime the belief is held that the situation requires action in less than 24 hours.
- (3) Use the Texas Abuse Hotline Website at: www.txabusehotline.org to report situations that **do not** need to be investigated right away. It may take more than 48 hours to process online reports due to high volume.
- (4) The Archdiocese of San Antonio requires that reports shall be made to any local or state law enforcement agency and, in addition, to the Texas Department of Family and Protective Services (DFPS) at the San Antonio phone number 53-ABUSE or at the hotline number set forth above. More information on reporting can be found on the DFPS website: www.dfps.texas.gov.
- d. If the allegation of abuse is being made against a School employee, the Superintendent must also be notified immediately.

2. Reporting Sexual Abuse (*8601):

Any allegation of sexual abuse that involves abuse by a priest, deacon, or other church personnel must be reported to the Office of Victim Assistance and Safe Environment (OVASE) in addition to DFPS. If the allegation of abuse or misconduct involves School personnel, the Superintendent of Catholic Schools shall be notified in addition to OVASE and DFPS.

3. Student Transportation (*8602):

Saints Peter and Paul Catholic School is responsible for the operation of a school vehicle (bus) and transports students to field trips and athletic events. All state regulations regarding licensing, insurance, safety, and other legalities are observed. **All School employees are required to complete the Archdiocese of San Antonio Risk Management Form in order to validate proof of a valid driver's license, insurance, and driving record.**

SECTION XIV. ASBESTOS NOTIFICATION (*5001)

This is the annual notice of the presence of asbestos-containing materials at Saints Peter and Paul Catholic School. The location and condition of these materials are found in the approved Management Plan located in the principal's office. On May 16, 2023, Astex Environmental Services, Inc. conducted the required AHERA Periodic Surveillance for Saints Peter and Paul Catholic School. During this surveillance, no additional suspect material was identified, and there were no other significant changes observed to "Existing Materials."

Due to the age of the building, quarterly and/or semi-annual checks will still be performed. Old asbestos ceiling tiles were abated and removed over the Christmas holiday (2020-2021) with new dropped ceilings and new LED lighting in the classrooms and hallways. Several years ago, the old windows were replaced, and as a result, the old asbestos mastic around the windows was abated. All old green tiles containing asbestos are in the process of being encapsulated - the old floors were sealed with a material, floated, and the new floor placed over the top.

The only area that has some of the old green floor tiles is the old school office. All other buildings are asbestos-free.

SECTION XV. FINANCIAL POLICIES

A. TUITION AGREEMENTS (*4402):

Each family at Saints Peter and Paul Catholic School must sign a tuition agreement with the school, either on paper or through an online tuition management system. The agreement will set forth the tuition rate, the registration fee, and other student fees; procedures for the collection of tuition; the penalty for failure to pay tuition on time; procedures for handling delinquent accounts; and a provision wherein parent(s)/legal guardian(s) acknowledge they understand and agree to all the terms and conditions of the agreement.

B. TUITION RATES AND POLICIES (*4401):

The Saints Peter and Paul Catholic School Advisory Council reviews and sets tuition rates each January for the following school year. Tuition may be paid in full by **July 1st** or be paid out in equal installments over ten (10) months.

The first tuition payment is due by July 1st, and each subsequent installment payment is due on the first day of every month.

Monthly statements are sent to families, as a courtesy, but payment is not contingent on the receipt of a statement. It is the responsibility of the parent or legal guardian to pay tuition on time. If a student's tuition, registration fee, or any other school account is in arrears, the student **may not** be admitted to class on the opening day of school. **Please see the school website for the complete list of tuition rates, fees, and other financial requirements.**

It is the policy of Saints Peter and Paul Catholic School to manage tuition accounts in a fair, just, and timely manner in order to ensure the financial well-being of the school. Saints Peter and Paul Catholic School has partnered with the Financial Accounting and Cost Tracking System (FACTS) to assist the school in managing accounts receivable. **All families are required to enroll in FACTS, and all fees are billed through FACTS.** Any questions regarding FACTS should be directed to the Director of Admissions, Finance, and Human Resources.

Mandatory Parent Teacher Club fundraisers and service hour substitution fees are considered part of a family's tuition obligation. Failure to complete all service hours required by the school will result in a fee being charged to a family's account. This fee is payable to the school the month following its assessment.

C. EMPLOYEE TUITION (*4403):

Employees with children attending the school must apply to the Texas Education Freedom Account Program before the start of the academic year and within the official application window as a condition of eligibility for local tuition assistance. Receiving TEFA does not change the tuition rate set by the school. TEFA funds will be applied according to the employees' intended use but does not replace the employee's contractual financial responsibility for tuition and fees. Employees remain responsible for any balance not covered by TEFA. TEFA funds may not be combined ("stacked") with any other tuition assistance programs such as Hope for the Future or local tuition assistance grants, except for merit-based awards.

If an employee's child is not awarded TEFA funding due to State of Texas eligibility requirements, the employee shall apply for tuition assistance through the Hope for the Future program.

If tuition assistance through TEFA and/or Hope for the Future is not awarded, schools may, as local

resources permit, offer a tuition assistance grant for children of school employees. This grant is not considered compensation or an employee benefit, but rather tuition assistance subject to school-established guidelines and eligibility requirements set forth by the school's Tuition Assistance Review Committee.

Employee tuition assistance grants apply only to employees who, as a parent or legal guardian, are personally responsible for the student's tuition. Policy and procedures for tuition assistance grants must be published in the Employee Handbook and communicated during employment and/or registration period.

As local resources allow, schools may offer tuition assistance grants to employees of other Catholic schools or Archdiocesan entities if tuition assistance available through TEFA and/or Hope for the Future is not awarded. Tuition assistance grants are awarded to those who are personally responsible, as a parent or legal guardian, for the student's tuition. This grant is not considered compensation or an employee benefit, but rather tuition assistance subject to school-established guidelines and eligibility requirements set forth by the school's Tuition Assistance Review Committee.

All employee tuition assistance grant policies administered by the Tuition Assistance Review Committee must be reviewed annually by the Pastor/Authorized Agent, Principal and the School Advisory Council to ensure fairness and consistency. The school reserves the right to determine how local tuition assistance grants, Hope for the Future tuition assistance, and other eligible discounts are applied to the student's tuition account in accordance with program requirements and school policy. Posting priorities must be established by the Principal and Pastor and reviewed annually by the School Advisory Council.

Any tuition assistance grants should not exceed the limits established for Archdiocesan schools (See above Policy 4403: Employee Tuition Assistance and TEFA Participation; Archdiocesan Schools).

ARCHDIOCESAN SCHOOLS

Employees of Archdiocesan schools, whether full-time or part-time, who receive funding through TEFA are not eligible for tuition assistance grants except for merit-based awards.

If tuition assistance through TEFA and/or Hope for the Future is not awarded, Archdiocesan schools may offer a tuition assistance grant if local financial resources allow. This tuition assistance grant applies only to employees who, as a parent or legal guardian, are personally responsible for the tuition of a student enrolled at the school. This grant is not considered compensation or an employee benefit, but rather tuition assistance subject to school-established guidelines and eligibility requirements set forth by the school's Tuition Assistance Review Committee.

All employee tuition assistance grant policies administered by the Tuition Assistance Review Committee must be reviewed annually by the Superintendent/Authorized Agent, Principal and the School Advisory Council to ensure fairness and consistency. The school reserves the right to determine how local tuition assistance grants, Hope for the Future tuition assistance, and other eligible discounts are applied to the student's tuition account in accordance with program requirements and school policy. Posting priorities must be established by the Principal and Superintendent/Authorized Agent and reviewed annually by the School Advisory Council.

For full-time employees, a tuition assistance grant may cover up to 50% of the remaining tuition balance after all available tuition assistance has been applied (See Finance Policy 4404: Tuition Assistance).

For part-time employees, a tuition assistance grant may cover up to 25% of the remaining tuition balance after all available tuition assistance has been applied.

If tuition assistance through TEFA and/or Hope for the Future is not awarded, Archdiocesan schools may offer a tuition assistance grant to employees of other Catholic schools or Archdiocesan entities, if local financial resources allow. Tuition assistance grants apply only to full-time and part-time employees of other Catholic schools or Archdiocesan entities who, as a parent or legal guardian, are personally responsible for the tuition of a student enrolled at the school. Employees of other Catholic schools or Archdiocesan entities who receive funding through TEFA are not eligible for additional tuition assistance, except for merit-based awards.

For full-time employees of other Catholic schools or Archdiocesan entities, the tuition assistance grant may cover up to 25% of the remaining tuition balance after all available tuition assistance has been applied.

For part-time employees of other Catholic schools or Archdiocesan entities, the tuition assistance grant may cover up to 15% of the remaining tuition balance after all available has been applied.

D. REGISTRATION AND OTHER FEES (*4406-07):

1. Registration and Application Fees:

The Saints Peter and Paul Catholic School Advisory Council sets School fees at the same time as tuition rates. The registration fee, which is a separate charge not included in the tuition rate, is currently \$350 per student if paid prior to May 1st or \$400 per student if paid on or after May 1st. A \$50 per family yearly FACTS fee is also required. A student's admission and/or enrollment is not finalized or guaranteed until all registration fees are paid in full. Fees are utilized to forecast staffing needs, cover the cost of building maintenance, and procure instructional materials. The registration fee also serves to hold a student's place in a given class. The school will make decisions regarding the number of students it can admit to a given class based on the number of students who have paid their registration fees. Registration fees are not refundable and may not be transferred to another school.

