

Mission

St. Peter Catholic School, supported by the Parish community, will provide all children a Christ-centered education, deeply rooted in Catholic traditions, that promotes learning, leading, faith, and service.

Belief Statements

- ***We believe in living the teachings of the Catholic Church and incorporating the Gospel values in all areas of student life.***
- ***We believe that all people possess innate worth and unique abilities and are capable of learning.***
- ***We believe in providing a well-qualified faculty and staff who will implement a variety of educational approaches to support learning within a safe environment.***
- ***We believe in a working partnership with parents, guardians, and our Parish community.***
- ***We believe in providing a challenging education deeply rooted in the Catholic faith that inspires confidence and leadership.***
- ***We believe in promoting service as ministry and evangelization.***

Accreditation

St. Peter School is accredited by the Ohio Catholic School Accrediting Association (OCSAA).

Administration

St. Peter School is a parish school which operates under the authority of the Pastor, Fr. Kyle Schnipple under the direction of the principal, Mrs. Kelly Kadel.

Right to Amend

This handbook is not a binding contract on St. Peter School. Rather, it is a unilateral set of policies which students and families are expected to, and must, follow. The principal, or his/her appointee, with the support of the pastor, retains the right to amend this handbook at any time and for any reason. Parents, guardians, and students will be given notification if changes are made.

St. Peter School
6185 Chambersburg Rd.
Huber Heights, Ohio 45324
School Hours
8:30 a.m. – 3:12 p.m.

* * * * *

IMPORTANT TELEPHONE NUMBERS

School Office…… 937-233-8710
…… Fax 937-237-3974
Principal: Mrs. Kelly Kadel Email……kkadel@sp.sgfp.org
Admin Assistant: Mrs. Kathy Moorman Email… kmoorman@sp.sgfp.org

Tuition Office…… 937-233-8710 x 126
Tuition Manager: Mrs. Kellie Jobe Email…… kjobe@sp.sgfp.org

Clinic…… 937-233-8710
Clinic Aide: Mrs. Jennifer Johnson Email ……jjohnson@sp.sgfp.org

School Age Childcare Program…… 937-237-3526
Director: Mrs. Helene Gross …… hgross@sp.sgfp.org

Parish Administrative Offices …… 937-233-1503
Pastor: Fr. Kyle Schnippel……. frschnippel@sgfp.org

Religious Education Office …… 937-237-3516

St. Peter Catholic School
Family Handbook
2026-2027

Jesus, however, called the children to himself and said, "Let the children come to me and do not prevent them; for the Kingdom of God belongs to such as these."

-Luke 18:16

Publication Date: July 2026
St. Peter School

Pastor: Fr. Kyle Schnippel
Principal: Mrs. Kelly Kadel
Food Service: St. Albert Nutrition Group
Tuition Manager: Mrs. Kellie Jobe
School Age Childcare Program (SAPP): Mrs. Helene Gross

*Information in this document is subject to change throughout the school year. Your signature indicates that you have read the handbook, will abide by the policies. Parents will be notified of future changes when necessary.

*St. Peter School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel."

TABLE OF CONTENTS

ACADEMIC PROGRAMS	**8-12**
Academic Expectations	8
Awards	8
Conferences	8
Curriculum	8-9
Field Trip Policy	9
Grades & Grading	9-10
Homework	10-11
Home Instruction	11
Promotion/Retention	11-12
Records Review	12
Reporting Student Progress	12
Standardized Testing	12
Support Programs	12
Withdrawal/Disenrollment for Academic Reasons	13
Withdrawal/Disenrollment for Behavior/Conduct	13
ADMISSION POLICIES & PROCEDUERES	**13-18**
Assessment	13
Enrollment Priorities	14
Financial/Fee Refund Policy/Financial Assistant	14-15
Gender Identity/Maternity/Paternity Policy	15-16
Kindergarten-Grade	16
Notice of Nondiscriminatory Policy	16
Parish Members	16
Required Records for Registration	16
Right of Refusal	16
Special Needs Students	17
State Scholarship Information	17
Tuition Refund Policy	17
Voluntary Withdrawal	17-18
Withdrawal for Academic Reason	18
Withdrawal for Behavior	18
ATTENDANCE	**18-21**
Absence due to Vacation	18
Excessive Absences	18-19
Procedures for Arrival & Dismissal	19
Reporting Absences	20
School Day	21
Tardiness	21
DISCIPLINE PLAN	**21-31**
Archdiocese Bullying Policy	22-25
Bus Conduct	26
Cell Phone Policy	26

Cheating/Plagiarism 26
Conduct Disclaimer 26
Conduct in or out of School 26-27
Criminal Misconduct 27
Detention/Suspension/Expulsion 27-28
Discipline Guidelines 28
Extra-Curricular Activities & Sports 28
Items Prohibited at School 29
Respect & Dignity for All 29
Search & Seizure 29
Student Code of Conduct 30
Substance Abuse 30
Suspension & Expulsion 30-31
Theft or Loss of Property 31
Vandalism 31
Vending Machines 31
Violence Threatened or Acted Upon 31
FAITH FORMATION **32**
Religious Education 32
Sacramental Programs 32
Student Retreats 32
HEALTH & SAFETY **32-39**
Administration of Medication 32-34
Child Protection 34
Diabetic Care Policy 34-36
Health Screening 36
Illness/Accidents at School 36
Immunizations 36-37
Medical Information 37
Policy on Student Use of Marijuana 37
Safety Plan 38
Seizure Policy 38-39
Wellness 39
PARENT INFORMATION **39-43**
Communication Instruments 39-40
Confidentiality Regarding Students 40
Cooperation as Condition of Enrollment 40-41
Custody Policy 41
Emergency Closings 41
Mandated Reports for Child Abuse 41
Parent Organizations 41
Procedures for Communicating with Staff 41
Responsibilities of Parents 42
Review of Office Records 42
Student Directory 42
Use of School Grounds (Before & After School) 42

