

# SS. Peter and Paul Catholic School

SAINTS PETER AND PAUL  
CATHOLIC SCHOOL



**Student/Parent  
Handbook 2024-2025**

# Welcome

Welcome to SS. Peter and Paul School! The faculty and staff of SS. Peter and Paul School look forward to working with you to educate your children in an atmosphere that promotes Christian ideals, high academic expectations, and respect for the world and one another.

This handbook is presented to each family in order to help you become more familiar with the day to day procedures and policies of the school and also to answer many commonly asked questions. Be sure to review the handbook with your children throughout the school year. It is important that children are informed of school procedures and policies so they are empowered to make appropriate choices. Call the school office if you have questions or concerns not clearly addressed in the handbook.

We are delighted that your family is part of the community of the SS. Peter and Paul Catholic School. If you have any questions or concerns during the course of the school year, please do not hesitate to contact us.

Sincerely,

Jenny Leik, Principal  
jleik@ssppcatholic.com  
616-527-3561 x18

## Prayer for our School Year

God, Our Father, help us this year  
to grow in our ability and desire to serve one another with love and joy.  
Jesus asks us to serve our neighbor like the Good Samaritan.  
Let us each take special care to make all students, families, parishioners, staff,  
and members of the Ionia community  
feel welcome in our community at SS. Peter and Paul School.  
Inspire us to serve all around us in the love of Christ.  
Show us how to reach out to those we see struggling in our school, city, nation, and world.  
Amen.

## **Mission Statement**

The Mission of SS. Peter and Paul School is to provide a high quality Catholic education in a Catholic Christian environment. Through Word, example and service, students are taught a sense of responsibility for others and are encouraged to be actively involved in their faith and local communities. Our goal is to form future leaders, productive citizens, and faithful Christian men and women.

### **SS. Peter and Paul School's Philosophy...**

Believing that each child is unique, and by his/her very nature possesses dignity and worth, it becomes the purpose of the school to provide a Catholic environment in which the child can grow as a total human being. Education is preparation for life, and therefore the individual is encouraged to make decisions, accept responsibility, think creatively and develop Christian leadership qualities.

Each child learns according to his/her capacity. Because of this, we believe that it is important to provide individual attention for students, and place the potential for achievement of goals and the experience of success within the grasp of all students.

A knowledge, understanding and appreciation of our Catholic Faith, as well as a strengthening of the relationship between the child and God are integral parts of the child's education. It is our goal to work toward a Community of Faith in which each person is accepted for him or herself and thereby freed to develop and share talents and abilities.

Since parents are the primary educators of their children, it is the school's intent to work together with parents in the continuous development of each student educationally, spiritually, and emotionally.

While the children are growing as Catholics and individuals, we believe the staff is entitled to the same opportunity. Participation in seminars, in-services, workshops, college courses, etc. is expected. Creativity, cooperative planning and sharing of responsibility are encouraged among the staff members.

# SS. Peter and Paul School Quick Facts

**Accreditation:** SS. Peter and Paul School is accredited annually by the MNSAA – Michigan Non-Public Schools Accrediting Association

**Certification:** All classroom teachers and the school administrator are highly qualified

**Membership:** SS. Peter and Paul School is a member of the following organizations:  
Alliance of Schools – Diocese of Grand Rapids  
Michigan Association of Non-Public Schools (MANS)  
National Catholic Education Association (NCEA)  
Ionia Chamber of Commerce

## **Community Resources:**

Ionia Public Schools provide:  
Speech and Language Services  
Special Education Testing and Consultation Services  
6<sup>th</sup>-8<sup>th</sup> grade Band instructors  
Bus Service to and from school for those students living within the district who would travel a mile or more (K-4<sup>th</sup> grades) or a mile and half or more (5<sup>th</sup>-8<sup>th</sup> grades) from home to school.  
Ionia Dial-a-Ride provides:  
For fee transportation option for PS-8<sup>th</sup> graders who live within the city of Ionia.

**Academic Testing:** NWEA Map Testing occurs at least twice annually for grades K-8. Testing results can be compared to the MEAP and other national testing programs. Testing is computer based and untimed.

**Enrollment:** For the 2024-2025 school year, SS. Peter and Paul School has:  
14 Preschoolers  
18 Developmental Kindergarten  
106 K-8<sup>th</sup> graders

**After School Care:** Panther Playhouse offers after school daycare for school-aged children (Developmental Kindergarten (at least 4 years old) through 12 years in age) from 2:30-5:30pm

**Financial Aid:** Tuition assistance is available for those who qualify. Families may access Financial Aid applications at our school website: [www.ssppcatholic.com](http://www.ssppcatholic.com)



# **The Community of SS. Peter and Paul School**

## **School Board of Directors:**

The School Board of Directors and its sub-committees provide an opportunity for laity to participate in the educational ministry of the church. Its primary mission is to assure that the operations of the school are living out the mission and philosophy of the school, the parish vision and following Diocesan guidelines. Its major functions include policy development, and decision making in regards to maintenance, the use of the facility, admissions and budgetary items. The board contributes vision, leadership and service to ensure the future of the school and its programs. Meetings are published in the parish bulletin and the school newsletter.

## **Family School Council (FSC):**

The Family School Council consists of all the parents of school children. Its aim is to help strive for the ideals of Catholic education and to encourage cooperation and communication among its members and the parish at large. It helps with various school projects and activities and provides financial resources for non-budget items and promotes the general needs of the school.

## **The Public Sector:**

A working relationship exists between SS. Peter and Paul School and the Ionia Public School System, the Ionia County Health Department, the Ionia County Intermediate School District, Federally and State funded Title programs, and the local businesses of the City of Ionia.

## **Policies Affecting Students, Staff, and Families**

### **Acceptable Use of Electronic School Systems**

*SS. Peter and Paul School encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment, and assist them in becoming responsible, self-directed, lifelong learners.*

The School has developed this Electronic Information Access and Acceptable Use of School Systems policy to govern the access, use and security of School Systems. Every parent, student, and staff member must annually read, sign and abide by this Policy. The complete written policy is distributed to each student, parent, and staff member each year via the Registration process. Parents may re-access the Electronic Information Access and Acceptable use of School Systems Policy at our school website [www.ssppatholic.com](http://www.ssppatholic.com) or upon request at the school office at any time.

### **Anti-Bullying Policy**

Bullying is aggressive behavior or intentional harm-doing, carried out repeatedly over time and characterized by an imbalance of physical, social or emotional power. Bullying takes many forms, including the following:

- Physical bullying – physical acts of aggression such as hitting, kicking, tripping or pushing
- Verbal bullying – threats of physical bullying, name-calling or other insults, making faces or obscene gestures, graffiti on lockers or bathroom walls
- Relational bullying – spreading rumors, intentional exclusion of others, passing of harmful notes about another person
- Cyberbullying – the spreading of harmful information or lies about others through email, online chats or blogs, text messages, cell phones or cameras
- Sexual bullying – unwanted touching, obscene gestures or comments made about a person's body, body type or physical features

SS. Peter and Paul School believes that all students have a right to a safe and healthy school environment free from bullying and harassment, and is committed to promoting mutual respect, tolerance and acceptance within the framework of a Catholic Christian perspective. Bullying is not a rite of passage to be endured by young people. It is a behavior that must be addressed because of the harmful impact that it can have on students. Bullying can lead to depression, low self-esteem, anxiety and feelings of isolation, as well as school absenteeism and low academic achievement.

SS. Peter and Paul School will not tolerate behavior that infringes on the safety of any student or staff member. Students, staff and parents shall not intimidate or harass another person through words or actions in the school, on school grounds, in vehicles to or from school events/field trips, at designated bus stops, or at school activities or sanctioned events. Bullying behavior, therefore, as defined above, is strictly prohibited, and as such will result in disciplinary action.

Any person may report bullying to a school staff member, teacher, or the school principal. The teacher or school principal shall investigate the alleged violation and take whatever further action is necessary.

### **Arrival of Students**

Morning arrival will occur at the main school door on Baldie Street. The main door is labeled Door A. Students should ring the buzzer to the left of the door and watch for the light on the control access to turn green. Students

will be allowed entry to the school at 7:20am. Students arriving prior to this time should wait in the vehicle until 7:20am.

Exceptions may be made by the principal as necessary due to unique circumstances, not limited too, but including Ionia Public School bussing, Dial-A-Ride or other individual needs.

## **Band**

In cooperation with Ionia Public Schools, we are pleased to offer band to our 6th through 8th grade students. Students attending band will be assessed a \$250 band fee to help cover the cost of transportation. Transportation is done through an agreement with Dial-A-Ride. If a change in transportation is necessary, the school principal will communicate this need with parents of band students directly.