The new student application fee of \$50 is due at the time the application is submitted and, like the registration fee, is non-refundable and non-transferable.

Please see the school website for the complete list of fees and other financial requirements.

2. Cafeteria Charges:

The school cafeteria offers hot, nutritious meals under contract from a third-party vendor. Prices for these meals are very reasonable. The menu will be posted on the school website, and copies are available in the school office. Students have the option of paying for meals in the cafeteria on a day-by-day basis or of being billed through FACTS for lunches every two weeks. If payment is not received by FACTS within fifteen (15) days of the posting of the lunch bill, the student may lose his/her charging privileges until the account is current. Milk is provided for purchase for all students, as are assorted snack items. Students need to eat lunch every day to stay healthy and alert. As always, please notify the principal if there is a special circumstance warranting exemption.

E. REFUND POLICY:

1. Tuition Refunds:

If a student withdraws from Saints Peter and Paul Catholic School during the school year, the student's family is responsible for tuition for any days attended in that month. For example, if a student withdraws from School on November 6, he/she will be charged for any school days that were in session until November 6. In all cases of withdrawal, tuition reductions (scholarships/discounts) from Saints Peter and Paul Catholic School will be similarly prorated.

2. All other fees are non-refundable and non-transferable.

F. PAST DUE/DELINQUENT ACCOUNTS: TUITION AND OTHER FEES (*4405):

1. If a parent has not made full payment by the end of each month, FACTS will assess financial penalties.
2. If a parent still has not made full payment by the end of the month, the following additional steps will be taken (this includes tuition and all incidental charges):
 - a. The student will be restricted from participating in any extracurricular activities.
 - b. The family must make immediate payment of all past due amounts or contact the principal to sign up for a 60-day payment plan for the past due balance.
 - c. A family's failure to honor the terms of a written payment plan with the school will result in a student remaining out of school until the balance is brought current.
 - d. Continued non-payment of a family's tuition obligation may result in the termination of a student's enrollment and/or dismissal from the school.
3. If a family is experiencing unusual or unforeseen financial circumstances, the parent/legal guardian should contact the principal.
4. If there is a question regarding refunds, please contact the Director of Admissions, Finance & Human Resources.
5. If any change in payment is needed, the parent or legal guardian will need to contact the Business Director a minimum of 72 hours prior to the draft date.
6. Any non-sufficient (NSF) checks will be collectible in full by cash or money order and will require a \$25 handling fee. Any family that submits one NSF check may be placed on a cash-only payment basis.
7. If payment is thirty (30) days past due, then an auto draft will be mandatory.
8. Delinquent accounts, which include tuition, cafeteria, and/or any other fees, may be turned over to a collection agent or attorney to assist the school in collecting the tuition and fees owed. In this event, the parents/legal guardians will be held responsible for the payment of attorney's fees and the costs associated with collecting the tuition and fees owed. Families should be aware that one avenue for the school to pursue in these cases includes sending a letter to the Internal Revenue Service (IRS) reporting the tuition as unreported income.
- 9.

G. TUITION ASSISTANCE (*4404):

1. Through the Archdiocese, Saints Peter and Paul Catholic School has limited funds available for tuition assistance.
2. Tuition assistance is also available through Hope for the Future: <https://www.archsa.org/hope/apply-now>.

H. FUND RAISING ACTIVITIES (*4409):

Any organization or group proposing to conduct any fundraising activity for the school and using the school's name shall receive the approval of the principal. Any funds raised from these activities shall be spent at the sole discretion of the Principal and Pastor, in consultation with the organization that raised the funds. All revenues must be

remitted to the school or its representatives. All fundraising must adhere to local, state, and federal regulations, where applicable.

Because tuition is unable to cover the total cost of the quality education offered at Saints Peter and Paul Catholic School, the Parish and School partner together in fundraising efforts to help raise money for specific projects and general operation, while limiting the number of fundraisers held. The PTC also coordinates a limited number of school fundraisers.

It is vital that Saints Peter and Paul Catholic School parents continue to support all the fundraising efforts of the school to ensure the continuation of quality programs and services for all students.

- **Each family is required to sell or purchase 10 raffle tickets for the FALL raffle.**
- **Each family is required to sell or purchase 40 raffle tickets for the SPRING raffle.**
- **Any unsold raffle tickets will be charged to that family's FACTS account.**

I. SCHOOL RAFFLES (*4410):

Schools may not hold more than four (4) raffles, from selling tickets through awarding prizes, in a calendar year. (A calendar year is defined in Section 2002.052(a) of the Texas Occupations Code as beginning January 1 and ending December 31 of the same year.) Additionally, pursuant to Section 2002.052(c) of the same Code, a school may not sell tickets for a raffle during a period when the school is selling tickets for another raffle. If an organization violates this subsection, neither of the raffles is authorized.

Raffle tickets MUST include the following information per Tex. Occ. Code § 2002.55:

1. The name of the school organization conducting the raffle;
2. The address of the school organization or of a named officer of the organization;
3. The ticket price;
4. A general description of each prize having a value of more than \$10 to be awarded in the raffle; and
5. The date on which the raffle prize or prizes will be awarded.

Tex. Occ. Code §2002.55

Money cannot be offered as a raffle prize. The value of a raffle prize that is purchased by the school/organization may not exceed \$50,000. A raffle prize must be in the possession or ownership of the school/organization in order to be a lawful prize. Tex. Occ. Code § 2002.56

Schools may not use paid advertising to "promote a raffle through the use of mass communication, including television, radio, or newspaper." Raffles may not be promoted or advertised statewide. Donated advertising is permissible. Raffles may be advertised using the school or church's newsletter, e-mail, social media, or secure website (e.g., intranet), provided the website is accessible only to previously identified supporters of the organization (i.e., the school). Raffle tickets may not be sold online. Tex. Occ. Code § 2002.054

SECTION XVI. EMERGENCY PROCEDURES

A. SCHOOL CRISIS RESPONSE PLAN (*5202):

1. The principal is responsible for updating and publishing a Crisis Response Plan for use in the event of emergency conditions annually. Annual staff training on the details of the School's Crisis Response Plan must be provided. Staff training may occur during staff in-service before the start of each school year and should include all School employees.
2. **The Crisis Response Plan should, at a minimum, include the following:**
 - a. Chain of command at the School and Archdiocese levels, along with their responsibilities.

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

- b. List of all emergency numbers.
 - c. Emergency calling system for notification of parents/legal guardians to include in the event of a crisis before or after school hours.
 - d. List and description of standard response protocol.
 - e. Aerial images of the campus and surrounding area: images should be updated annually and include a 3-mile radius around the school.
 - f. Designation of, at a minimum, two off-campus locations where students will be taken in the event of evacuation.
 - g. Expectations for and frequency of practice drills for standard response protocols.
3. Schools should maintain memorandums of understanding (MOU) with at least two off-campus sites (*i.e.*, evacuation sites) where faculty and students will rendezvous in case of emergency. MOUs should be renewed annually. The location of evacuation sites shall be on file with the Department of Catholic Schools and updated annually. Schools must file a blueprint of school building(s) with the Department of Catholic Schools and update as needed (*i.e.*, in the case of remodeling or construction).
 4. In the event of a crisis, as at all times, Saints Peter and Paul Catholic School must comply with Archdiocesan Policy 5108 on communicating with the media. The principal shall receive the approval of the Archdiocese Communications Office prior to any information being released or communicated to the media.

B. BUILDING SAFETY PROCEDURES (5201)

1. Overview

- a. Schools must meet all safety standards according to city ordinance and Archdiocesan Risk Management Programs. It shall be incumbent on the principal to make inspection reports known to the Pastor/authorized agent and School Council so that the recommendation of such inspectors can be implemented.
- b. Principals shall be diligent in conducting the appropriate fire drills, tornado drills, and any other disaster drills. Evacuation routes must be posted in each room.
- c. Principals shall arrange for active shooter training every three years, which must be provided by a law enforcement officer. The principal shall also arrange for an annual review of the procedures. Please see Policy 5207-Active Shooter Training on page 104.
- d. Schools not in compliance with safety standards are to immediately report circumstances to the Pastor/authorized agent and the Superintendent.
- e. School buildings shall provide a smooth and safe flow of pedestrian and vehicular traffic. All building exit doors are to open outward and be equipped with panic hardware. All exits are to be clearly marked and have legal exit lights. An exit plan shall be clearly displayed in each room.
- f. **Each teacher at Saints Peter and Paul Catholic School has an emergency “Go-Bag” which travels with the class in the event of a school emergency.** The bags are placed in each classroom for easy access during an emergency. Each bag contains basic first aid equipment and other supplies such as:
 - (1) Flashlight;
 - (2) Whistle;
 - (3) Notepad;
 - (4) Basic first aid supplies;
 - (5) Gloves;
 - (6) Roster for each class of the day;
 - (7) Copy of the Crisis Management Plan; and
 - (8) Red/Yellow/Green alert cards.

2. **Bomb Threat (*5203):**

If the School receives a bomb threat, the following procedures are to be observed:

- a. Evacuate the School in the manner outlined in the Crisis Response Plan.
- b. Inform the police immediately. Once the police arrive, School personnel should follow police directives and accept their decision as to the course of action to be taken.
- c. Inform the Pastor/authorized agent and Superintendent immediately.