Use of Student Picture/Information	42
Tuition	42
Visitation during School Day	43
SOCIAL MEDIA	**43-44**
Policy for Parents & Students	43-44
STUDENT SUPPORT	**44-47**
Birthday Observations	44
Classroom Parties	44
Counseling	44
Extra-Curricular Activities	44
Gifts	44
Library	45
Lost & Found	45
Lunch Program	45
Lunchroom Regulations	46
P.E. Class Guidelines	46
Playground/Recess	46-47
Responsibilities of Students	47
Student Services	47
TECHNOLOGY	**48-49**
Introduction	48
General Information for Users of Technology	48
Agreement Form	48-49
School Responsibilities	49
User Responsibilities	49
Disciplinary Action	49
UNIFORM CODE	**50-51**
Policy & Enforcement	50-51
VISITORS	**52**
Procedures	52
VOLUUNTEERS	**52**
Volunteer Opportunities	52
Child Protection Policy, Safe Parish	52
Gratuitous Service	52

APPENDIXES

Bullying, Harassment, Intimidation Policy	A
Handbook Acknowledgement Form	B
Oral Medication Release Form	C
Student Code of Conduct	D

ACADEMIC PROGRAMS

ACADEMIC EXPECATIONS

Students at St. Peter School are exposed to a challenging, well -rounded curriculum. In addition to teaching core subjects, we also offer spiritual development through religion classes, service opportunities, and sacramental preparation, as well as foreign language classes, fine arts, enrichment, STEM, and intervention opportunities. Additional support services may be available for students as needed.

1. Students are to contribute to the Catholic environment by participating in Religion classes and contributing to a positive environment by their actions.
2. All Catholic students in grades 3-8 will go to communion during School Mass and Reconciliation during the school year.
3. Students will come prepared to attend class regularly and arrive/depart from school on time.
4. Students will adhere to the rules and regulations of the school.
5. Students will dress and behave appropriately for all school/parish functions.

Students choosing not to learn, and who disrupt the learning environment for fellow students, may be removed from the classroom and/or asked not to return.

AWARDS

A quarterly presentation for recipients of exceptional attendance, honor roll, athletic trophies, special awards and recognition will be held following an all-school Mass.

CONFERENCES

Parent-teacher conferences are scheduled during the school year. If you would like to arrange additional conferences at other times during the school year, please contact your child's teacher to arrange a time that will be convenient for both you and the teacher. Please refrain from addressing issues or concerns when the students are learning and/or teacher is on the platform.

CURRICULUM

All students enrolled in grades K-8 at St. Peter School are provided instruction in the following areas: Religion, Language Arts, Math, Science, Social Studies, Art, Music, and Physical Education. Middle School students will be exposed to Algebra and Pre-Algebra after test analysis and screening. Students in grades K - 8 are also introduced to basic Spanish.

St. Peter School follows the Graded Course of Study put forth by the Catholic Schools Office of the Archdiocese of Cincinnati and are based on the Ohio State Standards. (It is required by the existing Graded Course of Study that we provide instruction in all areas of the curriculum, including drug awareness, self-esteem, human sexuality and moral values. We affirm the rights of parents to be the primary educators in sexuality for their children. However, we, as educational professionals, accept our own responsibility to assist the family, and our "aim is not to supplant parents but to help them fulfill their obligation," (US Bishops statement, 1972.)

The guidelines concerning the curriculum of St. Peter School are as follows: Archdiocese policy mandates that all Catholic schools in the archdiocese teach the objectives in the Graded Course of Study. Students enrolled in the school are expected to participate fully in all curriculum areas included in the Graded Course of Study.

FIELD TRIP POLICIES

Field trips within our city and to nearby points of interest are scheduled by the teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community**. Field trips are a privilege. A student's behavior, attendance, and academic standing may prevent him/her from participating in future field trips, based on the discretion of the teacher and school administration.**

Parents will receive notices of field trips at least two weeks prior to the scheduled trip date and will be asked to sign a field trip permission form. No verbal permission will be accepted for field trips over the telephone. A designated amount of money will be requested from each student to help defray transportation and/or facility use costs. Parents are encouraged to chaperone. **ALL CHAPERONES OR VOLUNTEERS IN THE SCHOOL MUST COMPLETE THE SAFE PARISH CHILD PROTECTION CLASS AND REGISTER WITH SELECTION.COM Volunteers MUST be current with Safe Parish bulletins.** Information is in the school and religious education offices.

GRADES & GRADING

The purpose of assessing student work and performance, and issuing a grade is to inform the student, the teacher, and the family about the student's growth toward proficiency of the standards. The basic information on this report gives an evaluation of your child's progress in the various subject areas, in work habits, and in behavior. Your child's teacher will post the student's grades on FACTS regularly.

Academic Assessment Scale for Grades K

M = Mastered
S = Satisfactory Progress
N = Needs Improvement

Academic Grading Scale for Grades 1-8

100-98	A+ =Superior
97-95	A
94-93	A-
92-91	B+ =Very Good
90-87	B
86-85	B-
84-83	C+ =Satisfactory
82-79	C
78-77	C-
76-75	D+ =Below Average

74-72 D
71-70 D-
69 and below F =Failing

Students in grades 4-8 are eligible for the **Honor Roll**. **If a student is identified as "Excessive Absent" during that quarter or has less than a 93% attendance, they will not be eligible for Honor Roll.** Attendance for Honor Roll will be reviewed each quarter and not carried over to maintain student success. The following subjects (English, Math, Reading, Religion, Science/Health, Social Studies, Art, Music, P.E., and Spanish) are then averaged together to determine which Honors the student receives. Students will not qualify if they have a D or F in any subject.

The Point System used is A = 4 points, B = 3 points, C = 2 points, and D = 1 point.
First Honors = 3.8 - 4.0 grade point average
Second Honors = 3.5 - 3.7 grade point average

HOMEWORK

"One reason Catholic school students surpass the national average in reading proficiency is because they are assigned, and do, more homework." This was the finding from an NCEA study of reading achievement levels comparing Catholic school students with the national population of school students. Based on this research, we believe homework is a vital part of the learning process. Work done independently is a gauge of students' understanding as well as practice in needed skills. Long-range assignments are given in the upper grades to cultivate further independent study.

School Philosophy of Homework:

Homework is an extension of the work that is presented in class. It is extremely important that children learn at an early age how to organize their time for homework to be completed. One of the responsibilities of parents is to see that a set time and place are provided EACH day for the completion of homework.

Responsibilities of Students

1. Do required assignments
2. Submit complete assignments on time
3. Have required materials and supplies
4. Always have an assignment notebook on their desk (provided for grades 4 - 8)

Procedures

1. When a student does not complete an assignment, he/she may have to stay in at lunch/recess to complete it or grade may result in a zero.
2. Any incomplete work at the end of the quarter may result in a zero being issued for the work.