## **Discipline Policy**

Violations of the Code of Student Conduct may vary in degree and frequency, and may be characterized as a minor violation or a major violation.

Discretion rests primarily with the teachers and school staff. Teachers and staff may exercise discretion for minor violations of the Code of Student Conduct, and may enforce their own classroom rules as they reasonably see fit.

Any person may report violations of the Code of Student Conduct, not occurring in the teacher's presence, to any teacher or the school principal. The teacher or school principal shall investigate the alleged violation and take whatever further action is necessary.

A minor violation is any violation of the Code of Student Conduct that is lesser in significance, weight, or seriousness in regard to safety to people, respect for property, or the general atmosphere of the educational environment. For minor violations of the Code of Student Conduct, the teacher and/or principal shall have the discretion to fashion an appropriate and proportionate form of discipline at the time of the infraction.

A major violation is any violation of the Code of Student Conduct that is greater in significance, weight or seriousness in regard to safety to people, respect for property, or the general atmosphere of the educational environment. Any assault or battery is a major violation of the Code of Student Conduct.

**THE PRINCIPAL HAS FINAL DISCRETION FOR ALL DISCIPLINARY ACTIONS AND DECISIONS.**

## **Disruptive Behavior Policy**

Diocesan policy indicates that every effort must be made to create and maintain an educational environment which is free from disruptive, threatening, and violent behavior. According to Diocesan Policy 2091, inappropriate or intimidating behavior by individuals (staff members, school parents/guardians, or visitors) within the school setting will not be tolerated. In order to ensure an orderly and peaceful environment conducive to learning, Catholic school administrators may need to limit an individual's time at school, if the individual's behavior becomes inappropriate or disruptive.

Examples of inappropriate or disruptive behavior may include, but are not limited to:

- Behavior that distracts, interferes with, or prevents normal school functions or activities. This includes but is not limited to yelling, using profanity or vulgarity, verbally abusing others, making unreasonable demands for action or refusing a request for identification.



- Parent/Guardian coming to school primarily to visit or spend time with the child, rather than to assist as a volunteer.
- Behavior that includes physical actions short of actual contact/injury (e.g., moving closer aggressively), oral or written threats to a person or property, whether in person, over the telephone, via e-mail, or through other means of communication.
- Individuals engaging in loud or aggressive confrontations with others, making repeated or disproportionate demands on the time of teachers or administrators, interfering with the learning of students, refusing to abide by the requests of school administrators, or their designees.
- Behavior a reasonable person would interpret as being violent (e.g., throwing things, pounding on a desk or door, or destroying property).
- Individuals harassing or stalking teachers or staff.
- Individuals engaging in unlawful or criminal behavior or conduct inconsistent with catholic teaching.
- Individuals making excessive phone calls, voicemails, emails, and other forms of communication that become burdensome to administration, faculty or staff.
- Behaviors, which create incidents that are stressful or traumatic, that interfere with a staff member's or student's ability to effectively function in the school.

All reports or complaints under this policy will be investigated and include confidentiality where appropriate. The pastor and Superintendent of Catholic Schools will also be consulted. Some behaviors may also be prohibited under criminal law, and as such will be promptly reported to the proper authorities.

If the behavior of the individual is determined to be disruptive or inappropriate, an individual's exposure to the school may be limited according to the following guidelines:

- Administrators will review school-wide procedures to ensure an orderly and productive environment for all.
- Administrators may limit an individual's exposure to the most problematic areas according to need.
- If previous attempts to limit disruptive behavior are unsuccessful, an administrator may restrict access to drop-off, pick-up, and emergency communications only, or for staff, resulting in employment consequences. This will be communicated to the individual in writing.
- A lack of cooperation on the part of individuals could result in the exclusion of their student(s) from school or termination of employment.
- Inappropriate or disruptive behavior by a visitor to the school may result in immediate removal of the individual from the school premises.

### **Dress Code Policy 2024-2025**

In order to provide an environment that reflects our Catholic tradition, promotes respect for school and individuals, enhances self-esteem and develops good personal habits, the following Dress Code will be in effect. All clothing must fit properly – neither too tight nor too loose. Clothing may not be torn or frayed. Parents who are unable to afford to purchase appropriate uniform clothing for their children may inquire at the school office for assistance.

Educational Outfitters is the approved vendor for our school plaid – jumpers, skirts, and skorts. They are located in Lansing at 3323 West Saginaw. They also offer online shopping at [www.educationaloutfitters.com](http://www.educationaloutfitters.com). Our school code is: MI0941 for ordering online.

Parents are not required to purchase other school clothing through Educational Outfitters, however, the clothing should be identical in appearance (length, style and color). The uniform plaid is plaid #1404 and MUST be purchased through this company.

<b>Jumper:</b>	Uniform plaid or Solid (Navy or Khaki)	<b>Grades DK-8</b>
	<b>Jumpers can be <u>no shorter</u> than five inches above the knee.</b>	
<b>Skirt:</b>	Uniform plaid or Solid (Navy or Khaki)	<b>Grades DK-8</b>
	<b>Skirts can be <u>no shorter</u> than five inches above the knee.</b>	
<b>Skorts:</b>	Uniform plaid or Solid (Navy or Khaki)	<b>Grades DK-8</b>
	<b>Skorts can be <u>no shorter</u> than five inches about the knee.</b>	
<b>Shorts/Capris:</b>	Solid (Navy or Khaki) Should be walking length – close to knees, but definitely longer than the fingertips when arms are at sides.	<b>Grades DK-8</b> Aug-Oct15 <sup>th</sup> , after Spring Break-June only
<b>Pants:</b>	Solid (Navy or Khaki) Dress - Pleated or Flat front. Corduroy pants are acceptable. No stretch, yoga, dance, leggings (unless ankle length and worn <b>under</b> skirt or jumper), denim, carpenter, sweats/warm-up styles. All pants must provide enough coverage so that children may sit, stand, bend-over, play, etc. without skin showing at the waist.	<b>Grades DK-8</b>
<b>Blouse/Shirt:</b>	Solid Navy, White, Grey or Light Blue Polo or knit, boys' oxford style, turtleneck is acceptable. Peter pan collar may be worn under a jumper or with skirts. All blouses and shirts must be long enough to be tucked in and provide enough coverage so that children may sit, stand, bend-over, play, etc. without skin showing at the waist.	<b>Grades DK-8</b>
<b>Sweater:</b>	Solid Navy, Light Blue, Grey or White V-neck, crew neck, cardigan and sweater vest are acceptable. A collared shirt must be worn under the sweater. Fleece/sweatshirt material is not acceptable.	<b>Grades DK-8</b>

Beginning in the 2023/2024 school year, SSPP will also offer a full zip school uniform jacket that may be worn in place of a sweater. The jackets will be available for order at the beginning of the school year and again during the winter spirit wear sale. These jackets must be purchased through the school.

SSPP will also offer an embroidered crew neck sweatshirt that students may wear over a uniform polo in place of a sweater. The embroidered sweatshirts will be available for order at the beginning of the school year and again during the winter spirit wear sale. The sweatshirts must be purchased through the school.

**Socks:** Any color socks are allowed. Socks that are taller than ankle height, such as knee highs or mid-calf, should be white, navy, black, tan, or gray.

Tights, knee highs, ankle-length leggings (only when worn under a skirt or jumper) and nylons are acceptable. Leggings should follow the rule of taller socks in color (white, navy, black, or gray).

**Shoes:** Casual shoes and tennis shoes are acceptable.

Shoes must be unobtrusive and tied at all times.

No Sandals and no heels over an inch due to outdoor safety.

No Heelys, clogs or Crocs.

Fashion boots may be worn as long as they have a solid sole.

Outerwear boots may not be worn indoors.

**Undergarments:** Any undergarments that are visible through the uniform must be white.

**Hair and Grooming:** Must be clean and neatly groomed: washed regularly and combed/brushed **each** day before school. All hair must be kept in natural colors, including highlights and lowlights. **Excessive amounts of make-up are not permitted. Girls may not wear make-up until 6th grade.**

- Boys' hair length must be above the eyebrows in the front, off the collar in the back, and no longer than the ear lobes on the sides. If boys wish to make the commitment to have longish hair, they must also commit to frequent haircuts to keep hair within the above ranges.
- Girls' who wish to have long hair must comb/brush hair daily as stated above, but should also be committed to wearing hair in a style that does not cover their eyes and is appropriate for play time in the gym or outside.

**Jewelry & Accessories:** Girls may wear two piercings in each ear. Excessive jewelry and additional piercings are not permitted.

Boys may not wear pierced jewelry.

Wearable technology pieces that have the capability to connect to a SmartPhone for the purpose of texting, calling, Internet browsing, etc., **MAY NOT** be worn.