3. **Evacuate Drill:**

- a. Evacuate is called when there is a need to move students from one location to another. The classroom teacher usually leads the evacuation. In a police-led evacuation, students may be instructed to form a single file line and hold hands front and back to ensure that every student follows--this is very important. Students and staff may also be asked to put their hands on their heads. Staff and students are to follow law enforcement instructions.
- b. As teachers evacuate, they should take their Go-Bags. Upon arrival at the announced location, attendance must be taken.
- c. In the event students are separated from their group during an evacuation, students should join any evacuation group and identify themselves to the adult in charge when the evacuation is completed.
- d. **When the announced location/destination has been reached, and attendance has been taken, teachers should display their Red Card/Green Card/Yellow Alert Card. These cards are used to identify that all is well (green), help is needed (red), or there is a need to communicate something (yellow).** If a student is missing from the group, the red card should be displayed. If a student is with a different group than would be expected, the Yellow Alert card should be displayed, indicating the need to communicate that an additional student is in that group.
- e. The school conducts drills at least twice a year to help teachers and students prepare to take quick protective action in an emergency.
- f. These drills are intended to prepare students and all School personnel to act quickly in the event of an emergency. Parents should encourage their students to take all drills seriously and should discuss them with their students at home.

4. **Fire Drill (*5204):**

Alarm or Announce “Evacuate! To Primary/Secondary Gathering locations” Repeat x3	
Student Actions:	Teacher Actions:
Stop immediately what you’re doing.	Stop immediately what you’re doing.
Listen to the announcement.	Listen to the announcement.
Follow teacher commands.	Calmly give your students instructions.
Leave your personal items behind.	Grab Go-Bag and Cell Phone.
Move in an orderly fashion to a designated safe space.	Escort your students to your designated safe space.
Maintain Silence.	Take attendance.
	Employ Red/Green/Yellow Card system.
	Maintain order.

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

- a. Saints Peter and Paul Catholic School must comply with the state Fire Marshal's mandatory school fire exit drills that require that campuses conduct at least one fire drill each month that has ten (10) or more instructional days. This includes summer school programs.
- b. Each fire drill should be slightly different, some obstructed and some unobstructed. The principal must record and file the date and time of each fire drill and other emergency evacuation drill.
- c. School personnel shall be trained in the use of fire extinguishers and fire safety equipment.
- d. A warning system different from the fire alarm and not dependent on the electrical system of the school shall be established to alert School personnel in case an emergency condition arises during the school day. (For example, the use of a handbell, pressurized foghorn, or a special verbal "catch phrase" announcement delivered in person from room to room, etc.)
- e. The fire drill/response plan shall be included in the School's Crisis Response Plan and shall include:
 - 1) The designation of places where students will be taken (i.e., reunification site).
 - 2) The supervision of practice drills at regular but unscheduled intervals.
 - 3) The requirement is that if there is a fire, the Pastor/authorized agent and Superintendent are to be notified immediately.
- f. **A fire drill is a special type of Evacuate Drill.** The signal for a fire drill is a shrill alarm sounding in all buildings. Doors will close automatically, and students and staff should evacuate immediately using the designated evacuation routes. Should a staff member begin the evacuation and a route is blocked, students should proceed to the alternate route. Silence should be maintained for safety and to hear any information that may be shared. **The Go-Bag should be with the teacher.** The Red/Green/Yellow Alert card system of communication should be used so that an administrator or public safety agent can visually ascertain the conditions of each class.

5. **Tornado Warning (*5205):**

Example announcement: "Shelter, Shelter, Shelter!"	
Student Actions:	Teacher Actions:
Stop immediately what you're doing.	Stop immediately what you're doing.
Listen to the announcement.	Listen to the announcement.
Take appropriate shelter.	Calmly give your students instructions.
Follow teacher commands.	Check Raptor for information.
Maintain silence.	Check-in with the Emergency Response Team via Raptor.
	Maintain order.

- a. If a warning is in effect in the locality of the school, students should be taken to a safe place. Students should be kept inside, away from windows/glass, and preferably in an interior hallway on the lowest floor. Students should be directed to assume the accepted protective position:
 - 1) Sit on the floor.
 - 2) Head between raised knees.
 - 3) Hands clasped, covering the head and back.

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

b. **Tornado Drills**

- 1) A tornado drill is a modified shelter drill.
- 2) Upon hearing the signal, teachers and students are to move to a predetermined site identified for sheltering students in such an event. The Go-Bag should be taken, and attendance should be taken upon arrival. Although silence is recommended, leading the students in the recitation of the rosary may be calming for some students.

6. **Lock Down Drills (*5206):**

"Lockdown! Lockdown! Lockdown!"	
Student Actions:	Teacher Actions:
Get into a classroom or safe space.	Sweep the hallway for nearby students.
Move out of sight.	Lock interior doors.
Maintain silence.	Turn out the lights.
DO NOT open the door.	Move away from sight.
	DO NOT open the door.
	Maintain silence.
	Take attendance.
	Report to the emergency response team via the Raptor app.
	Manage student emotions.

- a. Lockdown drills are to be conducted regularly and in accordance with standard response protocol.
- b. A Lockdown is called when there is a threat or hazard **WITHIN** the building.
- c. If possible, one should have law enforcement present. Teachers should have identified with students a "safe zone" that is out of sight from the hallway window. On the ground floor, drapes should be closed, if possible. **Teachers and students are NOT to open the door until a First Responder or School administrator opens it.**
- d. If staff or students are out of the room during a lockdown, they must hide in the nearest location.
- e. Examples of lockdown conditions:
 - 1) A dangerous animal is within the school building.
 - 2) Intruder.
 - 3) Angry or violent parent or student.
 - 4) Active shooter.

7. Secure the Perimeter Drills:

“Attention SPP: Secure, Secure, Secure! Get inside!”	
Student Actions:	Teacher Actions:
Return inside a building if outside.	Bring everyone indoors.
Follow the announced instructions.	Take attendance.
	Report to the emergency response team via the Raptor app.
	Conduct classroom activities as usual.
	Wait for further instructions.

- a. Secure the Perimeter is to be performed at least twice a year and in accordance with standard response protocol.
- b. A secure the perimeter drill is called when there is a threat or hazard outside the school building. One should be held while outdoor activities are in progress. **The purpose of a Secure is to secure the students’ safety inside the building, away from the threat or hazard OUTSIDE of the building.**
- c. Examples of Secure the Perimeter conditions include:
 - 1) Dangerous animals on school grounds.
 - 2) Criminal activity in the area.
 - 3) Civil disobedience situation.
 - 4) Severe weather - non-tornadic.

C. ACTIVE SHOOTER TRAINING (*5207):

1. All employees must be trained in civilian response to an active shooter event. All employees must receive updated training every three (3) years based on the date of their first training. Employee training must be provided by a law enforcement officer or agency that is both Advanced Law Enforcement Rapid Response Training (ALERRT) level I trained and Civilian Response to Active Shooter Events (CRASE) certified.
2. At the start of each school year, the principal should review with staff the active shooter protocols and the school’s Crisis Management Plan.
3. The school should ensure all employees are in compliance with this policy. Employee training must be documented, and documentation shall be retained in the employee’s personnel file for three (3) years from the date on which the training occurred.

D. SCHOOLS AS WEAPON-FREE ZONES (*5208):

1. It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of School property, onto a school campus or bus, or at School-sponsored athletic, social, or extracurricular activities. The person who does this should be immediately reported to the police or the appropriate law enforcement agency having jurisdiction in the area. The principal should notify the parents/legal guardians if a police report is made in violation of this statute. 18 U.S.C. § 922(q)(2)(A).
2. More information on this policy concerning the law and the consequences of disobeying the same is found in Section V, subsection J of this Handbook.

SECTION XVII. PARENTS AND COMMUNITY RELATIONS

A. PARENTAL COOPERATION AND BEHAVIOR (3701):

In the Archdiocese of San Antonio, all members of the Saints Peter and Paul Catholic School community, including parents and family members, are expected to comply with all rules and policies while on campus and in communication with the school. Parents should be respectful, cooperate with the school with respect to all decisions affecting students, and avoid behavior that disrupts the orderly administration of the school. Any community member's failure to meet these expectations distracts from the mission of our Catholic schools and may jeopardize a student's continued participation in the school community.

B. VISITORS ON CAMPUS (*5005):

1. General Information:

- a. Visitors may enter the school through the administration offices at the Good Shepherd Center on Seguin Street in order to pick up students for appointments, or to bring tardy students to School. **ALL** visitors to the school must sign in at the school office. Visitors must present a state-issued I.D. and will be given a badge that must be worn for the duration of their visit. Visitors are required to return the badge and sign out in the office before leaving.
- b. Parent conferences may not be held before or after school unless previously scheduled.
- c. After school, parents must wait outside in a designated area or in the car line for student pick-up.
- d. Student visitors are not encouraged. Visitors at the School distract the students, and their learning suffers. The Administration may give permission in instances when a student is visiting from another part of the world and can provide a learning experience for a class. Administrative permission is required for any and all visitors in the classroom. For the protection of our students and to avoid unnecessary interruptions, School personnel or designated volunteers will deliver all communications to the classrooms.
- e. Visitors and parent volunteers on duty may not approach or discuss a personal matter regarding their student or another student with any other person. Separate conferences are required for these matters.