Time for homework should be set aside after every school day. Reading and reviewing are important components as well as written work. The following schedule is a GUIDE (not an adopted policy) for time allotments for homework. This may vary from time to time considering the type of assignment, especially in grades 4 - 8.

Grade 1 ----------20 minutes Grade 4, 5 ----------45 to 60 minutes
Grade 2, 3 -------30 minutes Grade 6 - 8 ---------60 to 90 minutes

*Timing is based on the achievement of the average student. Assignments and their length may vary within the same class due to each individual child's needs.

At the start of a new school year each homeroom teacher will communicate how homework will be communicated to students and parents. Students are expected to turn in their homework assignments on time. The teacher will notify the parents when a student doesn't have their homework completed on time. ***Students in grades 4-8 who turn in an assignment late, not due to illness, will automatically lose 20% when turned in the next day. Assignments that are two or more days late will be considered a zero and must be completed.***

When a student is absent, it is his/her responsibility to contact each teacher to arrange a time for make-up tests and quizzes, as well as to obtain missing work. Parents may request daily assignments for ill students by emailing the individual teacher. Teacher email addresses are listed on the school website www.sp.sgfp.org . The school office will not take homework requests.

The policy for making up work due to excused absences is as follows:

Grades K - 1 Teacher discretion
Grades 2 - 8 One day will be given for each day absent
Excused absences of longer duration will be evaluated on an individual basis***.***

**** Homework will NOT be given in advance for vacations or extended time away from school. Assignments missed because of vacations will be considered missing if not completed within two days. It is the student's responsibility to collect and complete the required work upon return to school.***

HOME INSTRUCTION FOR EXTENDED ABSENCE

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local school district to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physicians, school administration, and other related parties.

PROMOTION/RETENTION

Students who demonstrate the skills and knowledge necessary to be successful at the next level of learning are promoted. Decisions addressing academic achievement will be made on an individual basis. Parents/Guardians will be included in the discussion throughout the school year. The final decision rests with the principal in consultation with the academic support team

and is based on the students' performance, attendance, and maturity. Parents/guardians' input will be considered. Final decisions should be made no later than the last day of school.

RECORDS REVIEW

Student records are private and accessible only to school administrators, the teachers who are working with the students, and the students' parents/guardians who make official requests. Parents/guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to assess the records the school holds for the student.

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

REPORTING STUDENT PROGRESS

St. Peter School issues report cards to the families on a quarterly basis. Report cards will be distributed at the end of each quarter. Student grades can be accessed at any time via the student management system (FACTS).

STANDARDIZED TESTING

St. Peter School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. Students receiving State of Ohio scholarships may be required to participate in additional state testing.

The testing program strives to improve the quality of instruction, provides a basis for curriculum development, measures pupil progress, and indicates the quality of educational service provided by the school.

- I-Ready assessments are administered to all students in grades K- 8.
- The Assessment of Religious Knowledge (ARK) is administered to students in grades 2 through 8, regardless of religious affiliation.
- The Third Grade Reading Guarantee is administered to ALL third graders and students must pass to be promoted to the next grade.

SUPPORT PROGRAMS

St. Peter School follows applicable guidelines for student support programs offered through these sources. In partnership with the local school district, the following student support services are offered via a multi-tiered support system (MTSS) or response to intervention (RTI) method:

- Title 1 Reading and Math Grades K-3
- Special Education Intervention
- Speech Language Intervention

ADMISSION & ENROLLMENT

As a parish school, St. Peter School will give priority to children of St. Peter parishioners, using the priorities detailed below, provided space is available. Students currently enrolled in the school will be admitted before any new admissions, if they are officially registered during the re-enrollment period. While it is our goal to accommodate all interested families, be aware that registration does not guarantee entry into St. Peter School's program. New students registered and not admitted due to lack of space are placed on a wait list. Please review the *Admission Policy Guidelines* on the following page for more detailed information.

The St. Peter School admission process begins with submission of the Application found on the school website, www.sp.sgfp.org . Parents will be asked to upload their child's most recent report card (for students applying for grades 1-8); IEP if applicable, original birth certificate; copies of Baptismal, Reconciliation, and First Communion certificates (when applicable); and payment of the NON-REFUNDABLE application fee. Once the new student assessment is completed the school office will review the results and application. All applications are reviewed by the principal for final approval. Upon acceptance by the principal, you will receive a link to enroll through the FACTS Mgt System. The NON-REFUNDABLE enrollment fee must be paid at the time of submittance. All accepted students are admitted in accordance with this Admission Policy.

ASSESSMENT

Students registering for kindergarten thru grade eight will be required to complete an assessment prior to admittance into St. Peter School for placement purposes at the discretion of the appropriate teachers and/or administration. An interview with the principal prior to acceptance for the upcoming year may be required.

ENROLLMENT PRIORITIES

- **First Priority Enrollment:** Siblings of students currently enrolled in the school or Early Childhood Center will have priority – admitted in order by parents' parish or school registration date whichever is earlier. To be considered First Priority, entering First Grade, siblings must have been registered for the St. Peter School Kindergarten Program.
- **Second Priority Enrollment:** New students whose Catholic parents are parishioners of St. Peter Parish will have second priority - admitted in order by parents' parish or school registration date, whichever is earlier.
- **Third Priority Enrollment:** New students whose parents are members of another local Catholic parish that does not have a school will have third priority – admitted in order by school registration date.
- **Fourth Priority Enrollment:** New students who are not Catholic parishioners will have fourth priority – admitted in order by school registration date. While space may be limited, we welcome families from outside the St. Peter Parish community.

FINANCIAL/FEE REFUND POLICY/FINANCIAL ASSISTANCE

All tuition fees for Saint Peter School (Preschool-8th grade) will be billed through FACTS Tuition Management. Families can make missed payments, make a tuition payment in advance, add multiple payment methods to your online FACTS profile (i.e. credit card, bank account), and switch between payment methods throughout the year (credit card to bank account or vice versa). Online access is available for families to check the status of their tuition payments and balances. You will receive a confirmation letter with a validation code, which you will need to access their web site https://online.factsmgt.com once your agreement has been posted. **EVERY family must return a completed FACTS payment agreement for registration to be complete.** Payment can be set up with a checking account, savings account, Visa, MasterCard, Discover, or American Express. (A 3.25% convenience fee will be assessed for each credit card payment)

The following are three options you can choose from for your tuition payment enrollment.
Plan A: Twelve (12) or less monthly installments beginning July
Plan B: Four (4) payments are due in July, October, January, and April
Plan C: Full payment made on or before August 1st

REGISTRATION IS NOT COMPLETE AND A CLASS ASSIGNMENT ASSURED UNTIL ALL FINANCIAL DOCUMENTS ARE RECEIVED IN THE TUITION OFFICE.
Regrettably, your child cannot begin the Second Semester unless financial obligations are current. Failure to keep payments current could result in legal action including court costs.