**Jeans Days:** There will be designated jeans days and spirit-wear days throughout the school year at which time students may wear other attire. Students may not wear torn or frayed clothing. Shirts with words or graphics must be appropriate for a Catholic school. Shirts must have sleeves. Athletic shorts, sweatpants, and warm-ups are not allowed **for any grade**. Skinny jeans, leggings or other tight fitting styles may not be worn unless covered by a tunic style blouse, skirt, jumper, etc.

**All clothing must be clean, neat and modest. Any clothing that has been altered in any way to change the original appearance will not be considered in compliance with the dress code. When in doubt, ask first.**

## **Dress Code Violations**

**First Offense** – Teacher or staff member will talk to the student about clothing.

**Second Offense** – A parent will be called to bring a change of clothes

**Third Offense** – The student will forfeit the next scheduled jeans day or an after-school detention will be served.

Any continued infractions will result in a principal, parent, and student meeting where a specific plan will be devised.

**The Principal has final discretion for all issues regarding dress code and grooming.**

## **Electronic Communication**

In accordance with the Diocesan Social Media Policy, SS. Peter and Paul School staff members are not allowed to email or text students directly without parental permission with a copy of the e-mail and/or text also delivered to parents. In order to simplify this process, SS. Peter and Paul School staff members will communicate electronically with parents only. Students should not e-mail teachers directly – but instead through their parents.

This policy also stipulates that SS. Peter and Paul School staff members who utilize Facebook cannot “friend” or “follow” anyone under the age of 18 years old who is not related to them.

## **Grievance Policy**

Clear channels of communication are available at SS. Peter and Paul School through which problems can be acknowledged and solved. The following is intended to guide both parents and school personnel so that rapid and mutually satisfactory solutions can be reached.

The school principal and teachers at SS. Peter and Paul School welcome open and frank discussion of problems that students experience in their academic work, or in any other area of school life. The school principal has an open-door policy and will return all messages as soon as possible. Here is the proper procedure for filing a grievance:

1. All parental inquiries and/or complaints are to be directed first to the specific teacher involved in **written form**. The written communication must be signed by the individual making the inquiry and/or complaint. **Teachers may** then make themselves available for such discussions at a mutually agreed upon time. Most problems can be solved at this level.
2. If satisfactory results cannot be attained **within five days of contacting the teacher**, the Principal is to be contacted **through written communication**. **The written communication must be signed by the individual making the inquiry and/or complaint and must include the attempted resolution with the teacher.**
3. If progress is still not achieved or a solution not reached within a reasonable amount of time, the Pastor should be contacted **through written communication**.

Final communications at the local level are presented to the School Board in writing, stating the issues and the steps taken. Copies are to be presented to the Pastor and Principal. This written account must be signed.

As a matter of protocol, the School Board is informed of the pending grievance, makes certain that correct procedures are followed, but does not enter into a position as a decision-making authority, unless instructed to do so by the Pastor and/or Principal.

### **Neglect or Abuse of Minors Policy**

Michigan State law requires all school administrators, counselors, and teachers to report suspected cases of child abuse and child neglect to the Michigan Department of Human Services (DHS). It is the policy of SS. Peter and Paul School, Preschool, and Daycare, that all staff members must report any case of suspected child abuse and child neglect. Staff members do not notify parents of reporting **unless determined to be appropriate by the staff member making the report and the principal. Examples that may result in the notification of parents include child abuse and or neglect happening by another minor child in the household, at a location outside of the home under the supervision of a non-parent or guardian or other case by case determinations.**

### **Student and Employee Dignity Policy**

SS. Peter and Paul School expects all students, family members and employees to conduct themselves with dignity and respect. Harassing anyone, including sexual or racial harassment, will not be tolerated.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination. As sexual harassment is unacceptable within this Diocese, it is against the policy of our school for any student, teacher, staff member, parent or volunteer to sexually harass another person in conjunction with any school related activity.

Racial harassment is also a form of discrimination and is likewise totally unacceptable. It is forbidden to make negative references to a person's cultural or racial background.

Any person associated with the School who believes they have been subjected to harassment should report it to the principal, school board or pastor. Each report will be investigated thoroughly and given serious consideration.

Action taken can result in penalties ranging from oral reprimand to mandatory counseling or expulsion/dismissal. Once a complaint is made in writing, the investigation will begin immediately. A written response must be made within 30 days.

### **Student Substance Abuse Policy**

According to Diocesan Policy 2180, the use of or possession of alcohol, tobacco, or any illegal or controlled substance, as well as, the abuse of any legal substance is prohibited. The above substances cannot be possessed, bought, sold, or consumed on the property of the schools, or at any student-oriented event.

Penalties may be incurred which include suspension or expulsion from school. Appropriate law enforcement will be contacted in the case of illegal substances.

## **Testimony by School Staff in Custody Issues**

In the unfortunate instance of a child custody conflict between parents and/or guardians of a child at SS. Peter and Paul School, the staff and teachers will only share information from the cumulative student file (grades, attendance records, and behavioral records) with parents/guardians who are authorized to view such information. In order to maintain a positive relationship with all parties involved in a custody hearing, staff will not testify without a court subpoena and will give factual testimony only to their educational areas of expertise. If staff should suspect abuse or neglect of a child, they will report to the Department of Human Services as is required by Michigan law.

## **Tobacco Free School Policy**

To protect and enhance indoor air quality and contribute to the health and well-being of all students, employees and visitors, SS. Peter and Paul School shall be entirely tobacco free. Use of tobacco products is strictly prohibited within any part of the building or on the grounds.

This policy applies to all employees, contractors, students and visitors on the premises of the school

The success of this policy will depend on the thoughtfulness, consideration and cooperation of tobacco users and nonusers. All employees, visitors and other affected parties share in the responsibility for adhering to and enforcing the policy.

Employees and students found to have violated this policy will be subjected to disciplinary action(s) in the same manner and magnitude as violations of other school policies. Visitors found to have violated this policy will be informed of the policy and requested to comply. If compliance is not achieved, visitors will be escorted from the premises.

## **Tuition Policy**

We believe that our tuition payments are an investment in your child's education and religious formation. According to Diocesan mandate, all school families who do not pay their tuition in full prior to the beginning of the school year, must enroll in a Tuition Collection company – FinalSite. Families must go to [https://ssppcatholic.schooladminonline.com/users/sign\\_in](https://ssppcatholic.schooladminonline.com/users/sign_in) . Tuition will be billed beginning in August for most plans, and families can choose between 2, 4, and 10 payments. **Families should save a payment method on their account and every effort should be made to set up ACH payments.** Once late and NSF charges are placed on your account by School Admin, the school must be contacted for any consideration of an override. If you experience financial hardships which will prevent you from making your payment on time, you can call Mrs. Leik who can put a temporary extension of payment on your account.

### **Fees:**

- A \$75.00/per family registration fee DK-8; A \$50.00/per family registration fee for those with a Preschooler only (non-refundable).
- A \$50.00/per K-8 child book/materials fee (non-refundable).
- A \$50.00/per K-8 family technology fee (non-refundable).
- A \$38.00/per family School Admin enrollment fee will be charged on the first month of payment.
- A \$20.00 fee will be charge to the School Admin account if your payment is late
- A \$25.00 fee will be charged if your payment to School Admin is unsuccessful (NSF check or auto-payment)
- For 6th-8th grade band families: A \$250 yearly fee for grades 6-8

## **Tuition Assistance/Scholarship**

A limited amount of tuition assistance is available from the parish for school families experiencing economic difficulties. The school uses Smart Aid to assist in determining the needs of families. These forms are available online year round. You can visit [www.ssppcatholic.com](http://www.ssppcatholic.com) and click on the registration tab. The scholarship application is built into the School Admin enrollment process. Results are sent to the school by the end of May and parents will be notified of scholarship awards early in June.

For the sake of each family's security and peace of mind, and for the general financial stability of our school, parents or guardians are encouraged to contact the parish as soon as possible when they are experiencing economic difficulties. If you want your child to attend SS. Peter and Paul School, we will work together to make this possible, despite financial difficulties.

## **Parishioner Tuition Rate**

- Families who are registered members of SS. Peter and Paul Parish, with children enrolled in the full time program of SS. Peter and Paul School, shall receive the benefit of reduced parishioner rates to be determined annually by the Board of Directors.
- For purposes of tuition payments, a parish member is defined as:
  - Registered in the parish
  - Participates in weekend Liturgy and practices his/her faith
  - Contribute to the support of the parish through their Sunday envelopes.
  - The most important criterion for determining parish membership is attendance at weekend worship.

## **Non-Admission of Students Due to Tuition Delinquency**

School families failing to pay tuition according to the agreement, or who have been unwilling to make suitable alternative arrangements with the parish, will not be re/admitted to our school.