2. Entering and Leaving Campus – Visitor Tracking System (RAPTOR):

- a. Saints Peter and Paul Catholic School uses a visitor tracking system to supplement existing security measures. This system, known as RAPTOR, logs visitors as they enter campus, produces visitor badges, and electronically checks visitors against a national sex offender database.
- b. In an effort to know who is in the school at all times, all visitors must wear a visitor badge while on campus. Anyone entering the campus and wanting access must present a current, valid driver's license to be scanned by the visitor tracking system. All staff employees must always wear their identification badge while on campus.
- c. The school has guidelines in place to monitor students who depart from the school during the day. In order to check a student out of school, all parents/legal guardians must either be recognized by the front office member or must produce photo identification.
- d. **If a student is to depart campus with someone other than a parent/legal guardian, authorization from the parent/legal guardian will be required and will be verified by the front office staff before the student is allowed to leave the campus.**

C. ORGANIZATIONS:

1. School Advisory Council (*1401):

- a. The authority of the Catholic School Council of Saints Peter and Paul Catholic School (referred to herein as School Advisory Council or Council) is derived from the Pastor. The mission of the School Advisory Council is to consult with the Principal and Pastor in areas of school business: policy, development, strategic planning, and finance. The School Advisory Council consists of the Pastor, the Principal, ten parishioners, and the Parent Teacher Club (PTC) president. All members of the School Advisory Council are volunteers, and their function is advisory and not regulatory. School Advisory Council meetings are held bi-monthly on Wednesday evenings at 6:30 p.m. in The Good Shepherd Library.
- b. Persons may address the School Advisory Council on an issue or policy of the school if they wish. The School Advisory Council, according to its bylaws, does not act as a grievance committee, and issues concerning curriculum and instruction and personnel are not under its jurisdiction but are to be addressed by the Administration. Persons who want to address the School Advisory Council should submit to the President of the Council or the Principal a brief but concise summary, in writing, of the matter to be considered at least seven (7) days prior to the next scheduled meeting. The Council President and the Principal shall decide if the issue is appropriate for consideration and at which meeting of the Council the issue will be presented, and if applicable, the maximum time allotted for that person to speak. **Persons who attend a meeting of the School Advisory Council without having first been placed on the agenda will not be allowed to address the School Advisory Council.** Those on the agenda may make a presentation to the Council. During and following the presentation, questions of clarification may be asked by the Council. The Council will give no response during the meeting. In executive session, Council members will discuss the presentation and assist in formulating the response to be made to the person who made the presentation.

2. Parent-Teacher Club (PTC) (*1403):

The purpose of the Saints Peter and Paul Catholic School PTC is to foster a close union between parents and teachers and to coordinate activities for the welfare of the school. Parents/legal guardians of students attending Saints Peter and Paul Catholic School are considered active members of this club. The funds raised through PTC endeavors are used to enhance the quality of education. PTC meetings are held at various times during the school year. Notifications of meetings are posted through the school website and Parents Web.

D. PARENT SERVICE REQUIREMENT:

1. Service Hours Program:

Saints Peter and Paul Catholic School administers a Service Hours Program. **Prior to completion of any service hours, all volunteers must have: (1) completed VIRTUS training in order for volunteer hours to be credited; (2) completed a criminal background check form and passed through the Archdiocese of San Antonio; and (3) signed and returned the Code of Conduct Acknowledgment Form.** This program encourages parents/legal guardians of our school students to stay active in their students' school life by requiring participation in activities associated with the school. Parents/legal guardians are needed to serve as homeroom parents, volunteer for a day to help with classroom or teacher needs, serve as a cafeteria monitor, or assist the school in other valuable ways. Parent/legal guardian involvement helps keep School tuition and fees low, and it makes for happier and better-disciplined students. This program also helps keep parents/legal guardians aware of their student's academic life and School happenings and lends to camaraderie between parents/legal guardians and the staff.

2. Requirements for Volunteers/Parent Volunteers:

Just as Mary's unselfish contribution of her life to God's plan was immeasurable, so too are the contributions of time and talent by the many volunteers at Saints Peter and Paul Catholic School. In modeling our Blessed Mother and patroness, all families are highly encouraged to participate in Saints Peter and Paul Catholic School's volunteer program pursuant to the following guidelines and requirements:

- a. Each family is obligated to donate a minimum of fifteen (15) service hours of their time and talent to the Saints Peter and Paul Catholic School and Church community.
- b. **Two (2) of the fifteen (15) hours MUST BE COMPLETED by offering service in assisting Saints Peter and Paul Catholic School Parent Teacher Club (PTC) with its annual Spring Festival.**
- c. Saints Peter and Paul Catholic School offers a variety of volunteer opportunities in which to share your time and talents, including, but not limited to, the following: PTC, School Council, annual events, used uniform sales, cafeteria helpers, parking lot safety, room parent, and other school fundraisers.
- d. Family service hours can be earned by a parent/legal guardian, grandparent, or a sibling who is 18 years or older and has completed the VIRTUS. training for the Archdiocese of San Antonio.
- e. Hours will **NOT** be accepted or allowed without documentation of VIRTUS on file with Saints Peter and Paul Catholic School.
- f. A school family who accumulated service hours in excess cannot "donate" hours to another school family.
- g. Likewise, Family Service Hours cannot be earned by students of Saints Peter and Paul Catholic School.
- h. A volunteer service hour form is available for families to help keep track of their hours. All service hours must be verified with the Saints Peter and Paul Catholic School Volunteer Coordinator. Hours will not be credited if the sign-in sheet is incomplete or if the correct family cannot be identified.
- i. **All service hours must be completed, approved, and turned in by May 15th.**
- j. Each family is required to sell \$400 worth of raffle tickets
- k. All volunteers must check in at the school office and receive a visitor's badge before proceeding to their assignments.
- l. In accordance with the Archdiocese of San Antonio Department of Catholic Schools and for the safety of the volunteers, students, and staff, all volunteers must be current in the following:
 - (1) **VIRTUS Training: (2109)** (required every three (3) years based on the date of the first training);
 - (2) **Archdiocese-Approved Criminal Background Check: (2108)** (required every three (3) years based on the date of the first training);
 - (3) **Signed Code of Conduct;** and
 - (4) **Sexual Harassment Training: (2110)** (required every three (3) years based on the date of the first training.

****In lieu of the volunteer requirements, families may choose to be released from this obligation by donating \$750 to the school, payable on or before June 1. ****

3. Non-Compliance Fee:

- a. Families who do not complete their service hours are charged \$50 per hour not completed.
- b. When service hours are not completed and/or the fee is not paid by June 1, the family loses its reserved space for the following school year.

- c. In cases of extreme hardship, in which a family feels it cannot fulfill the required service hours, the reason for deferment is to be submitted to the principal in writing. No grievance or requests for deferment are heard without a written submission. All grievances and deferments are decided on a case-by-case basis. All deferments are reviewed again on May 15th to determine continuation or cancellation for the next school year. When the Principal is unable to decide, the Pastor is asked to make the decision.

4. Ways to Earn Service Hours:

The following are some of the ways in which service hours may be earned:

- a. Attendance at a general PTC meeting (1 service hour);
- b. Serving on a PTC committee, sub-committee, and planning meetings (1 service hour per hour of meeting time);
- c. Volunteer for work in a fundraising activity;
- d. Field trip chaperone;
- e. Classroom Volunteer Assistance as requested by a teacher (after school);
- f. Booster Club participation;
- g. Serving on the School Advisory Council;
- h. Scouting activities that directly impact Saints Peter and Paul Catholic School;
- i. Grounds maintenance;
- j. Assist with School activities such as Meet the Teacher Night or Grandparents' Breakfast;
- l. Used Uniform Sales Committee;
- m. PSIA or CAAC academic competitions;
- n. Other Principal approved special activities; and/or
- o. Catholic Schools Week
- p. Gala Committee
- p. Volunteer at the Thrift Store

****Please note that service hours will only count if it directly impacts the school. ****

All parents who serve as teachers or staff of Saints Peter and Paul Catholic School are exempt from their service hour commitments EXCEPT FOR THE TWO HOURS WHICH MUST BE COMPLETED BY OFFERING SERVICE IN ASSISTING the Saints Peter and Paul Catholic School Parent Teacher Club (PTC) with its annual Spring Festival.

E. VOLUNTEERS (*2118)

Any volunteer serving in a position where he/she may have contact with children or young people must undergo a criminal background check and must read and acknowledge the Code of Conduct. Individuals who will have consistent contact with children must complete safe environment training as conducted by the Office of Victim Assistance and Safe Environment, in addition to the requirements above. No individual shall be permitted to volunteer for any position where there may be contact with children or young people without first satisfying these requirements.

Volunteers in a PK-8 Catholic school must be 18 years of age or older if they are in any position where there may be regular contact with children or young people.

Volunteers in a high school and in a position with regular contact with high school students should be 25 years of age or older.

Volunteers shall cooperate with the Principal in providing a positive educational climate for the students. Volunteers are directly accountable to the Principal. Volunteers agree to abide by policies and procedures of the school and the Archdiocese of San Antonio Department of Catholic Schools. The Principal reserves the right to decline or discontinue any offer of volunteer service at any time for any reason.

F. CUSTODY ISSUES (3002, 3203, and 3204):

Saints Peter and Paul Catholic School abides by the provisions of the Buckley Amendment regarding the rights of non-custodial parents. In the absence of a court order, to the contrary, the school provides a non-custodial parent with access to the academic records and to other school-related information regarding the student. A non-custodial parent must give a 24-hour notice to the school before receiving the requested information. **It is the responsibility of the custodial parent to provide the school with an official, certified copy of the court order when a court order specifies no information is to be given to the non-custodial parent or the non-custodial parent may not pick up the student or see the student.** In addition, **all divorced parents are required to provide the school with a certified, file-stamped copy of the custody section of the divorce decree and promptly provide a certified copy of any modifications made thereto.** Unless otherwise noted, only individuals listed on the student's emergency contact form are allowed to remove the student from the school campus.