A. PARISHIONER AND NON-PARISHIONER TUITION RATE:

Saint Peter Parish supports the school by providing funding from the weekly offerings to keep the tuition rate at a reduced amount. To receive the parish member rate for tuition, you must be a registered, supporting member of the parish. If you are not an active parishioner, you will receive the non-parishioner tuition rate. A registered, supporting member of the Parish is defined as an active parishioner registered with the parish who attends Mass and supports the parish through time, talents, and financial support. St. Peter School accepts the Ohio Ed Choice and Ohio Ed Choice Expansion Scholarships. All completed documents are required at the time of registration.

B. PARISH TUITION ASSISTANCE FOR K-8:

A limited financial assistance fund is provided through the generosity of St. Peter Parish. One of the primary functions of a parish school is to provide, within reason, a Catholic based education for the children of the parish. There are situations which arise in families which make the payment of full tuition impossible. At the same time, the value of a Catholic centered education becomes most obvious. In these instances, which are evaluated on an individual basis, tuition assistance may be offered.

In determining tuition assistance, the recommendation made by FACTS Grant & Aid, as well as the number of eligible applicants will be a factor in determining the distribution of financial aid. Consequently, every family requesting tuition assistance MUST complete and submit the FACTS Grant & Aid application each year. The Pastor, acting on the recommendation of FACTS Grant & Aid and the tuition manager, will determine if any tuition assistance will be granted.
If you feel you qualify for assistance apply online at **www.online.factsmgt.com/aid** prior to the deadline. If you are unable to apply on-line, please call or stop by the Tuition Office for an application or call (937) 233-8710 x126. There is a processing fee, and applications are due by April 1st.

FACTS GRANT & AID DOES NOT PROVIDE THE TUITION ASSISTANCE FUNDS. ALL FUNDS DISTRIBUTED ARE FROM PARISH RESOURCES. PLEASE NOTE THAT NO TUITION AID WILL BE GIVEN WITHOUT A RECOMMENDATION FROM FACTS GRANT & AID.

TUITION ASSISTANCE IS ONLY VALID FOR ONE YEAR.

GENDER IDENTITY/MATERNITY/PATERNITY POLICIES

Local parish/school authorities are responsible for developing and promulgating written policies regarding the attendance of pregnant students, students who are cohabitating, married students in the school, and students who are Lesbian, Gay, Bisexual, or Transgender.

School personnel, parents, and students should be informed of the school's Catholic identity and policies that relate to gender identity and gender ideology. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. So, a person's biological identity and gender identity are considered to be one and the same.

In Catholic schools, all curricular and extra-curricular activity is rooted in, and consistent with, the principles of Catholic doctrine. Catholic schools should:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require that participation on school teams be according to biological sex.
- Require that names and pronouns be in accordance with the student's biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips be according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation with a private bathroom for use by any student who desires increased privacy.
- In the case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

i. What is the specific request of the student and/or parents?
ii. Is the request in keeping with the teaching of the Catholic Church?
iii. Is the school reasonably able to accommodate the request?

Students with gender identity or maternity issues will not be permitted to attend St. Peter School.

KINDERGARTEN-GRADE 8

St. Peter School's Kindergarten program prepares students for our first-grade program, and as such it is preferred that students attend St. Peter's Kindergarten. Children admitted into the St. Peter School Kindergarten program must be **5 years of age on or before August 1**.

NOTICE OF NONDISCRIMINATION POLICY

We accept all students regardless of race, religion, sex, ancestry or national origin (Archdiocesan Admission Policies, 502.02). Notwithstanding our open admission policy, the purpose of this parish school is to provide the opportunity to attend a Catholic school to Catholic children whose parents are parishioners of St. Peter Parish as defined in Section 5 below. Specific priorities and guidelines help to provide fair acceptance.

St. Peter school recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other administered programs.

PARISH MEMBERS

To be considered a parishioner of St. Peter Parish, Catholics must live within the boundaries of the St. Peter Parish and must not be registered members of another Catholic parish. To receive the most benefits from parish membership, Catholics should register with the St. Peter Parish Office, participate in our weekly Mass celebration, provide talents that enhance the loving community of our church, and we ask that they contribute at least $500 annually or $40 per month as an average. When space is available, we welcome families from outside the St. Peter Parish community.

REQUIRED RECORDS FOR REGISTRATION

New students MUST include all completed forms, application and enrollment fee, birth certificate, baptismal certificate (if applicable), custodial agreement (if applicable), immunization form, most recent report card (grades 1-8), release of records form (grades 1-8) before registration will be accepted.

RIGHT OF REFUSAL

The principal will make the final decisions for student admission. Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the

school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

SPECIAL NEEDS STUDENTS

St. Peter School, through state funding, offers the following programs for student's grades K-8 with special needs: Intervention Specialist, Speech/Language Pathologist, Reading Specialists, and School Clinician. While the goal at St. Peter School is to provide the best Catholic education for all our students, restrictions may arise due to federal and state regulations as well as limited funding and personnel. If your child has a special need or has been placed on an IEP/ISP (Individualized Education/Service Plan), any special needs must be indicated on the Admission Application. A copy of your child's IEP/ISP and ETR (Evaluation Team Report) must be submitted at the time of registration to determine if St. Peter School can provide the least restrictive environment for your child and for auxiliary service planning purposes.

When a parent enrolls their student in a non-public school, they lose the right to FAPE (Free and Appropriate Public Education). The services described on a student's ISP are delivered by the public school at the non-public site. Any communication regarding these services needs to be held between the parent(s) and the public school.

A wait list for each grade level will be maintained for those children registered but not admitted due to space limitations. Students on the wait list must *re-register* for the next school year (during open registration) if they are not called during the wait list period of one year. A student will be dropped from the wait list and lose his or her priority if: An opportunity for enrollment is refused, or Families do not re-register during open registration.