## **Delinquent Tuition From Previous Year(s)**

All previously unpaid tuition must be paid by the first day of the next school year, if a student is to be readmitted on the first day of class. Payments are to be made directly to the school office. If payment is not possible, suitable arrangements must be made with the pastor or School Administrator. If no arrangements are made to repay funds, the matter will be taken to Small Claims Court or a higher level court if the total amount is over what Small Claims court may handle.

## **Tuition Refunds**

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. Fees are not refundable.

## Wellness Policy

Children need access to healthful food and opportunities to be physically active in order to grow, learn and thrive;

Good health fosters student attendance and education;

Obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Heart disease, cancer, stroke and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity and obesity often are established in childhood;

Only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Community participation is essential in the development and implementation of successful school wellness policies;

Thus, SS. Peter and Paul School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

- All students K-8 shall receive nutrition education. Nutrition education that teaches the knowledge, skills and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition education shall be offered throughout the school including the cafeteria and classrooms.
- The school shall ensure that reimbursable school meals meet the program requirements and nutrition standards found in federal regulations. The school shall encourage students to make nutritious food choices.
- The school shall monitor all food and beverages sold to students including those available outside the federally regulated child nutrition programs. (sporting events)
- Every year all students, DK-8, shall have the opportunity to participate in regularly supervised physical education following a curriculum that equips students with the knowledge, skills and values necessary for lifelong physical activity.
- Each student shall also have the opportunity to participate in regularly supervised physical activities, either organized or unstructured, intended to maintain physical fitness.
- The school may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity.
- The school will engage students, parents, teachers, health professionals and other community members in monitoring and reviewing this policy. The administrator shall implement this policy and measure how well it is being managed and enforced.



# Administration

## Birth Certificate

A birth certificate is required for verification of age and is placed in the cumulative file of the student.

## Daily Schedule

DK-8:

Entrance bell: 7:40am

Tardy Bell: 7:45am

Classes begin: 7:45am

Lunch: 11:30am-11:45am

Recess: 11:45am-12:10pm

Dismissal: 2:30pm

**Students walking to school or those transported to school by their parents should not arrive before 7:20am as there is no supervision before school begins.** Dismissal at the end of the day is at 2:30pm. Students not picked up by 2:40pm will be directed to the after school daycare in Panther Playhouse.

4 day AM Preschool: T/W/Th/F

AM entrance: 7:40am

Class begins: 7:45am

Class ends: 10:45am

4 day PM Preschool: T/W/Th/F

PM entrance: 11:25am

Class begins: 11:30am

Class ends: 2:30pm

## Emergency Information

The school requires names and phone numbers of persons to contact in case of a serious situation or a child is ill and a parent cannot be reached. If these contacts cannot be reached, decisions will be made by the principal to ensure the health and safety of the child. If you move or have a new telephone number, please notify the school office immediately.

## Immunizations and Health Records

State law requires that schools monitor and record student immunization information in grades Preschool, Kindergarten, 7<sup>th</sup> grade, and for all students new to the school. Immunizations must be up-to-date or an annually signed waiver must be on file in the school office or the child may have to be excluded from school. Additionally, all preschoolers must have a green health form on file which has been signed by the child's physician.

## Kindergarten Admission

Children are required to be 5 years of age on or before September 1st of the year of enrollment for them to be admitted at SS. Peter and Paul School. Prospective Kindergartners are given a School Readiness Screening Test. Parents need to present a copy of their child's Birth Certificate. A child also needs to have up-to-date immunizations.

### **Breakfast & Lunch Program**

SS. Peter and Paul School breakfast and lunch programs are provided by the Ionia Public Schools and are served daily when the public schools are in session. All students may eat breakfast for free. Prices and menu selections for lunch are determined by the Ionia Public Schools. By Federal Law, free or reduced lunches are provided for students whose family circumstances warrant this. Forms for this program are available at the School Office.

Hot Lunch menus and order envelopes will be sent home monthly. The order envelopes are to be completed and returned to the school office. Checks should be made payable to the Ionia Public Schools.

Students desiring to eat breakfast must have parental permission. Students are responsible for entering the building at 7:30am on the mornings they wish to eat breakfast.

**All Developmental Kindergarten through 8th grade students are eligible for Free breakfast.**

### **Licensing Notebook**

All daycare programs must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports, and all related corrective action plans (CAP). The notebook must contain all reports and CAPs developed on or after May 27, 2010.

SS. Peter and Paul Preschool maintains a licensing notebook. The notebook will be available for parents to review during school hours. Licensing inspection and special investigation reports for at least the last two years are available on the Bureau of Children and Adult Licensing website at: **[www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)**

### **Lunchtime/Playground**

At least one supervisor (2 at lunch) will be outside with students. The students will all be made aware on the first day of class what behavior is expected of them when at lunch period and recess. The rules and policies regarding the playground will be posted in the classrooms and will also be available in the office. Parents may volunteer for daily lunch hour supervision as part of their parent participation hours.

### **Office Hours**

The school office is open 7:15 a.m. to 3:15 p.m. Monday through Friday.

## **Records (Student)**

In accordance with Federal legislation, the following records are kept:

1. Educational records directly related to the student containing information such as grades, standardized test scores, attendance, health, etc.
2. Psychological and sociological records, reports and evaluations are also kept. They are available to the teacher personnel at the discretion of the administrator.

Parents or legal guardians have the right to inspect and review these records. Procedures for inspecting the records are:

1. Phone or place in writing a request that you wish to review the records. By law an appointment must be given within 45 days of the request.
2. The principal must be present during the request.
3. Parent or legal guardians may request copies of records. Original records are not permitted to leave the building.

## **Release of Records**

Information contained in the student's file is available only to parents, legal guardians and school personnel. If a student transfers to another school before graduation from the eighth grade, parents are required to sign a release form at the new school which will be mailed to SSPP.

## **Rights of Parents**

SS. Peter and Paul abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, the school will provide the parents and/or non-custodial parent with access to the academic records and other school related information regarding the child. If there is a court order specifying no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy.

## **Standards for Admission**

It is the intention of SS. Peter and Paul School that enrollment is open to all members of the community. If class sizes exceed the limit set by the School Board, students will be admitted in the following manner:

1. Children of families currently enrolled in SS. Peter and Paul School
2. Parishioner children
3. Children from other Catholic churches
4. Children from families of other religious faiths

**We are working hard to accommodate students of all needs, however there may be a time that we cannot meet the needs of a student. At times, it may be necessary to consider another school that will be able to accommodate all of the needs of that particular student.**

## **Telephone/Electronic Devices**

Students will not be allowed to use their cell phone or other personal electronic devices (iPods, handheld video games, etc.) during school hours unless expressly allowed to do so by their teacher or school principal. Cell phones are also not to be used on field trips or at school events that occur after school. Students using such devices without permission shall have their device confiscated. The device will be available in the school office for parental pick-up.

Students will be provided with a cell phone pocket **within the main office** to place their personal device during the school day. If a student brings their device to school and fails to place the device in their designated pocket, the device will be confiscated and available for parental pick-up in the school office.

Student use of school telephones is discouraged except in emergencies. Parents and students are urged to make after-school arrangements prior to the start of the school day. The office will forward any messages to students at a time that is not disruptive to the class, except in emergencies.

Students are strongly encouraged to leave all valuables at home. The school shall not be held responsible for missing personal items.

### **Volunteer Hours**

Each family with a student in grades K-8 is required to volunteer a total of 15 hours to the school (8 hours for a single parent family). Families with a student in DK will be required to complete 5 hours of volunteer time. If families have students in multiple grades, including Preschool and DK, the family total of 15 hours will apply. If this requirement is not met you will be expected to pay a \$200.00 fee in lieu of volunteering). This requirement can be accomplished in many ways including:

Volunteer for special events

Office/Mailing help

Attend meetings

Lunch/recess helper

Volunteer coaching

Fundraiser helper

Contact the school office if you need assistance in finding ways to volunteer.

### **Withdrawal**

If a student is not returning to SS. Peter and Paul School, the student records cannot be sent to another school until a signed Release of Records form is received in the office. Records will be released when it has been determined that all financial obligations to the school have been met.

## **Attendance**

### **Absence**

Students are expected to be on time and in attendance every day of the school year. Regular and punctual attendance is important to both student learning and classroom operation. Students with perfect attendance (not being absent) are recognized and rewarded.

When a child is absent, parents are to call the school office before 8:30 am. The School Office will call the student's home if the school is not notified of the student's absence by 9:00 a.m.

It is the responsibility of both parents and the student to see that all missed work is made up within a week of the student's return to school.