G. USE OF SCHOOL GROUNDS AND BUILDINGS:

Use of School grounds and buildings must be approved by the Parish Facilities Manager.

H. SCHOOL PUBLICATIONS (5105):

School publications serve not only to foster the creative talents of students but also to assist and support the school in its public relations. Such publications shall be available to students, parents, pastors, and the parish community at large. Articles of archdiocesan interest shall be sent to the editor of the archdiocesan newspaper for publication. All publications must be reviewed and approved by the school administration.

1. School Website (*5106):

- a. Saints Peter and Paul Catholic School maintains a website that promotes the school and provides information to enrolled families, prospective parents, and the wider community. The school website is under the authority of the School and the School Principal. The principal shall designate a webmaster who is responsible for the content on the school's website.
- b. Saints Peter and Paul Catholic School shall have authorization from the parent/legal guardian before posting photos and videos on the School's or any Archdiocesan website. Content submitted to the site should comply with state, federal, and international copyright law and must have appropriate permissions as needed. The site should also meet accessibility and data privacy requirements.
- c. The School Website: www.school.sppnb.org.
- d. School Weekly Newsletter: Saints Peter and Paul Catholic School sends out an electronic newsletter weekly to School families, School staff, Church staff, and the School Advisory Council, highlighting the school's events, activities, achievements, policies, and community happenings.

2. School-Sponsored Social Media (*5107):

- a. Saints Peter and Paul Catholic School may maintain official school social media accounts to promote the school and provide information to enrolled families, prospective parents, and the wider community. The school social media accounts are under the authority of the school and the school principal. The principal must designate a person who is responsible for monitoring and updating the school's social media accounts.
- b. Saints Peter and Paul Catholic School shall have written authorization from the parent/legal guardian before posting photos or videos of students.
- c. **Social media is defined as** any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, apps, blogs, internet websites, internet forums, and wikis. **Examples of social media include**, but are not limited to, Facebook, Instagram, Twitter, Snapchat, Vine, WhatsApp, YouTube, Google+, TikTok, and Flickr.
- d. Saints Peter and Paul Catholic School Social Media – Facebook (Sts. Peter & Paul Catholic School).
- e. All School group social media communications must be approved by the principal. One member of the school personnel must be included in the group.

I. MEDIA (*5108):

1. Members of the media will not be allowed on school property unless authorized by the principal after presenting appropriate, valid identification.
2. The principal shall notify the Superintendent if members of the media come onto School property.
3. The principal shall receive the approval of the Superintendent and Archdiocese Communications Office prior to any information being released or communicated to the media.

SECTION XVIII. COMMUNICATION BETWEEN PARENTS, TEACHERS, ADMINISTRATION, AND PASTOR

A. PARENTAL COOPERATION:

In order to serve the best interest of all families who attend Saints Peter and Paul Catholic School, we must expect general cooperation between home and School.

1. In matters of School discipline, the school, its staff, and administration must be the final arbiters of student conduct that occurs during school hours or on school grounds.
2. Parents will be informed of and, in some cases, directly involved in the disciplinary process. Parents can expect to be contacted if disciplinary issues arise involving their student. This has three focuses:
 - a. To reinforce the partnership between Saints Peter and Paul Catholic School and parents in the educational ministry of the children;
 - b. To keep parents/legal guardians informed of and to enlist the help of our parents/legal guardians in reinforcing this educational ministry; and
 - c. To give closure to parents/legal guardians and students on an issue. Because we recognize the value of each child and our role as an extension of the family, all three focuses are critical to the mission of Saints Peter and Paul Catholic School and to our educational ministry. It is essential that the authority of both Saints Peter and Paul Catholic School and its personnel be recognized and respected both by the children who attend classes and by their parents/legal guardians.
3. Parental involvement in the life of Saints Peter and Paul Catholic School is both desirable and encouraged. Parents/legal guardians are invited to seek clarification in matters both of

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

schoolwork and of student discipline. The tone of such inquiry, however, should be in the spirit of cooperation and mutual support.

B. COMMUNICATION WITH TEACHERS:

If the student and/or parents/legal guardians have concerns about a grade or some other matter pertaining to a specific course, a conference with the teacher involved should be arranged. **Every effort should be made on the part of the parent/legal guardian, student, and teacher to satisfy all concerns.** If no satisfactory agreement is reached, the parent/legal guardian and/or teacher should contact the Administration for additional help in resolving the matter.

1. Parents/legal guardians who need to communicate with teachers should call the school office. Because teachers are conducting classes, they will return calls within 24 hours from the time they receive the message.
2. Parents/legal guardians may e-mail teachers for routine correspondence or to schedule conferences, and can usually expect to receive a reply within one day. E-mail should not be used to discuss extensive or ongoing academic or behavioral difficulties. These topics can best be solved through telephone conversations or personal conferences.
3. Parent-Teacher Conferences are scheduled for all students at the end of the first quarter and, at the discretion of the teacher, at the end of the third quarter. Additional conferences may be arranged as follows:
 - a. Either request a conference in writing or call the school office.
 - b. The teacher will call you to set up the conference. "Parking Lot," "Car Line," and "Drop In" conferences are not permitted, as the teacher is not prepared to give accurate reports without complete records.
 - c. Please respect the teachers' private lives after school hours.

C. CONFIDENTIALITY:

All communication between Parents, Teachers, Administration, Pastor, and/or Authorized Agent is CONFIDENTIAL and will remain confidential and is assessable only to parents/legal guardians and professional staff requiring the information contained therein.

D. PRINCIPLE OF SUBSIDIARITY – SOLVE ISSUES AT THE LOWEST LEVEL WHENEVER POSSIBLE:

1. Doctrine of Subsidiarity:

The Catholic Church teaches the doctrine of subsidiarity, which calls for all of us to resolve differences or fix problems at the lowest level possible. Therefore, before a classroom problem is discussed with the Principal, Assistant Principal, or other administration staff, it should be discussed with the teacher involved. As the late Pope Francis noted, "parents and teachers must put themselves in the shoes of the other, 'understanding the objective difficulties that one and the other encounter today in education, thus creating greater solidarity.'" Elise Harris, *Parents must be involved in their child's education, as the late Pope Francis said*, (Jan. 5, 2018, 6:14 a.m.), <https://www.catholicnewsagency.com>.

- a. With that in mind, if a parent/legal guardian has a concern about a student, the very first step is to reserve judgment, contact the teacher, and listen to both sides of the issue.
- b. If the parent/legal guardian still has concerns that have not been resolved, after discussing the issue with the teacher, the Principal/Interim Principal, Assistant Principal, or other administrative staff should then be contacted.
- c. In serious or complex situations that may result in severe consequences for any party concerned, these concerns or issues may need to be placed in written form, such as letters,

memos, or e-mails. The purpose of written correspondence is to clearly identify the specific concerns or issues with sufficient detail to allow them to be thoroughly addressed.

- d. If all of the above methods have been exhausted without the resolution of the issue, the formal grievance procedure set forth in this Handbook may be pursued.

2. Respecting the Role of the Pastor (1202):

- a. The Pastor is the leader of Saints Peter and Paul Catholic Church, of which Saints Peter and Paul Catholic School is a part, and which has been entrusted to him under the authority of the archbishop. He maintains certain responsibilities related to the school. The Pastor is responsible for fostering, nurturing, guiding, and coordinating the ministries of the Parish. He delegates the administration of the School to the Principal, who administers the school in accordance with Archdiocesan policies and guidelines. Satisfactory and effective administration depends on the cooperation and mutual support of both the Pastor and the Principal in matters of local educational policy.
- b. The Pastor is the leader in all of the decision-making processes within the Parish. The Pastor's authority at the Parish level includes the right to approve all recommendations made by the School Advisory Council.
- c. Saints Peter and Paul Catholic School parents/legal guardians are expected to respect our Pastor and this Archdiocesan policy and follow the Doctrine of Subsidiarity or "chain of command" which begins, as set forth above, with the classroom teacher or coach as step one, followed by contact with the Principal/Interim Principal or other administrative staff as step two. Only if an issue or complaint has not been or cannot be handled by the informal steps and/or the formal grievance procedure discussed above, should the Pastor be asked to intervene.

E. PARENT ELECTRONIC PORTALS:

1. RenWeb:

- a. RenWeb Web is the tool utilized by Saints Peter and Paul Catholic School to strengthen home-school communication. All parents/legal guardians must create a RenWeb account to use this tool, and once this has been done, parents/legal guardians may log in to see a wealth of student-specific, school-related information. In addition, by utilizing the grade book in RenWeb, parents/legal guardians can see their student's academic progress the instant the information is posted. This is a vital tool for all parents/legal guardians.
- b. To create a RenWeb account:
 - (1) Go to www.renweb.com;
 - (2) Select the Login button;
 - (3) From the dropdown menu that appears, select RenWeb Login;
 - (4) Select Create New RenWeb Account;
 - (5) Enter our District Code – ARCHSATX-DIO
 - (6) Enter your e-mail address and submit this information;
 - (7) A password will be sent to your email address;
 - (8) Open the e-mail and follow the instructions;
 - (9) Should you ever forget your Username or Password, there is a link that you select from the Login page to reset this information.
- c. To access an existing RenWeb account:
 - (1) Go to www.renweb.com;
 - (2) Select the Login button;
 - (3) From the dropdown menu that appears, select RenWeb Login;
 - (4) Enter our District Code – ARCHSATX-DIO;
 - (5) Enter your email address and password;
 - (6) Select the RenWeb option and submit.