STATE SCHOLARSHIP INFORMATION

The state of Ohio offers two scholarships for K-12 students residing in Ohio. The first is the Ed Choice Scholarship. To qualify for the scholarship a student must reside in a failing school district and be entering a private school for the first time. The second scholarship is the Ed Choice Expansion Scholarship, which is an income-based scholarship. Additional information and application forms are available in the school office or on the Ohio Department of Education Website.

TUITION REFUND POLICY

School tuition may be refunded on a pro-rated basis. Registration, materials, computer, and playground fees are non-refundable. After the end of the third grading period, a refund on tuition will not be given. The following criteria must be met before your tuition is refunded:

1. Relocation out of the area.
2. Payment of all charges and fees must be current.

Please note school records will not be released until all accounts are paid and school materials returned.

VOLUNTARY WITHDRAWAL

When withdrawing your student from St. Peter School, please inform the SCHOOL OFFICE. Records will be sent directly to the new school upon receipt of a "Release of Records" form once all financial obligations, including but not limited to lunch fees and tuition have been met. All property, including but not limited to library books, novels, non-consumable textbooks, school-owned laptop, etc. must be returned.

THE ADMINISTRATION RESERVES THE RIGHT TO ASK A STUDENT NOT TO RETURN.

WITHDRAWAL FOR ACADEMIC REASONS

A student may be withdrawn for academic reasons when the school is not able to meet the needs of the student or if the student is not meeting the academic standards of the school. NOTE: **THE ADMINISTRATION RESERVES THE RIGHT TO ASK A STUDENT NOT TO RETURN.**

WITHDRAWAL BASED ON BEHAVIOR/CONDUCT OF THE PARENTS/GUARDIANS

St. Peter School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

1. Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
2. A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
3. A summary report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
4. A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

ATTENDANCE

ABSENCE DUE TO VACATION

Taking children out of school for vacation is DISCOURAGED and WILL BE CONSIDERED AN UNEXCUSED ABSENCE. **HOMEWORK WILL NOT BE GIVEN IN ADVANCE OF A VACATION.** Vacations taken during the school year will disqualify students from Honor Roll for that quarter.

EXCESSIVE ABSENCES

Students in grades K-8 must attend school when school is in session under the guidelines set down by the State of Ohio. When possible, medical and dental appointments should be scheduled outside of school hours. An Excused absence is defined as not truant, i.e., a medical or dental appointments, illness, and family funerals. The student is absent but will be allowed to make up for the missed work. **An Unexcused absence is defined as an absence at the parent's request, i.e., recitals, tournaments, vacations, or activities not sponsored by the school**. Absences that occur without parental knowledge or consent will be considered truant. Absentees miss valuable class instruction, which is why attendance is important.

Excessive unexcused absence or tardiness may result in failure to pass the current grade. The Ohio Department of Education and Workforce employs the following definitions for absenteeism and truancy:

Chronic Absenteeism is defined as being absent 10% of the total school hours over the course of the academic year, regardless of whether the absences are excused or unexcused.

Excessive Absences are defined as being absent 38 hours in a month, excused or unexcused, unless the absences are medically excused by a health professional.

Habitual Truancy is defined as being absent 30 consecutive hours without a legitimate excuse for consecutive absences; or 42 hours in a month, or 72 hours within an academic year.

Consequently, parents must consider it a serious obligation to have their children attend school daily. **Please try to avoid doctor's and dental appointments during school hours. It is disruptive to the teachers and students learning in the classroom.**
Students will be considered for retention when absences exceed 12 days per year, excused or unexcused. Disciplinary action (detention, suspension, involuntary withdrawal) may occur if a student falls below 93% attendance rate at any time during the school year. For extenuating circumstances (family death, surgery, or serious illness) please contact the teacher one-week prior to the scheduled absence to request homework. Students with excessive absences will have to up class time during special events.

Students will not be permitted to leave school during school hours without authorization of people indicated in the students file or parent permission. If your child is to be excused from school during any part of the school day, a written note from the parents stating the reason is required. When leaving the building for an appointment, the parents must ring the bell and request their child. Upon returning, the child must return to the office for an admit slip to return to the classroom. Leaving the building to eat lunch elsewhere may only be done if the parents or guardians accompany the student.

PROCEDURES FOR ARRIVAL & DISMISSAL

School begins at 8:45 a.m. with the first bell ringing at 8:30 a.m. All students in grades K-8 who arrive before 8:30 a.m. must report to the gym. Students will not be permitted in the building before 8:15am. Students arriving after 10:45am will be marked with a half-day absence. Students departing before 11am or arriving after 12:45pm will be marked full day absent. Students departing before 1pm will be marked half day absent.

Car Riders & Walkers: Enter through the Family Life Center doors in the rear of the school. **Do NOT drop off students before 8:15 a.m.** Students who walk, ride bikes, or are car riders will be dismissed from the Family Life Center doors in the rear of the building. Students who are allowed to walk home from school or to a place other than their house must have a note from

their parents on file in the office. If picking up a child at the end of the day, please park in the spaces provided in the back parking lot or line up according to the traffic plan.
Bus Riders: Enter through the Front doors of the school and report to the gym if arrival is before 8:30am. When arrival is after the first bell at 8:30am, students may report to their classroom. **The spaces in front of the school are reserved for buses only and traffic is not allowed during arrival 8:15 a.m. – 8:45 a.m. or dismissal 2:45p.m. – 3:30 p.m.**

The School Districts of Bethel, Fairborn, and Huber Heights Schools provide transportation for St. Peter students. These districts will not provide bus service for students enrolled in the Early Childhood Center. The school district sets the standards for appropriate bus behavior; however, the bus is an extension of the classroom; therefore, all behavior concerns will be addressed by the principal.