Note that students must be in attendance all day to participate in any after school activities and programs, including athletic events.

## **Attendance and the Anxious Child**

Some children experience anxiety about coming to school. They may feel ill in the mornings, or be tearful and/or clingy when dropped off at school. Parents must resist the urge to let their children miss school or be tardy to school due to school anxiety. When parents allow their child to stay home or come to school late, the awkward “first day of school feeling” occurs each time the child enters the classroom. Know that school staff will work with your child to help him/her feel comfortable and safe at school. If we are unable to calm your child, we will call you back to the school to assist.

**FAQ’s How do I know if my child is anxious or truly ill?** The anxious child often reports having a stomach ache or feeling nauseous, or reports frequent headaches. If your child reports these symptoms frequently in the morning before school, it is important to consult with the child’s doctor to rule out a physical illness. If the doctor reports your child is in overall good physical health, and he/she does not have a fever, we recommend that you bring your child to school even if he/she does not feel well.

(That being said, it is not a terrible idea to offer the anxious child one “mental health” day off per quarter. One day off a quarter should not significantly affect their academic performance or their social experiences in the classroom. Anxious students likely do truly feel ill. They need your reassurance that they are not ill, but if they feel poorly enough, they may stay home once per quarter. Is today the day they feel sick enough to miss school? Stick to the one day a quarter and your children may surprise you by not even taking that one day when you counter their illness complaints by making them choose whether today is bad enough to be the one day home).

**What if they don’t stop crying? I don’t want my child to cry or be sad all day.** School staff are very experienced in dealing with children with anxiety issues. Very likely your child will be settled within 5 minutes of your departure from school. If staff cannot settle your child within 15 minutes, we will contact you.

**What is the best way to separate from an anxious child when leaving him/her at school? What if I can’t get him/her to leave the car?** It is best for parents to talk to the child the night before school and let them know that they will be going to school and how they will be getting home. Let them know that they must stay at school, even if they are upset or cry. When you bring them into school, give them a quick hug, and exit the classroom/school. School staff will take over settling your child. If your child will not exit the car, a staff member will come out to the parking lot to assist you. Please never tease or threaten your child that you will not be back to pick them up after school.

**What are the negative ramifications of letting my child stay home if he/she doesn’t want to go to school?** When parents let their children stay home from school when they are not physically ill, school-related anxiety can worsen. On the days the child does come to school, he/she will begin to notice that they are academically behind the other children. He/She may not understand the lesson of the day which built off a lesson from a day of absence. Additionally, most anxious students who frequently miss school will begin to feel socially out of place with their peers. They will not be able to chat about activities from days when they were not present and they will have a much more difficult time making friends and bonding with other students.

## **Early Dismissal, Dismissal, and After-School Plans**

If a child needs to be dismissed early, the parent or legal guardian must notify the school office and the classroom teacher. Students must be signed out in the office. The student must have someone sign them in upon returning from their appointment. Parents of Preschool or Daycare children are to go to the respective rooms for child pick-up.

If a student is to leave school with another student or family, please notify the school office.

Parents and students are strongly encouraged to make plans for dismissal and after-school play dates before school. Last minute phone calls are difficult for the office staff.

### **Pre-Excused Absences**

If it is known in advance that a child will be absent, parents are to write a note explaining the reason, the length of the absence and the dates. Typically, students will make up work when they return to school. The number of days they are absent is usually the same number of days they will have to make up their missed work.

### **Tardiness**

Students who report after 7:45 are considered Tardy and should go directly to the school office to check in so that office personnel know that the student is in school.

### **Health Diseases/Conditions/Symptoms**

Any communicable disease must be reported to the school office immediately upon diagnosis. A note from a doctor or qualified medical person must be brought in before the child can be re-admitted to school. Students are excluded from classes for the following and can be re-admitted to the school by approval of the principal after the time indicated:

- Chicken-pox- no new lesions and existing lesions have scabbed over
- Pink eye- 24 hours after prescription has been taken
- Impetigo- when under medical treatment
- Ringworm- when under medical treatment
- Head lice- treatment has been completed and principal has re-checked child
- Scabies - after Doctor's statement that child had been treated
- Vomiting – 24 hours after vomiting due to illness
- Diarrhea – 24 hours after diarrhea due to illness
- Fever – 24 hours after temperature has returned to normal without the aid of medication

### **Illness and Injury at School**

Parents will be notified whenever there appears to be a serious injury or if a child becomes ill during the school day. If the parent/guardian cannot be reached, the school will contact the emergency numbers listed at the time of registration. If still no one can be reached, treatment will be taken care of at the discretion of the principal.

### **Immunizations**

All new students, preschoolers, kindergarteners, and 7<sup>th</sup> graders must show a written record of immunizations. Preschoolers' immunizations must be up to date by September 30<sup>th</sup> of each year. Kindergarteners, 7<sup>th</sup> graders, and new K-8 student immunizations must be up to date by October 31<sup>st</sup>. If a family chooses not to have their children immunized, the school office must have a signed waiver (form available from the Health Department only) by the above dates. Failure to provide an immunization record or a waiver may result in exclusion from attending school.

## **Medications**

Medications (both prescription and over the counter with the exception of inhalers) are kept in the school office and are given to students only with written permission of the parents. All family and/or child specific OTC and prescription medications are to be brought to the school office in their original container and be properly labeled with:

- Name of student
- Name of medication/dosage
- Time to be given (if necessary)

A parent must sign a medication form. A medication log is kept in the school office regarding dispensation.

# **Safety**

## **Background Checks and VIRTUS Training**

In accordance with Diocesan policy, all coaches, field trips chaperones or attendees, school volunteers, and school employees must submit to a criminal background check. Names are also run through the National Sex Offenders Registry. Forms are available in the school office.

Additionally, the Diocese requires all coaches, field trip chaperones, school volunteers, and school employees to attend a one-time VIRTUS “Protecting God’s Children” program. To sign up, go to [www.virtus.org](http://www.virtus.org) and click on “registration”. Select Grand Rapids Diocese and SS. Peter and Paul School and you will be shown a list of ongoing classes within the Diocese. Once your training is complete, the Diocese will notify the school. The Protecting God’s Children is a child abuse prevention program and as such may be a emotional trigger for those adults who have experienced abuse in their past. Those concerned over their reaction to the content should contact the Diocese of Grand Rapids for an alternate path to VIRTUS approval.

## **Bus Transportation**

Buses are provided by the Ionia Public Schools. All bus rules must be followed or children may lose the privilege of riding the buses. Please contact the Ionia Public Schools Transportation Department (527-9680) to inquire if bussing is available for your child (ren).

## **Crisis Intervention**

A crisis-intervention team made up of the school administrator, teachers, parents and public health personnel is established. In the case of an emergency - family, student, natural disaster and the like - the team will meet and follow a plan to best fit the needs of our school community. The team will be responsible for communicating all information to the media.

## **Damaged Property**

Students are expected to handle all school and church property with care and respect. Books, supplies, etc. should also be handled properly. Parents are liable if a student damages property or possessions belonging to the school, church, teachers or other students. In the case of property damage, the parents of the responsible child will be contacted and a written statement will be sent for the replacement value of the damaged item(s).

## **Deliveries—Forgotten Homework/Lunch/Gifts/Etc.**

In order to avoid disturbing the learning environment, items that need to be delivered to a student during school hours should be taken to the school office. They will be delivered from there to the student at an appropriate time. Flowers, balloons, and other gifts will remain in the school office until the end of the school day.

DoorDash **MAY NOT** be utilized for the delivery of any items. If a parent chooses to have lunch delivered to their student, the delivery must be made by a location that provides their own local delivery drivers. The office must be notified prior to the delivery being scheduled.

## **Doors**

Visitors may ring the bell at the Baldie Street “A” entrance and a buzzer will allow for the left door to open. For fire safety, all doors open easily from the inside.

## **Drills-Fire**

Law requires six fire drills per year. Teachers will inform students of the directions from each one of their classrooms. The directions are posted next to the exit door in each classroom. When the fire alarm sounds:

- All students and persons in the building are to leave by the exit route indicated by the sign in the classroom. Should a scheduled exit be blocked, an alternate route will be used.
- Students are to go down stairwells in single file lines. The middle of the stairs should be clear and free.
- Students are to move quickly, but not run or push; with hands kept at their sides; students are not to hold on to another student.
- Students are to be calm and quiet.
- Students are to take their place outside the building, away from the building and down the sidewalk, leaving entrances clear and open.
- Students return to the building quietly when the bell signal is given.