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

d. A RenWeb app is also available in the App Store.

2. Financial Accounting and Cost Tracking System (FACTS):

FACTS is used to assist the school in managing accounts receivable. All families are required to enroll in FACTS, and all fees are billed through FACTS.

SECTION XIX. ACADEMIC POLICIES

A. EXPECTATIONS AND RESPONSIBILITIES FOR STUDENTS:

The distinct purpose of Catholic schools and Saints Peter and Paul Catholic School is to proclaim the Gospel message, to build community, and to educate. Within the school community, the teachers, priests, parents/legal guardians, and students experience together what it means to live a life of prayer, community, personal responsibility, and freedom, manifesting the Gospel values of peace, justice, community, love, patience, reconciliation, and respect.

1. Academic Expectations:

Saints Peter and Paul Catholic School is proud of the academic success of its current students as well as its graduates. In order to be successful both here and in the future, Saints Peter and Paul Catholic School students are expected to be prepared to learn and to take full advantage of the educational opportunities provided by the school. Therefore, it is necessary that students come to class with all required supplies and textbooks, with all homework and class preparation completed, with an attitude that is conducive to learning, and with an understanding that all students in the classroom have the right to learn. Students are expected to be active learners, participating in class discussions and class projects. Poor conduct is not compatible with the academic expectations for all of the students of Saints Peter and Paul Catholic School.

2. Academic Honesty:

Each student is expected to take responsibility for his or her own work. Copying others' work, cheating on tests, plagiarism, or any form of academic dishonesty will not be tolerated. Penalties include, but are not limited to, receiving a "0" on graded work, failing the course for the nine-week period, or suspension from School, depending on the severity of the offense.

B. CURRICULUM (7000):

1. Curriculum Documents (*7001):

All Catholic schools must have curriculum documents for use in instructional planning as well as a process for assessing and documenting student mastery of curricular objectives. Curriculum documents should utilize Archdiocesan standards and encompass the Texas Essential Knowledge and Skills (TEKS).

2. Curriculum Objectives (7002):

Curriculum implementation for all schools should follow the standards of the Archdiocese of San Antonio that are developed using the Texas Essential Knowledge and Skills (TEKS) and aligned with national curriculum standards, with the integration of Gospel values and the teachings of the Catholic Church. Special programs and courses outside of TCCB-ED standards may be established by schools in consultation with and an approved waiver issued by the Superintendent.

3. Curriculum Resources (7003):

a. The selection of curriculum resources, such as textbooks or digital resources, shall be the responsibility of the principal, in consultation with the faculty. The school's objectives, the needs of individual students, and the financial resources of the school community shall be used as guidelines in this selection process.

- b. Curriculum resources for subjects in the foundation curriculum (*i.e.*, ELAR, math, science, social studies, and religion) shall be reviewed once every eight (8) years. Review of curriculum resources for the enrichment curriculum may occur less often. Enrichment subjects are languages other than English, health, physical education, fine arts, career and technology education, technology applications, religious literature, and personal financial literacy.
- c. The selection of curriculum resources must support the Archdiocesan curriculum standards.

4. Curriculum Requirements (*7004):

Saints Peter and Paul Catholic School shall maintain a balanced curriculum including religion, language arts (English grammar and composition, reading, vocabulary, spelling, handwriting), science, mathematics, social studies, fine arts, health, guidance, physical education, and technology applications. To implement these standards, the school will follow the TCCB-ED requirements.

5. Local Curriculum Development (*7005):

- a. Archdiocesan curriculum guides/standards should be used for each discipline in the school as the minimum standards in order to ensure continuity and unity of purpose. Principals shall obtain approval from the Archdiocesan Superintendent before instituting any innovative program or course that deviates from the established program.
- b. Local curriculum development, which builds on and enhances the Archdiocesan curriculum guides/standards, shall be the responsibility of the principal in consultation with the faculty. Saints Peter and Paul Catholic School strives for well-balanced curriculum development by considering factors such as individual needs, curriculum standards, student assessment, instructional organization, strengths of the faculty, and current research. The curriculum shall be evaluated by the administration and staff on a yearly basis to determine whether it is fostering the achievement of the philosophy and goals of the school.

6. Curriculum:

Saints Peter and Paul Catholic School strives to educate the whole child. It is important to teach the intellectual, emotional, physical, and spiritual development of the student. Saints Peter and Paul Catholic School uses the curriculum guidelines of the Department of Catholic Schools of the Archdiocese of San Antonio, along with the Texas Essential Knowledge and Skills (TEKS), as its main source for determining the course of instruction. To accomplish these goals, teachers will use textbooks, workbooks, group projects, and other outside resources as necessary to ensure mastery of these objectives. Attention is given to developing age and skill-appropriate teaching practices to meet the needs of all students.

A. Curriculum

The following subjects are taught:

- **Core:** Religion/Guidance, English (includes Writing Composition, Grammar), Reading/Literature, Mathematics, Science, and Social Studies.
- **Specials:** Physical Education (mandatory), Computer Applications & Coding, IT Fundamentals, Music, Art, STEM, Academic Competitions

B. Religious Formation

- Religious formation is an integral part of our school program. Religion is taught daily, and students participate in weekly liturgy. Parents and parishioners are invited to join the faculty and student body in the Eucharistic Celebration.
- Sacramental Programs: Sacramental study is an integral part of the Religion curriculum. Although academic preparation will take place at school, parent meetings and celebrations are a part of our school/parish community.
- The Sacramental Program for Reconciliation and Eucharistic is offered in the 2nd grade through the school.
- All baptized Catholic students in Grades 3-5 who have not yet received the

Sacraments of the Eucharist and Reconciliation can be prepared for the reception of these sacraments. Parents who want their child to receive the Sacraments of Reconciliation and Eucharist need to submit a copy of the baptismal records at registration. Families may register in the Parish's Religious Education Program.

7. Religious Formation:

Religious formation is an integral part of Saints Peter and Paul Catholic School. Religion is taught daily, and students participate in a weekly liturgy. Parents and parishioners are invited to join the faculty and student body in the Eucharistic celebration.

a. Sacramental Programs:

Sacramental study is an integral part of the Religion curriculum at Saints Peter and Paul Catholic School. Although academic preparation will take place at the school, parent meetings and the celebration/reception of Sacraments are held within the Parish community.

b. First Holy Communion and Reconciliation:

- (1) The Sacramental Program for Reconciliation and Eucharist is offered in the 2nd Grade through the School.
- (2) Special preparation is given during the school day to those second graders receiving the Sacrament of Holy Eucharist and Reconciliation.
- (3) Students in grades 3-5 who have not received these sacraments and wish to do so will be accommodated, if possible, during school hours. Parent Meetings are scheduled to enable the parents/legal guardians to participate in these programs for their student(s). Notices are sent home during the course of the year listing dates of meetings, retreats, and Teaching on the Mass. Although students prepare for these sacraments at School, the sacramental preparation programs are coordinated through Saints Peter and Paul Catholic Church. As such, any questions or concerns should be directed to the Faith Formation Office charged with coordinating these programs.

c. Requirements:

- (1) Registered as a parishioner of Saints Peter and Paul Catholic Church, or provide a Letter of Delegation from your parish allowing your student to receive the sacraments at Saints Peter and Paul Catholic Church.
- (2) Copy of the student's baptismal certificate.
- (3) Student must be in the second year of religious education, either in a Catholic school or parish program.
- (4) Attendance at four Parent meetings, Reconciliation Retreat, First Communion Retreat, and Teaching on the Mass.
- (5) It is important for students and families to attend Mass each Sunday (or Saturday Vigil) and Holy Days throughout the entire year.
- (6) Baptism.
- (7) Traditionally, children (6 years or younger) are baptized as infants in the Catholic Church. If you have a student who has not been baptized, please contact the Faith Formation office at Saints Peter & Paul Catholic Church.
- (8) When a child reaches the age of reason (7 years or older), they begin their preparation to receive the Sacraments of Reconciliation and Holy Communion. For children and youth not baptized as infants and who have reached the age of reason, the Catholic Church has reinstated the centuries-long tradition of the RCIA (Rite of Christian Initiation of Adults) and has adapted it to youth to help them nurture a personal faith. For additional information, please contact the Faith Formation office at Saints Peter and Paul Catholic Church.

d. Mass Buddy Program:

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

Through homeroom/advisory teachers, the older students at Saints Peter and Paul Catholic School are paired with students in PK3 through Kindergarten in a “Buddy” program. The purpose is to form a bond of Christian friendship. Frequently, buddies sit together during Mass so that the older students may model and assist with appropriate Mass behaviors. When appropriate, other “Buddy” relationships are formed between classes and students. All 6th, 7th, and 8th-grade students will be mass buddies for PK3-Kindergarten.