Bus routes are established by each District's Transportation Department. Safety, economy, efficiency, and allocation of resources are some of the considerations which must be evaluated in determining bus operation policies. Parents who wish to make requests for changes in routes or stops should contact the Huber Heights Transportation Department (237-6385) or Fairborn Transportation Department (878-1772) or Bethel Transportation Department (854-8414). In addition to calling transportation, students and parents are encouraged to notify the school immediately of any safety hazards. Students may not ride a bus different from their own in their same district without permission. **A WRITTEN NOTE CONTAINING THIS INFORMATION MUST BE SENT TO SCHOOL AND SIGNED BY THE PRINCIPAL OR DESIGNEE. STUDENTS MAY NEVER RIDE A BUS OUTSIDE OF THE SCHOOL DISTRICT IN WHICH THEY LIVE.** Students who are not eligible for bus service are not allowed to ride a bus to another student's home.
ANY TIME THAT STUDENTS ARE TO LEAVE SCHOOL AT A DIFFERENT TIME OR BY TRANSPORTATION THAT IS DIFFERENT FROM THEIR NORMAL MEANS, PARENTS ARE ASKED TO INFORM THE SCHOOL OFFICE BY NOTE. PHONE CALLS ARE DISCOURAGED AND CHANGES SHOULD BE MADE BY 2PM!
Parents are not allowed to wait in the building prior to dismissal to escort their son/daughter to the car because it adds to the congestion at dismissal. If you have an appointment with a teacher after school, please come to the office. At 3:15 p.m., the students must leave the building. Students who have not been picked up by 3:30 p.m. will be sent to the School Age Child Care Program and parents may be charged the daily fee. Only those students, under the direct supervision of a faculty member and who have obtained parental permission (written notice), may stay in the building with that teacher.

REPORTING ABSENCES
Call the school office (937-233-8710) between 8:00 a.m. and 9:00 a.m. each day when your child will be absent. You may leave this information in the school's voice mail or email kmoorman@sp.sgfp.org. In addition to reporting your child absent, **A WRITTEN EXCUSE STATING THE REASON FOR THE ABSENCE, SIGNED BY THE PARENT/GUARDIAN, IS REQUIRED WHEN THE CHILD RETURNS TO SCHOOL.** A doctor's note will be required after three consecutive days or frequent absences.

SCHOOL DAY

8:15am	**Arrival**
8:30am	Entry Bell
8:45am	Tardy Bell
9:00am	WEDNESDAYS ONLY -- All School Mass
11:45-1:10	Lunch and Recess
3:12pm	Dismissal

The school building locks at 3:30pm. Students are not permitted in the school building after dismissal unless they are participating in an extra-curricular activity. Students are not to re-enter the building after 3:30pm

TARDINESS

School starts at 8:45 A.M. Students are to be in their homeroom at the time the bell rings. Any student who arrives in their classroom after 8:45 A.M. will need to report to the office to sign in and receive a pass**. Students who arrive late without a doctor's note will lose recess that day.** We are putting an emphasis on punctuality. Being on time is important to the smooth operation of a school. Students are to arrive between 8:15am and 8:30am. **Excessive amounts of tardiness (every 5 days) in one quarter will result in one day unexcused absence, and as a result administrative action may include contacting Montgomery County Child Services and Social Services.**

DISCIPLINE PLAN

St. Peter School is a caring and supportive Catholic faith community, and as such, parents/guardians, teachers, and classmates should expect to be treated in a Christian manner. All members of our community ae expected to be respectful and polite to each other at any time and place.

Discipline will be administered fairly but firmly, whenever an individual's action interferes with the rights of teachers to teach or students to learn or otherwise disrupts the education environment. All adults on staff are responsible for student discipline. Students who fail to follow these rules are subject to disciplinary policy and subsequent consequences. St. Peter School reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for St. Peter School to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been or are being fully addressed. As with the method and extent of any disciplinary measures, St. Peter School reserves final judgement in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

Whether in school, on the playground, or in Church, if disciplinary situations arise, the teacher and the student(s) involved will discuss the problem and plan to work toward a solution. If the seriousness or frequency of a problem warrants, the teacher will notify the principal and/or parents/guardians. If warranted, a meeting will be scheduled with the teacher, parents/guardians, and principal.

ARCHDIOCESEN HARASSMENT, INTIMIDATION, AND BULLYING POLICY

It is the policy of St. Peter School that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.

The Parish and School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file in the school office before permission to use technology will be granted.

St. Peter School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off school grounds and outside school hours.

Definition of Terms

"Electronic act" means an act committed using a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

"Harassment, intimidation, or bullying" means either of the following:

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another student more than once and the behavior both:
- Causes mental or physical harm to the other student; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.

"Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another student more than once and the behavior both:

- Causes mental or physical harm to the other student; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying, in one circumstance might not constitute such in

another. As in all disciplinary matters, St. Peter School will make this determination utilizing its sole and absolute educational discretion and judgment.

Types of Conduct

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student.

Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as "cyber-bullying").

Examples of cyber-bullying include, but are not limited to, the following:

1. Posting slurs on the Internet, websites, blogs, or social media/networks.
2. Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks.
3. Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
4. Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

Complaints

Formal Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports should be reasonably specific, including people involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such complaints may be reported to the teacher and shall be promptly forwarded to the principal or his/her designee.

Informal Complaints

Students and/or their parents/guardians may make informal complaints of conduct that they consider harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints should be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A St. Peter School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This report written by the school staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

Anonymous Complaints

Students who make informal complaints as set forth above may request that the school staff member or administrator who receives the complaint maintain their name in confidence. Anonymous complaints shall be reviewed, and reasonable action will be taken to address the

situation, to the extent that such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

School Personnel Responsibilities

Teachers and Other St. Peter School Staff

· Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such a complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.

· In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

Administrator's Responsibilities

Investigation

1. The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.
2. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such a complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitations of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Response

· Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such an intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.

· When acts of harassment, intimidation, or bullying are verified and a disciplinary response is

warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

· Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the school may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.

Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

Reporting

1. **Report to the Parent or Guardian of the Offender**

If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.

2. **Report to the Parent or Guardian of the Victim**

If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding. Disciplinary actions taken cannot be shared.

3. **Police and Child Protective Services**

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All St. Peter School personnel must cooperate with investigations by outside agencies.

Miscellaneous

No discipline issued pursuant to any Handbook shall bind St. Peter School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward.

Rather, St. Peter School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains St. Peter School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

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BUS CONDUCT

St. Peter School will comply with the local public school district's transportation policies with regards to bus service as it relates to misconduct on the bus.

CELL PHONES, SMART WATCH, EAR BUDS

St. Peter School has a strict cell phone and smart watch policy. Apple Watches and other smart watches are not permitted to be worn at school unless used for medical condition (medical paperwork must be on file in the school office).