**\*THE FIRE ESCAPE, ACCESSIBLE THROUGH THE MUSIC ROOM MAY ONLY BE USED IN THE EVENT OF A TRUE EMERGENCY. USING THE FIRE ESCAPE FOR ANY OTHER PURPOSE MAY RESULT IN DISCIPLINARY ACTIONS.**

## **Drills-Tornado**

State law requires 2 tornado drills a year. Teachers will inform students of the directions from each of their classrooms. The route is posted in each classroom by the exit door.

## **Weather Policies – Watch and Warning Definitions**

A tornado **WATCH** indicates that conditions exist that could develop into a tornado.

A tornado **WARNING** indicates that a tornado has been sighted or radar has indicated cloud rotation within the county.

During a tornado watch, the school will remain in regular session. Please do not call the school office, as we need to keep our lines open for emergencies. Parents, legal guardians or designees may pick up children if they so desire. Parents must check into the office before taking their child.



In the event that the area is under a tornado warning, students will remain in school and take shelter in the preschool and daycare classrooms. If there is a warning in effect at the time of dismissal, students will not be dismissed until an all clear has been issued. Parents may come to the preschool and daycare rooms to pick up their children at their discretion following the conclusion of the warning.

### **Drills - Lockdown**

The state now requires two lock down drills a year. Procedures for lock downs are not posted for security reasons.

### **Pesticide Applications**

As part of SS. Peter and Paul School's pest management program, pesticides are occasionally applied. Parents have the right to be informed of any pesticide application made to the school grounds or buildings. In certain emergencies, pesticides may be applied without prior notice. Notice will be sent immediately following any such application. If you need prior notification please inform the school office in writing.

### **School Closings**

Severe weather conditions may warrant the closing of school. **We follow the procedures of the Ionia Public Schools for all such weather closings.** On rare occasions, the school may also close due to a local emergency.

SS. Peter and Paul School also has a system in place in which parents with cell phones can receive a text message announcing school closings, reminders, and other emergency messages. To join the system text, please e-mail your cell phone number to [jleik@ssppcatholic.com](mailto:jleik@ssppcatholic.com). Those participating in this service will likely receive school closing information even before it is posted on local TV stations.

If SS. Peter and Paul School will be closed, information will be broadcast over local TV stations, Facebook and the Remind text alert app.

Parents should make arrangements for someone to be responsible for their children in case they cannot be home in the event of a school closing, a delayed opening, or an early dismissal. Panther Playhouse will not be available on snow days or any day with an early dismissal.

### **School Insurance**

A low cost insurance program is made available each September. This is a completely voluntary program. Coverage is offered for school only or a 24-hour plan. Each family is responsible for obtaining their own insurance protection for their children.

### **Visitors**

Visitors are very welcome at SS. Peter and Paul School. However, during the school hours, for the safety of the students, **EVERYONE** entering the building should report to the school office.

## **Academics**

### **Curriculum**

The subjects aligned with the school's curriculum guidelines offered at SS. Peter and Paul School are:

Religion	Mathematics
Algebra	Social Studies
English	Science
Reading	Spelling/Phonics
Computer	Music
Band	Physical Education
Art	Handwriting
Spanish	

### **Field Trips and Community Service Projects**

Educational field trips and community service projects are encouraged. The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical welfare of participating students. Such trips will be well supervised. All students need signed permission slips by a parent or guardian before departure. An informal note is not an acceptable form of permission slip and there are no exceptions to this rule. The administration, teacher or parent may place restrictions upon a student's participation in such programs.

Accompanying parent/volunteer driver of a field trip must be 21 years old and is to provide proof of adequate (\$300,000/500,000 CSL) vehicle insurance. Many insurance companies will issue a one-day rider to increase CSL for their customers upon request. The cost and destination of all field trips or community service projects have final approval of the school principal. Also see Background Checks.

### **Homework**

Home study is an expected part of the school program. As primary educators, parents should help through encouragement and positive motivation, not by doing the work for the student. It is beneficial for parents to check to see if assignments are complete and of acceptable quality. In general, students should have no more than their grade x 10 minutes of homework each night. If a child is spending too much time on their work in relation to their age and ability, the teacher should be contacted. Homework may include:

- Incomplete school assignments
- Projects connected with a subject being studied
- Penmanship practice
- Memorizing
- Reading a book, magazine or periodical
- Interviewing

### **Report Cards**

Report cards are issued four times per year for grades DK-8. The report card is the student's personal record of academic and social achievement. These reports enable both student and parent to check student progress in schoolwork and behavior. Students in Preschool will receive report cards at the end of each semester (two times per year).

Teachers will periodically send progress reports to parents to keep them abreast of a student's academic or behavioral progress. Parents can request progress reports at any time.

## **Spiritual Opportunities**

Students in grades K-8 attend weekly Mass (usually on Thursdays) and gather for Hallway prayer at the beginning of each day. Students have daily Theology class. The parish pastor visits and students participate in liturgical seasonal prayer and service opportunities. All students are expected to participate in the religious curriculum as part of the school day.

## **Teacher Conferences**

Formal conferences will be held once each year in the fall. In addition, any parent wishing to have a conference with a teacher need only call the school office for an appointment at any time during the school year.

Fall conferences are mandatory for grades DK-8.

Spring Conferences are mandatory for Preschool.

## **Discipline Code of Student Conduct**

SS. Peter and Paul School believes that in order to promote an environment that is safe and conducive for learning, inappropriate behavior will be forbidden. Inappropriate behavior is forbidden on SS. Peter and Paul grounds at any time and at any school related function where the student is either under school supervision or representing the school. A student behavioral referral form will be sent to notify parents of violations and any corrective efforts. Parents must sign the form and return it to the office.

Inappropriate behavior includes, *but is not limited to* the following:

1. **Disruptive behavior.** This includes general disobedience, defiance of authority, insubordination and/or disrespect for property, self, or others.
2. **Assault.** An assault is the intentional placing of another person in fear of a battery.
3. **Battery.** A battery is a forceful, violent, or offensive touching of the person or something closely connected with the person of another. A battery must be intentional, and can mean any use of physical force against another person as to harm or embarrass him or her.
4. **Fighting.** SS. Peter and Paul School recognizes the right of every individual to defend himself or herself. Any use of force that is unnecessary or excessive is inappropriate behavior pursuant to this section.
5. **Harassment.** This includes any verbal and/or physical behavior designed to intimidate, frighten, annoy, or disturb another person for any reason. Bullying of any kind falls under this section.
6. **Discriminatory comments.** This includes any written or verbal remarks regarding race, gender, or any other human difference.
7. **Threats.** This includes any statements, written or verbal, suggesting possible harm to persons or property. A threat does not have to be verbally, orally, or physically expressed. A threat can be implied and therefore forbidden under this section.
8. **Obscene Conduct.** This includes language, behavior, and the possession of obscene materials. SS. Peter and Paul School, its school principal, teachers, staff and school board, reserve the right to characterize material or materials as obscene, and therefore implement discipline for any material or materials that are characterized by SS. Peter and Paul's agents as obscene.
9. **Theft.** The taking of another's property without the owner's permission is forbidden. Likewise, possession or retention of stolen property is forbidden.
10. **Dishonesty.** Any fraud, lie, contrivance, misleading behavior, or lack of forthrightness when honest information is necessary, is a violation of this section.
11. **Aiding or abetting.** Any encouragement, or assistance rendered, before, during, or after any violation of the code of conduct, is a violation of the code of conduct.
12. **Antisocial conduct.** Any antisocial conduct not expressly listed in this Code of Student Conduct may be treated and addressed as a violation of this Code pursuant to the Discipline Policy. SS. Peter and Paul School, its

school principal, teachers, staff, and school board, reserve the right to characterize student behavior as inappropriate, and therefore implement discipline for any conduct that is characterized by SS. Peter and Paul's agents as antisocial.

13. **Contraband.** No student shall possess any alcohol, controlled substances, or imitations thereof. The Board of Education may at any time designate certain items to be prohibited contraband, and therefore prohibited under this section.

14. **Weapons.** No student shall possess any weapon, or any item adapted to be used for, or intended to be, a weapon. A weapon includes, but is not limited to any gun, knife, dagger, stiletto, blackjack, sword, club, explosive, or any tool inherently designed for the purpose of violence. *\*See separate weapons policy.*

**THE PRINCIPAL HAS FINAL DISCRETION FOR ALL DISCIPLINARY ACTIONS AND DECISIONS.**

### **Classroom Time-out**

Teachers, and the principal, will correct, resolve, or improve student misbehavior when it occurs. Violations of the Code of Student Conduct that are either serious and/or chronic shall be communicated in writing to the student's parents.

A teacher may send an offending student to the office any time. The student will be supervised in the office.

### **School Suspension**

The school principal has the authority to suspend a student from school at any time for any serious violation of the Code of Student Conduct, or for any repeated or chronic minor violations of the Code of Student Conduct.