C. BUILDING STRONG FOUNDATIONS (*7102):

The overall goal of Building Strong Foundations is to identify students who are at risk for not meeting grade level standards and to intervene early. The overall goal of the Student Support Process at Saints Peter and Paul Catholic School is to improve student achievement using research-based curricular materials, delivered with evidence-based instructional approaches. These are the recommended key features of an effective Student Support Process:

1. High-quality, scientifically based classroom instruction;
2. Student assessment with a classroom focus;
3. School-wide screening of both academics and behavior;
4. Continuous progress monitoring of students;
5. Implementation of appropriate research-based interventions, progress monitoring during interventions (effectiveness);
6. Teaching behavior fidelity measures (the degree to which the strategies are implemented in the manner in which they are intended); and
7. Guided Reading Groups/Differentiated Instruction

D. GRADING POLICY:

1. Evaluating and Reporting (*7103):

- a. The academic progress of each student is an important goal of Saints Peter and Paul Catholic School. Policies and procedures for evaluating and reporting the student’s achievements are published in this Student/Parent Handbook.
- b. Saints Peter and Paul Catholic School has established a process with a goal to assist students in preventing academic failure by the use of the school’s resources and staff, by helping the student in his or her learning needs. The process includes systematic procedures for analyzing and monitoring the student’s behavioral and/or academic struggles during and after interventions.
- c. Elementary schools use the grading scale provided by the Department of Catholic Schools. Electronic grade books must include the same information noted on the Archdiocesan grading scale.
- d. Elementary schools use the electronic report card template approved by the Department of Catholic Schools.

2. Progress Reports:

Progress reports for students in K through 8th grade are emailed four (4) times during the school year, in the middle of each quarter. These reports provide a formal assessment of the student’s progress.

3. Assessments:

a. Summative Assessments Include:

Examinations/tests, alternative assessments, extended assignments/projects, research papers, final draft/edited compositions, journals, major writing assignments or reports, end-of-lesson labs, and other similar assignments. These assessments are the final assessments conducted for a particular learning objective.

b. **Formative Assessments Include:**

In-class assignments, notebooks, incremental stages of writing, pre-labs, quizzes, and other similar assignments. Quizzes are short daily assessments taking no more than 20 minutes to complete and are designed to evaluate a student's level of understanding and progress towards instructional objectives before a summative assessment is conducted. **Quizzes do not have to be announced in advance.**

c. **Daily/Homework (Practice) Includes:**

Daily work, homework, discussions, questioning, or other activities. These assessments provide opportunities for students to apply knowledge, skills, and processes from previous learning to display their understanding. They are an extended learning opportunity for students to demonstrate mastery of concepts taught before a formal assessment.

E. GRADING PERIOD AND REPORT CARDS (*7104):

1. Saints Peter and Paul Catholic School follows the Archdiocesan quarterly (nine weeks) grading period schedule. Numerical grades are used from one (1) through grade eight (8). Parents/legal guardians have access to their student's grades through RenWeb.

2. **School Evaluation Keys (Grades PK3 – 8th grade)**

- a. *For PK3 – Kinder, the following Evaluation Key is used:*

E = Excellent

S = Satisfactory

P = Progress

N = Needs Improvement

N/A = Not Applicable

- b. *For Grades 1st through 8th, the following Evaluation Key is used:*

94 -100 = Exceptionally High Achievement

85 – 93 = High Achievement

75 - 84 = Average Achievement

70 - 74 = Low Achievement

0 - 69 = Failure to Master Material

- c. *For electives such as physical education, STEM, Art, music, and technology, the following Evaluation Key is used:*

E = Excellent

S = Satisfactory

P = Progress

N = Needs Improvement

N/A = Not Applicable

- d. *In all grade levels, the following codes are used for Conduct:*

E = Excellent Effort

S = Satisfactory Effort

N = Needs Improvement

U = Unsatisfactory Effort

- e. *In grades 6-8, the following codes are used for Conduct:*

E = Excellent Effort (0 Demerits)

S = Satisfactory Effort (1-2 Demerits)

N = Needs Improvement (3-4 Demerits)

U = Unsatisfactory Effort (5 or more Demerits)

3. **Academic Honor Roll is defined in the following manner:**
 - a. High Honor Roll: 94-100 in each core subject with no grade below 85 in any subject.
 - b. Honor Roll: 85-93 in each core subject with no grade below 70 in any subject.
 - c. **Conduct Requirements: Conduct grades must be no lower than an "S".**
 - d. Core subjects include Religion, *English, Reading/Literature, Social Studies, Science, and Mathematics.*

F. PROMOTION AND RETENTION:

1. **Minimum Attendance Standards for Grade Level Promotion:**
 - a. A student may not receive credit for a class unless the student is in attendance for at least 90% (162 school days) of the school year.
 - b. The Administrative Assistant keeps the official record of attendance. When a student's absences are approaching the 10% standard for retention, it is the Administrative Assistant's responsibility to inform the administration.
 - c. **A student who accumulates more than eighteen (18) absences (excused and/or unexcused) from any class during an academic year may not be promoted to the next grade level unless extenuating circumstances are reported to the administration.** The notification of extenuating circumstances in which the parent or legal guardian petitions for promotion of the student should be made in writing by the parent or legal guardian to the administration prior to or upon request.
 - d. The administration will review the petition for promotion to determine whether or not the student should be promoted. The administration has the power to decide to promote the student only after he or she meets specific identified criteria, which could include making up time through assignments or by the completion of an assigned academic program.
 - e. The decision to promote or retain a student based upon attendance shall be made by the attendance committee.
2. **Promotion and Retention Policy (*7105)**
 - a. **Per TCCB ED, social promotions and skipping grade levels are prohibited.** Students are promoted to the next grade level based on their academic achievement.
 - b. **Retention of a student is to be considered the last resort for students who do not meet the academic criteria for promotion.** A student's parent or legal guardian shall be given appropriate notice and warning of their child being at risk for retention. Teachers and administrators will hold a meeting with the student's parents/legal guardians if there is a possibility that a student might be retained. Factors leading to the decision made by the Superintendent and Principal, in consultation with the parent, include the following:
 - (1) Age of student;
 - (2) Maturity of the student;
 - (3) Degree of deficiency in the student's learning as per grade level requirements, achievement, and instructional data;
 - (4) Review of academic interventions; and
 - (5) Any other special circumstances that have hindered academic progress for the student.
 - c. The specific regulations for promotion for various grade levels are as follows:
 - (1) **PK3-PK4: Promotion** at this level is determined by the teacher and principal in consultation with the parent/legal guardian.
 - (2) **K–1st Grade:** A student must have at least a 70 final average in Reading and Mathematics. Kindergarten DRA level must be no less than a level 3 independent.
1st grade DRA level must be no less than a level 11 independent.
 - (3) **2nd-5th Grade:** A student must have at least a "70" final average in Religion, Reading, English, and Mathematics. A student who fails in Reading and Mathematics is not promoted.

2nd Grade DRA level must be no less than a 24 instructional

3rd Grade DRA level must be no less than a 38 instructional level

- e. For each core subject below “70,” a student must demonstrate the successful completion of work in summer school. If summer school is not available, work will be assigned, and the student will be tested prior to advancement to the next grade level.
- f. The Superintendent shall be informed in writing of the availability of summer school programs.

3. Retention:

- a. If a student’s final average is lower than 70 in any core subject, the student may be required to participate in an accredited tutoring program or attend a summer school program approved by the school. The decision to require summer school as a condition of a student returning to Saints Peter and Paul Catholic School rests with the principal.
- b. **If a student’s final average is less than 70 in both English Language Arts and Math,** the student will be retained at the present grade level for the next school year.
- c. **If a student’s final average is below 70 in two or more of the core subjects** (Religion, Reading/Literature, Spelling, English, Social Studies, Science, and Math), the student will be retained at the present grade level for the next school year.
- d. **All 1st-grade students must pass Reading to be promoted to the 2nd grade.**
- e. **If a student has already been retained, and is in jeopardy of being retained again, the student will be withdrawn from Saints Peter and Paul Catholic School**

4. Student of the Month:

Each month, one student from each grade is selected by all grade teachers to receive the Student of the Month Award. Students being nominated must be in good standing in all subjects in order to be considered. Selection is made based on the following criteria:

- a. Has been consistently achieving in his/her academic studies;
- b. Has received no assertive disciplines for a whole month;
- c. Is helpful;
- d. Does not get his/her name on the board often;
- e. Is courteous;
- f. Respects classmates and teachers;
- g. Pays attention in class;
- h. Is cheerful;
- i. Participates in class; and
- j. Does homework on time.

We will recognize the Student of the Month every grading quarter.

G. HOMEWORK (*7107):

- 1. The Archdiocese of San Antonio requires each school to establish a homework policy and inform both students and parents of the policy. Homework by definition at Saints Peter and Paul Catholic School is brief and an effective practice of important concepts or skills. Homework and parents/legal guardians’ involvement in student learning can lead to a student’s high achievement and academic success. Teachers give a variety of homework assignments that provide students with an opportunity to practice various skills such as reading, collecting data, interviewing, researching, etc.
- 2. Teachers adhere to the following homework guidelines:
 - a. Pre-Kindergarten 3 and 4: students in Pre-K may have age-appropriate homework not to exceed 10 minutes twice per week.

- b. Kindergarten: students may have age-appropriate homework not to exceed 15 minutes twice per week.
- c. Grades 1 and 2: 20-minute nightly average per grade level, not per subject.
- d. Grade 3: 30-minute nightly average per grade level, not per subject.
- e. Grades 4 and 5: 45-minute nightly average per grade level, not per subject.

H. MAKE-UP WORK:

1. Make-up work for absences must be completed on or before the third school day upon returning to school.
2. Students who do not make up work during the allotted time, or who have not made other arrangements with the teachers, may expect to get a zero for missed work.
3. It is the responsibility of the student/parent to turn in all make-up work in the allotted time specified. Teachers are not required to seek out missed work. Homework or projects/testing assigned prior to the absence are due the day the student returns to school.
4. Teachers are not required to provide assignments prior to the absence.
5. If a student is absent for several days, parents/legal guardians should contact the school office to obtain assignments from teachers. The assignments can be picked up at the end of the school day.