Cell phones MUST put in the bookbag before a student exits the car/bus and may not be taken out until students return to the car/bus. Cell phones must be set to silent and may not be outside of a student's bookbag at any time. Students may not have cell phones out or in hand before or after school, carried in a pocket, or kept on their person. **Earbuds may not be out or worn at any time.** It is unacceptable for students to take photos or videos of other students while at school. **Photographs or videos taken on a cell phone during school hours will result in severe consequences, including but not limited to suspension/expulsion.**

If a cell phone is found on the person at any time, it will be confiscated and taken to the school office. The student's parents will need to come to school and retrieve the phone. The administration reserves the right to search for the contents of a confiscated cell phone.

CHEATING/PLAGIARISM

Plagiarism is the act of using the ideas or words of others as one's own. Students are instructed regarding the nature of plagiarism. Students are expected to acknowledge the ideas and words of others appropriately through conventional standards. **Cheating of any type will not be tolerated. Students who choose to cheat, plagiarize, use forgery or AI will face a failing grade, detention, suspension, and/or expulsion.**

CONDUCT DISCLAIMER

No discipline issued pursuant to any handbook shall bind St. Peter School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, St. Peter School reserves sole judgment and discretion in disciplining students based on the circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances St. Peter School deems relevant. Nothing in this Handbook limits or otherwise constrains St. Peter School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

CONDUCT IN OR OUT OF SCHOOL

Students are expected to follow the Student Code of Conduct whenever they are involved in the activities of the parish, school, or when they represent the school. Any violations of the

Student Code of Conduct will be reported to the parents and may result in consequences issued by the school administration. **St. Peter School reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.**

CRIMINAL MISCONDUCT

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

DETENTION/SUSPENSION/EXPULSION

The following may warrant an immediate suspension or expulsion:

1. Possession or use of drugs and/or alcohol or selling drugs and/or alcohol at school or school sponsored functions. A student must be assessed for substance abuse by a specialized agency with the results submitted in writing to the school and the prescribed treatment plan must be followed if the student is to be considered for continued enrollment. The preceding holds true for those students who attend school or school sponsored functions under the influence of drugs and/or alcohol. This also applies to functions students attend outside the school but for the parish.
2. Possession of and/or smoking/vaping of cigarettes or smoking paraphernalia (including matches or lighters) in school or on school grounds during school or at school sponsored functions.
3. Possession of a weapon (be it real or an authentic-looking toy).
4. Theft; Property to be restored in kind.
5. Acts of vandalism; Property to be restored in kind.
6. Serious damage to school or personal property; Property to be restored in kind.
7. Physical abuse.
8. Abusive language.
9. Abusive action
10. Leaving school premises without permission of the principal during school or school sponsored activities.
11. Threats, Harassment, Intimidation
12. Cyber-bullying
13. Misuse of social media; used in a negative manner

The parent/guardian will be contacted immediately, and a conference scheduled as soon as possible. The parents/guardian may be requested to remove their child from school immediately until a conference can be held. After this conference, every effort will be made to reach a decision within three days concerning the child's future status. One of the consequences, according to the seriousness, may be that the student be asked to withdraw. The administration reserves the right to carry out disciplinary measures for any offense of misconduct related to school nature, even though not mentioned specifically in the list above. **Due to the Family Educational Rights & Privacy Act (FERPA), student information and records cannot be discussed or divulged to a third-party person.**

THE PRINCIPAL, IN CONJUNCTION WITH THE PASTOR, IS THE FINAL RECOURSE IN ALL DISCIPLINARY SITUATIONS AND MAY WAIVE ANY DISCIPLINARY RULE FOR JUST CAUSE AT HIS OR HER DISCRETION.

DISCIPLINE GUIDELINES

Students who choose not to uphold school rules and regulations will be issued Disciplinary Notices. This is written communication to parents/guardians regarding a behavioral problem and will list a consequence (may include but not limited to the elimination of recess or detention after school) for their behavior. The Disciplinary Notice states the problem and must be signed by the parent/guardian. A copy remains with the parent and a copy is to be returned to school the following school day. Upon receipt of the third Disciplinary Notice during the quarter, the teacher will meet with the student and the parent/guardian to decide on an appropriate course of action. **The fifth Disciplinary Notice may result in a school suspension and a conference with the principal, parent/guardian, and teacher/s. If a student receives six Disciplinary Notices in one quarter, he/she may be asked to withdraw. Students will begin anew each quarter.**

Teachers will discipline students for minor infractions such as, but not limited to:
Sample of Offenses (not all-inclusive)

1. Forgery/cheating
2. Cell Phone violations
3. Displaying disrespect for others
4. Inappropriate language
5. Gum/candy/foreign objects
6. Repeated uncovered books
7. Dress code violations
8. Public displays of affection
9. Disrupting class
10. Violation of handbook rules and regulations

EXTRA-CURRICULAR ACTIVITIES & SPORTS

When a student is participating in an extracurricular activity, including but not limited to After School Care, Scouts, Fine Arts Activities, etc., during after school hours, he or she is expected to be respectful and behave in the same manner as during school hours. Students who do not conduct themselves accordingly may be referred by the activity leader to the principal for disciplinary action.

A student who is suspended from school will not be allowed to participate in athletics at St. Peter School during such suspension. The suspended student will not be allowed to begin participating in St. Peter School sports until the date that he/she is eligible to start school after the suspension. Students can be suspended for extracurricular activities due to poor grades or unacceptable attendance.

ITEMS PROHIBITED AT SCHOOL

Students should not bring toys or personal items to school unless they are intended for a specific purpose in the classroom. Articles, such as breath sprays, cologne, perfume, and white out, are also inappropriate for school. Teachers are not responsible for lost, stolen, or damaged property. Skateboards are not to be brought to school. **ANY ITEMS, WHICH COULD CAUSE INJURY BY EITHER DESIGN, FORM, OR FUNCTION, ARE STRICTLY PROHIBITED.** Violations of this policy may result in disciplinary action.

RESPECT & DIGNITY FOR ALL

Students are expected to demonstrate respect and courtesy by obeying staff members, being kind to others, and being considerate of others and the school's property. The acts of misconduct, listed in this Student Code of Conduct, are not to be construed as an all-inclusive list, or as a limitation upon the authority of school officials to deal appropriately with other types of conduct which interfere with the good order of the school, the proper functioning of the educational process, or the health and safety of students.

The following list includes examples of prohibited student conduct. Parents or students who are unsure of what conduct is prohibited by each act should consult with the principal. This list is not all-inclusive. Additionally, a student who engages in an act of misconduct that violates the law may be referred to law enforcement.