The school principal will contact the parents at the time of suspension. The duration of the suspension will be at the discretion of the school principal. The school principal may impose conditions (including cooperation from the student and/or parents) for readmission as part of the suspension. Suspension from school includes suspension from all school activities, including sports, field trips, and other special events.

A student or his or her parents may appeal his or her suspension to the School Board of Directors. The student or parents must make the request for an appeal within five (5) business days of the suspension of the student. Further, an appeal will be heard only if the pastor or one Board member agrees to hear the appeal. If the pastor or one member agrees to hear an appeal, then an executive session of the Board of Education will take place within three (3) business days of the appeal being granted.

### **Expulsion**

The school principal has the authority to expel a student from the school at any time for any serious violation of the Code of Student Conduct, or for any repeated or chronic minor violations of the Code of Student Conduct. Also, Federal and State laws mandate that any student who brings a weapon into or onto school grounds shall be expelled for no less than 180 days.

The school principal will contact the parents as soon as immediately possible at the time of expulsion. The school principal will document the event in writing with a copy of the writing given to the parents. The expelled student will be afforded the opportunity to have a conference with the school principal and have the opportunity to observe all evidence against him or her.

At the conference, the student will be given the opportunity to state his or her account of the facts and the implications there from. He or she will be allowed to offer evidence or testimony in his or her own behalf at this conference.

A detailed record will be kept of this conference.

Parents or guardian may appeal an expulsion by filing a written request to the Board of Education President within five (5) business days of the conference. The President will call an executive session within five (5) business days of the written request being filed.

The Board of Education shall state in writing to the parents or guardian its decision within five (5) days of the executive session. The parents or guardian have the right to appeal to the Office of Education for the Grand Rapids Diocese. The parents or guardian will be made aware of the right to appeal in the Board of Education's written decision.

### **Mandatory Expulsion of Students Who Bring Weapons to School**

#### *\*Weapons Policy*

In compliance with the federal Gun-Free School Act of 1994 and with the Michigan Dangerous Weapons Act (PA 328), the SSPP Board of Education will expel any student who brings a weapon onto the school grounds and/or into the school building. This expulsion will be for no less than 180 days.

The building administrator is responsible for notifying the Board of Education if a weapon has been brought to school. In addition, the administrator will also contact Ionia Public Safety and the Superintendent of Catholic Schools in the Grand Rapids Diocese.

In those borderline situations where the object which was brought to school is not normally considered a weapon (i.e., a paring knife) and/or where the intention to threaten or harm was lacking, the building administrator may use his or her discretion as to the proper steps to take.

### **Warning-Suspension/Expulsion Procedure**

Students who habitually and repeatedly commit infractions may be placed on Warning. The following procedures shall follow:

1. The parent/guardian will be given the reasons for and conditions of their child's Warning in writing during a required conference with the parent/guardian, classroom teacher, and school principal.
2. A post-Warning conference will be held with the parent/guardian, classroom teacher and school principal to discuss the student's behavior during the Warning period, to state conditions (if any) for removal from Warning status, and determine student status in school.
3. If a student violates the conditions of his/her Warning he/she may be placed on Probation and/or expelled from SS. Peter and Paul School.

A student who does not show improved behavior from Warning status and/or shows cause to be placed on Warning more than once in the same semester for similar reasons will be placed on Probation.

The following procedures shall be followed:

1. The parent/guardian will be given the reasons for and conditions of their child's probation in writing during a required conference with parent/guardian, classroom teacher and school principal.
2. A post-probation conference will be held with the parent/guardian, classroom teacher and school principal to discuss the student's behavior during the probation period, to state conditions (if any) for removal from probationary status, and determine the student's status at SS. Peter and Paul School.
3. If a student violates the conditions of his/her probation he/she may be expelled from SS. Peter and Paul School.

The following procedural guidelines will govern the expulsion process:

1. The student will be placed on indefinite suspension until the expulsion process is complete.
2. Written notice of the reasons for the expulsion with an explanation of each will be supplied to the student and his/her parents. Included with this notice shall be a statement of the time and place for a required conference of the parent/guardian, classroom teacher and school principal to discuss the charges and school expulsion. The student may be included if deemed appropriate by the school principal.
  - During this conference the student shall be given an opportunity to state his/her account of the facts and their implications. He/She shall be allowed to offer the testimony of other witnesses and other evidence.
  - During this conference the student shall be allowed to observe all evidence offered against him/her and to question any witness.
  - A record shall be kept of this conference.
3. If the parent/guardian is not satisfied with the expulsion decision and conference they have five (5) business days to submit a written appeal to the Board of Education President. The Board of Education President in turn will call an executive session within five (5) business days to hear the appeal.
4. The Board of Education shall state in writing to the parents within five (5) business days of the appeal hearing its decisions on the appeal.
5. The student and his/her parent/guardian shall be made aware of their right to appeal the hearing process to the Office of Education for the Grand Rapids Diocese.

### **Athletics Purpose and Authority**

The SSPP Athletic Policy is established under the authority of the SSPP Board of Education. The purpose of the Athletic Policy is to establish standards of academic performance and behavior for students involved in interscholastic athletic programs and the penalties for failure to meet the standards. The privilege of being permitted to participate in the SSPP Athletic program is subject to compliance with these standards.

### **Eligibility**

We believe that students' participation in extracurricular activities plays an important part in the development of self-concept, social skills and citizenship. The intent of the athletic eligibility policy is to encourage academic success and social growth.

Eligibility will be monitored on a weekly basis using the following standards:

- appropriate behavior and attitude
- acceptable efforts in studies
- completion of school work
- shall not practice or play that night unless in attendance at school all day
- physical and concussion forms due before practice starts

### **Roles and Responsibilities**

A successful athletic program is dependent on the cooperation of all included; The Board of Education, Principal, Director of Athletics, Coaches, Parents, and Student athletes.

Specific responsibilities are listed under Guidelines.

### **Grievances**

Parents with a concern should first address the coach. After the coach has been consulted and there is a belief that your concern has not been resolved, the Athletic Director should be contacted to discuss the situation. If no resolution is reached, then a meeting of the parent, the coach, and the Athletic Director will be scheduled by the Athletic Director. If no resolution is reached then a meeting with the parent, coach and the Principal will be scheduled by the principal. If the parent is not satisfied with the outcome, they may request to meet with the School Board at a regularly scheduled meeting.

## **Athletic Guidelines**

### **General Guidelines**

Coaches in each sport may add specific rules for their teams. The Athletic Director must first approve these rules and both he/she and each athlete must have a copy of these rules before practice begins.

When school is canceled during school hours, games for that evening are automatically canceled. Open gym may be held at the discretion of the Athletic Director.

If a team is short of players, the Athletic Director has the discretion to determine the makeup of the teams after consultation with the parents and the coaches.

Tournament games will be determined on an individual basis by the Athletic Director.

### **Communication between Parent/Guardian and Coach**

Parenting and coaching are both difficult vocations. By developing an understanding of each position one is better able to accept the actions of the other and provide a better experience for the student athlete. Parents have a right to understand what is expected from their student as a member of a school sports team. This begins with clear communication from the coach of the student's program.

#### **Expectations of the Coaches:**

- The coach will explain their philosophy.
- The coach will explain the expectations of team members and team rules.
- The coach will hand out a list of all times and locations of practices and games.
- The coach will explain the procedures followed should a student be injured during participation.

#### **Expectations of Parents/Guardians:**

- Questions and concerns regarding the student should be expressed directly to the coach.
- The parent shall notify the coach of any scheduling conflict as soon as possible.
- Parents are to understand that coaches are thinking in terms of team and team building.
- Parents are expected to work the concession stand, admission table or clean-up for at least two games per season (this is in addition to regular school parent volunteer hours).

#### **Concerns Appropriate for Discussion with the Coaches:**

- The mental or physical treatment of the student
- Ways to help the student athlete improve
- Concerns about the student's behavior

\*It may be difficult to accept that an athlete may not be playing as much as the parents and student may have hoped.

Remember, coaches are volunteers. They make decisions based on what they believe to be the best for the entire team. As shown in the list above, certain concerns can and should be discussed with the student's coach. Additional concerns must be left to the discretion of the coach.

#### **Inappropriate Issues to Discuss with Coaches:**

- Playing time
- Team strategy
- Play calling
- Other student athletes

#### **Communication with a Coach:**

There are situations that may require a conference between parents and the coach. It is important that both parties have a clear understanding of the other's position. When these conferences become necessary, the following procedure should be followed to help promote a resolution.

- Call to make an appointment.
- If the coach cannot be reached, call the Athletic Director and he/she will set up a meeting for the parties concerned.
- Do not confront a coach before, during or after a contest or practice. Confrontations of this nature can be very emotional for both the parent and the coach. These types of meetings do not promote positive results.