I. STANDARDIZED ASSESSMENTS (7400):

1. Archdiocesan Assessment Requirement (*7401):

- a. The Archdiocesan Standardized Testing program is used at Saints Peter & Paul Catholic School. The Northwest Evaluation Association (NWEA) Assessment will be used to assess individual student achievement and the evaluation of program effectiveness at Saints Peter and Paul Catholic School. The test is administered three (3) times a year. Parents/legal guardians and teachers are provided with testing reports to assist them in evaluating each student's academic progress.
- b. In accordance with the National Standard and Benchmarks for Effective Elementary and Secondary Schools (NSBECS), schools shall use school-wide assessment methods and practices to document student learning and program effectiveness, to make student performances transparent, and to inform the continuous review of curriculum and the improvement of instructional strategies. Kindergarten – 8th-grade students participate in the NWEA MAP Growth Assessment and/or Fluency Assessment 3 times throughout the school year. This data is utilized at the campus and Archdiocesan level for instruction planning.
- c. The required Archdiocesan testing program includes a standardized test of religion programs.

2. Publication and Utilization of Test Results (*7402):

- a. The Superintendent, in his or her sole and absolute discretion, may release the yearly average Archdiocesan assessment scores on standardized assessments to anyone inquiring about these scores. However, the results of standardized assessments for each individual school or for specific grade levels from an individual school are not released by the Department of Catholic Schools.
- b. School Principals may release average standardized test scores for the entire school or for individual grade levels as needed. Results should be shared with local school councils and parents/legal guardians.
- c. Assessment results and other data on student growth, potential, and achievement shall be utilized by the school to improve instruction and student growth.

3. Assessment of Catechesis/Religious Education (ARK) Testing (*6010):

- a. The required Archdiocesan testing program includes a standardized test of religion programs.

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

The Assessment of Religious Knowledge (ARK) is a religion program assessment that measures religious knowledge, beliefs, perceptions, attitudes, and practices of students in elementary and secondary schools. This test is required for all students at Saints Peter and Paul Catholic School in grades 5 and 8, and is optional for all students in grades 2-4 and 6-7

- b. A copy of this assessment and the students' results must be submitted to the Superintendent on an annual basis.

J. COPYRIGHT POLICIES (*7006):

1. All students, volunteers, and employees will abide by the federal copyright laws.
2. Students, volunteers, and employees may copy, print, or non-print materials allowed by:
 - a. Copyright law;
 - b. Fair use guidelines;
 - c. Specific licenses or contractual agreements; and
 - c. Other types of permission.
3. Students, volunteers, and employees who willfully disregard copyright law are in violation of Archdiocesan and School policy and are doing so at their own risk and assuming all liability.

K. TEXTBOOK POLICIES:

1. Textbooks are furnished by the school and are issued at the beginning of the school year.
2. Textbooks are:
 - a. Assigned.
 - b. Not to be written in under any circumstances unless the textbook(s) are consumable.
 - c. To be covered (hardback books). Covers of all books must be in good condition and free of graffiti. A Behavioral Warning may be issued for any uncovered book.
 - d. To be mended by the teacher only.
 - e. To be replaced or paid for if lost or damaged.

L. LIBRARY POLICIES:

1. PK3 – 5th Grade students are given the opportunity to visit the library with their class once every week.
2. Library skills are taught during the visit, and the students may check out books.
3. The privilege of checking out books is suspended until overdue books are returned or a replacement fee is paid for the damaged or lost book.

XX. CHRISTIAN CODE OF CONDUCT

A. CHRISTIAN BEHAVIOR AND RESPECT TO BE OBSERVED BY ALL:

Christian behavior and respect shall be observed by all parents/legal guardians, students, families, teachers, School staff, and School Administration in the exchange of any and all communications between them, whether verbal or non-verbal, and via any transmission format, including e-mails, texts, social media, etc. The following actions will be deemed a violation of Christian charity and may result in dismissal from the school:

1. Public criticism of School personnel or any of its policies or procedures, or any behavior which does not promote the school in a positive manner, including but not limited to social media sites.
2. Threats of any nature, including actual, implied, or perceived, made toward any School personnel, students, parents, and/or families.
3. Verbal/nonverbal acts of aggression, including yelling, screaming, pushing, etc.
4. Public discussion/generation of rumors about students, family matters, staff, faculty, or procedures,

The principal reserves the right to modify existing policies or add new policies at any time as circumstances make such decisions prudent and necessary. Parents will be notified when changes are made.

- or any behavior that does not promote the school in a positive manner.
5. Consistent and persistent disagreement with policies promulgated by the Archdiocese, School administration, or teachers.
 6. Blatant disregard of any and all policies contained in this Student/Parent Handbook by failing to follow and support the requirements and expectations contained therein.

B. PARENTS TO SUPPORT AND MODEL CODE OF CONDUCT BEHAVIORS AND ATTITUDES:

The school finds that parents/legal guardians must support and model the behaviors and attitudes included in the Christian Code of Conduct and cooperate with the school as a condition of enrollment. Parents/legal guardians are encouraged to check on their student(s) on a regular basis, use RenWeb to monitor student progress, review with their student the expected behaviors and attitudes, and support teachers in the following ways:

1. Reviewing homework and assignments on a regular basis and providing adequate opportunities for completion of assignments.
2. Ensuring acquisition of materials and information for projects.
3. Communicating with the teacher when questions arise about assignments, grades, or other items.
4. Reinforcing Christian values and stressing the difference between right and wrong.
5. Expecting responsibility and initiative from their student(s).
6. Honoring the professional opinion and/or decisions of the staff and School.
7. Agreeing to follow the school rules, policies, and codes at all times.

C. POTENTIAL CONSEQUENCES FOR VIOLATION:

Although Saints Peter and Paul Catholic School strives to be a school for all, we must recognize and acknowledge that it may not be the perfect school for everyone. Therefore, the school administration reserves the right to ask anyone in violation of the Christian Code of Conduct to leave the school. The school also reserves the right to require the withdrawal of any student and/or students when they or their parents or legal guardians create situations considered to be detrimental to the safety, welfare, and/or educational process of other students, families, or school personnel.

XXI. CAMPUS MANAGEMENT POLICIES AND PROCEDURES

A. DELIVERY OF STUDENT HOMEWORK, GLASSES, AND MEDICATIONS:

Recognizing that effective instruction requires minimal interruptions, every effort is made to minimize classroom disruptions. This includes the making of announcements or deliveries. **The only exceptions are announcements or deliveries related to glasses or medication.** Homework or instructional materials brought to School will be placed in the teacher's mailbox, but not brought to the classroom. This policy not only minimizes disruptions but also encourages student responsibility.

B. DELIVERY OF LUNCHES AND ALL OTHER ITEMS:

Food deliveries by anyone other than a student's parent or legal guardian are not permitted and will not be accepted at the school office. This prohibition also applies to deliveries by local restaurants as well as to food delivery services such as DoorDash, Grubhub, and Uber Eats.

Lunches brought to the school by a parent/legal guardian will be placed on the reserved table in the school cafeteria for student retrieval as they enter for lunch. There will be NO DELIVERY of any other items to a student during class time, and unpaid deliveries of any kind will not be accepted in the school office.

C. POSTERS, FLYERS, AND OTHER WRITTEN COMMUNICATIONS:

Posters, flyers, and other written communications may be posted at Saints Peter and Paul Catholic School only with the approval of the principal. These items should always be in good taste and neatly designed. Those who post written communications are responsible for hanging them in a manner that does not damage school property and removing them after the event, which they advertise, is completed.

D. CLASS PARTIES/BIRTHDAY WISHES:

1. Class parties are held at Christmas, St. Valentine's Day, and at the end of the school year. Other class parties are held only with the permission of the Administration.
2. Invitations to a student's birthday party may be given out in the classroom **only** when **EVERY STUDENT IN THE CLASS RECEIVES AN INVITATION, or IF EVERY BOY RECEIVES AN INVITATION, or IF EVERY GIRL RECEIVES AN INVITATION.** If only a few students are to receive an invitation, they may not be handed out at school. This includes before school, during school hours, after school, or at sports practice, etc.
3. The school does not permit birthday parties on the school campus. Parents may send cupcakes or cookies on the day of their student's birthday or on a day preferred by the teacher for students' birthdays occurring on a non-school day. Parents must check with the teacher prior to the day to find out if the cupcakes or cookies need to be individually wrapped or packaged, and/or to determine if any restrictions exist due to food allergies of any of the students. No drinks or cakes will be allowed. The cupcakes or cookies will be served at the teacher's designated time, either in the classroom or outside. **Balloon-grams, flowers, etc., are not permitted for delivery at the school.**

E. WATER, DRINKS, FOOD, AND CHEWING GUM:

1. For the health of our students, all students are encouraged to stay well-hydrated in the classroom. To promote this, students are encouraged to have water bottles in the classroom. **To ensure the safety of all students, all water bottles must be transparent plastic, no glass.** If the plastic water bottle is covered by a sleeve, a slot on the cover must be made to permit staff to confirm that the liquid within is indeed water.
2. For safety and sanitation reasons, students are not allowed to have food, drinks, candy, or chewing gum in hallways, lockers, or common areas of the school. **Chewing gum is not to be chewed on the school campus due to its potential damage to school property.** As with all students found in violation of school policy, violation of this policy has consequences. The food or drink will be confiscated, and staff members have the option to dispose of the items after confiscating them.
3. An exception to the foregoing is made for food or drink brought to school for lunch.