#### **Responsibilities:**

##### **Athletic Director:**

The Athletic Director will report to the principal all activities, concerns and/or problems.

Only the Athletic Director has the authority to schedule games. The Athletic Director will be responsible for hiring the referees for all home games. The Athletic Director will provide a monthly report to the Board of Education.

**Coaches:**

The Coaches need to be familiar with the philosophy and mission statement of the school. He/she is requested to inspire principles of good sportsmanship and is required to use Christian manners and speech at all times. The Coach is further expected to encourage academic excellence, positive attitudes and appropriate behavior on and off the court.

The Coaches are responsible to report any injuries, problems or disputes to the Athletic Director. The Coaches must comply with all Diocesan rules regarding training and background checks.

**Amendments**

These guidelines may be changed at the discretion of the Athletic Director in consultation with the Principal.



## SS. Peter & Paul Catholic School 2024-2025 School Calendar

<b>August 15</b>	Back-to-School Open House 6-7pm
August 20	Classes Begin: K-8 in uniform – Half Day-Dismiss at 11:00 am
August 26	Developmental Kindergarten begins
August 27	Preschool begins
August 30 - Sept. 2	Labor Day – No School
September 3	Picture Day for all; No Jeans or shirts with words for K-8;
October 18	Diocesan PD Day - No School
October 25	End of 1 <sup>st</sup> Marking Period
October 28	2nd Marking Period Begins
October 31	Trunk or Treat - All School Event
November 25	Parent-Teacher Conferences 3-7pm (full day of school)
November 26	Parent-Teacher Conferences 12-5pm (dismiss at 11:00am)
November 27-29	Thanksgiving Break – No School
December 23-January 3	Christmas Break
January 6	Classes Resume
January 17	End of 2 <sup>nd</sup> Marking Period
January 20	Martin Luther King Jr.'s. Birthday - No School
January 21	3rd Marking Period Begins
January 26	Catholic Schools Week Mass at SSPP *more details to follow
January 26-February 1	Catholic Schools Week
February 17 - 18	Mid-Winter Break – No School
March 5	Ash Wednesday - Mass @ 8am
March 7	Diocesan Professional Development - No School
March 26	Preschool-Kindergarten Meet the Teacher Night for 2025-2026 school year 6pm
March 28	End of 3 <sup>rd</sup> Marking Period
March 31	4th Marking Period Begins
April 4	Kindergarten Round up by appointment
April 7-11	Spring Break - No School
April 18	Good Friday - No School
April 21	Easter Monday - No School
May 10	SSPP Annual Auction
May 23	Memorial Day Weekend - Half Day - Dismiss at 11am
May 26	Memorial Day – No School
May 30	Preschool/DK/8th Grade Last Day
June 3	Fun Day
June 5	Last Day of Classes K-7, dismissal at approximately 9:30am

**SS. Peter and Paul School reserves the right to make calendar changes as is necessary.**

# Common Catholic Prayers

## Our Father

Our Father,  
Who art in heaven,  
hallowed be Thy name;  
Thy kingdom come;  
Thy will be done on earth as it is in heaven.  
Give us this day our daily bread;  
and forgive us our trespasses  
as we forgive those who trespass against us;  
and lead us not into temptation,  
but deliver us from evil. Amen.

## Hail Mary

Hail Mary, full of grace. The Lord is with thee.  
Blessed art thou amongst women,  
and blessed is the fruit of thy womb, Jesus.  
Holy Mary, Mother of God,  
pray for us sinners,  
now and at the hour of our death. Amen.

## Glory Be

Glory be to the Father,  
and to the Son,  
and to the Holy Spirit,  
as it was in the beginning,  
is now, and ever shall be,  
world without end. Amen.

## Act of Contrition

O my God,  
I am heartily sorry for having offended you,  
And I detest all my sins because of your just punishments  
But most of all because they offend You, my God,  
Who are all good and deserving of all my love.  
I firmly resolve, with Your help,  
To sin no more and to avoid the near occasions of sin.  
Amen.

### **Grace Before Meals**

Bless us, O Lord, and these Thy gifts,  
which we are about to receive from Thy bounty,  
through Christ our Lord. Amen.

### **Hail Holy Queen**

Hail, Holy Queen, Mother of Mercy, our life, our sweetness and our hope!  
To thee do we cry, poor banished children of Eve.  
To thee do we send up our sighs, mourning and weeping in this valley of tears!  
Turn, then, O most gracious Advocate,  
thine eyes of mercy toward us,  
and after this, our exile, show unto us the blessed fruit of thy womb, Jesus.  
O clement, O loving, O sweet Virgin Mary.

V. Pray for us, O holy Mother of God.

R. That we may be made worthy of the promises of Christ.

Let us Pray. O God, whose only-begotten Son, by His life, death and resurrection, has purchased for us the rewards of eternal life, grant, we beseech Thee, that meditating on these mysteries of the most holy Rosary of the Blessed Virgin Mary, we may imitate what they contain, and obtain what they promise, through the same Christ our Lord. Amen.

### **Guardian Angel Prayer**

Angel of God, my guardian dear,  
to whom God's love commits me here.  
Ever this day be at my side,  
to light and guard, to rule and guide. Amen.

## Staff

<b>Name:</b>	<b>Position:</b>	<b>Telephone #</b>
Jenny Leik jleik@ssppcatholic.com	Principal	527-3561 x18
Amie Heinlein aheinlein@ssppcatholic.com	Administrative Assistant	527-3561 x23
Joann Johnson jjohnson@ssppcatholic.com	Administrative Assistant Librarian	527-3561 x23
Angela Bush abush@ssppcatholic.com	Preschool Teacher	527-3561 x28
Ronda Kapp rkapp@ssppcatholic.com	Developmental Kindergarten Teacher	527-3561 x20
Audra Searfoss asearfoss@ssppcatholic.com	Kindergarten Teacher/ After School Supervisor	527-3561 x31
Petra Laux plaux@ssppcatholic.com	1st Grade Teacher	527-3561 x32
Danielle Wandel dwandel@ssppcatholic.com	2nd Grade Teacher	527-3561 x30
Kyle Grummet kgrummet@ssppcatholic.com	3rd Grade Teacher	527-3561 x29
Margaret Besson mbesson@ssppcatholic.com	4th Grade Teacher	527-3561 x33
David Petersen dpetersen@ssppcatholic.com	5th/6th Grade Homeroom MS Social Studies & Theology	527-3561 x35
Beth Rutter brutter@ssppcatholic.com	7th/8th Grade Homeroom MS Math/ ELA & Science	527-3561 x34
Emily Shaul eshaul@ssppcatholic.com	Music Teacher	527-3561 x26
Kim Paton kpaton@ssppcatholic.com	Spanish Teacher Art Teacher	527-3561 x27
Joyce Essich jessich@ssppcatholic.com	Computer Teacher	527-3561 x38
Brad Starks	P.E. Teacher	527-3561
Rod Bergeron	Maintenance Supervisor	527-3561
Adam Rewa arewa@ssppcatholic.com	Business Manager	527-3561 x11

*I have read and agree to the Saints Peter and Paul Student and Parent Handbook.*

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature(s)

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

**Media Release**

I (we) give permission to SS. Peter and Paul School/Parish to use my name (or my child's name), city, state, and/or photograph, videotape, or any likeness for publicity purposes and the use of statement made by or attributed to me (or my child) relating to SS. Peter and Paul School/Parish for this or similar promotions and grant to SS. Peter and Paul School/Parish any and all rights to said use without further compensation. It is my (our) understanding that my signature below releases the SS. Peter and Paul School/Parish from any financial or legal responsibility for the use of this media relations/promotions materials

Yes                       No

**Walking Field Trip**

Your child may be eligible to participate in a school sponsored activity which may require them to leave the school grounds under the supervision of school staff. Statement of Consent: I hereby consent to participation by my child(ren), in a 'walking field trip'. I understand that the event will take place away from school grounds and that my child(ren) will be traveling by foot. In consideration of my child(ren) being allowed to participate in this event, I agree to waive and release and indemnify and hold harmless SS. Peter and Paul School/Parish, any and all affiliated organizations, its/their employees, agents, representatives, volunteers, and drivers, from any and all claims I or my child(ren) may have excluding claims for intentional misconduct or gross negligence, arising from or relating to my child's participation in this event.

Yes                       No

**Pesticide Notification**

I understand that the application of pesticides may be necessary upon limited occasions. In the event that they are used during the school year, please contact me.

Yes                       No

**Emergency Treatment**

Permission for Medical Care: SS. Peter and Paul School may secure emergency medical and/or emergency surgical treatment for my child while in care.

Yes                       No