<u>Students are expected to follow the Code of Conduct</u>

- at any time or place when the student's behavior has a direct and immediate effect on maintaining order, safety, health and discipline in the school

<u>Acts of misconduct include, but are not limited to, the following:</u>

- Fighting with, assaulting, verbally assaulting, harassing, or cyber-bullying others
- Violating the Technology Use and Internet Safety Practices and Procedures
- Possessing electronic communication devices, laser pointers, fireworks, explosives, chemical substances, alcohol, drugs, narcotic drugs, counterfeit substances, weapons, dangerous instruments, look-a-like weapons, and personal protection devices (e.g. Tasers, mace, and pepper-spray)
- Committing other criminal acts not included here
- Harassment, intimidation, or bullying including behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student.

SEARCH & SEIZURE

St. Peter School reserves the right to search and inspect school property used by students at any time. St. Peter School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

Additionally, any personal items are subject to inspection at any time and for any reason, without prior notice, as a condition of bringing them onto or taking them from the school premises. Such items include, but are not limited to, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses, and pockets. An inspection does not imply wrongdoing by the student. A student and his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action including involuntary withdrawal from school.

STUDENT CODE OF CONDUCT

Our goal is to offer a quality education program. To fulfill this goal, students need a positive, safe, and orderly school environment in which learning can take place without disruption. Students who do not observe the rules of good conduct in the classroom or on the playground decrease both the learning and safety of others and their own opportunities to learn. Therefore, our staff takes a very proactive role in enforcing the Student Code of Conduct outlined below.

SUBSTANCE ABUSE

Students on school property, who are found to have on their persons, using or trafficking substances known to be abused, such as drugs, narcotics, alcohol, tobacco items, inhalants, etc., are subject to immediate, appropriate discipline. Check the DISCIPLINE section of the handbook.

SUSPENSION AND EXPULSION

<u>In cases where a student is suspended, the following procedures will be followed:</u>

- Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then the meeting (in-person, virtual, or by phone) will be scheduled as soon as practical.
- When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

<u>In cases where a student is expelled, the following procedures will be followed:</u>

- At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.

- A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

THEFT OR LOSS OF PROPERTY

St. Peter School shall not be directly or indirectly liable for theft or loss of any personal property of students on school grounds or at school-sponsored functions. Should a student choose to bring personal belongings to school or to a school-sponsored function, the student, not St. Peter School, is personally and solely responsible for ensuring that his/her belongings are properly secured.

Students are discouraged from bringing valuable belongings to school or to a school-sponsored function. Valuable belongings include cash, expensive electronic or digital equipment, expensive clothing, attire, jewelry, etc. Should students choose to bring such items to school or to a school-sponsored function, they do so at their own risk. Parents/guardians should take steps to ensure that any valuable items are appropriately insured. When appropriate, St. Peter School will report to authorities and prosecute all thefts or vandalism to property.

VANDALISM

Students involved in vandalism will be required to pay for damages. In some cases, additional "payment" may be in the form of providing service hours after school. The police may be notified.

VENDING MACHINES

There are two vending machines in the school building. Students must have permission to use the vending machines before, during and immediately after school.

VIOLENCE THREATENED OR ACTED UPON

Any threat to the safety and well-being of any member of the school community will be taken seriously. Any circumstance that creates a potential threat will be taken seriously. Whatever the nature of the threat, whether verbal or implied, it will be dealt with in a timely fashion. Each case will be judged on its own merits. The administration reserves the right to act as deemed necessary and exact penalties and consequences as he/she sees fit in consultation with the pastor and/or other appropriate resources including notification to police where possible. These consequences may include a Behavior Contract, suspension, involuntary withdrawal, and/or expulsion.

FAITH FORMATION

RELIGIOUS EDUCATION

St. Peter School strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message and live in accord with this message. For this reason, students attend Mass and liturgies on the assigned days and are encouraged to participate in the liturgies and to take advantage of service opportunities as permitted. Parents are encouraged to instill in their child an appreciation of spiritual values and Catholic doctrine, which includes attendance at Mass on Sunday. Along with the weekly All-School Mass, additional Masses may be scheduled throughout the year to celebrate holy days and special occasions. All students at St. Peter School will attend all religious services and religion classes. Throughout the school year, there will be opportunities for the students to receive the Sacrament of Reconciliation. In second grade, the students prepare for First Reconciliation and First Communion. In eighth grade, students prepare for Confirmation.

SACRAMENTAL PROGRAMS

Students baptized Catholic will receive the sacraments of First Communion and First Reconciliation in the second grade. Students in eighth grade will receive their Confirmation.

STUDENT RETREATS

Students will participate in retreat and leadership opportunities throughout the school year. Eighth Grade students will attend Camp Kern to discover their leadership qualities and ability to work well with their peers. Second Grade students, receiving the sacrament of First Eucharist, will participate in "Jesus Day" and the eighth-grade students receiving Confirmation will be required to attend a Confirmation Retreat in preparation for the sacrament. Grades K-8 will participate in a retreat day led by our eighth-grade students, under the direction of our staff. Grades 6 and 7 will participate in retreats led by Net Ministries.

HEALTH AND SAFETY

ADMINISTRATION OF MEDICATION

St. Peter School follows the following Archdiocese of Cincinnati mandate and Section 3313.713 of the Ohio Revised Code regarding administering medication to students.

The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing physician. A note from the student's parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.

Medication sent to the school must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes.

Administering Medications to Students (O.R.C. 3313.713)
Each school shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school. That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs, or (2) authorize designated employees to do so.

In the event the school adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the school. Likewise, if the school adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used.

A school which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all the following occur:

1. All school personnel will be informed that the administration of any drug (prescription or over the counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.
2. The principal in each building shall appoint a person or persons responsible to supervise the storing and administering of the medication. All medication will be kept in a locked cabinet.
3. A written request must be obtained from the physician and the parent/guardian before any medication (including cough drops) may be administered by school personnel. The request must include instructions as to name of medication, dosage, time, and duration of medication, and possible side effects. (See Appendix C "Request for the Administration of Medication at School" Form.)
4. Medication must be in original containers and have an affixed label, including the student's name, name of medication, dosage, and time of administration.
5. New request forms must be submitted each school year, and as necessary, for changes in medication order.
6. **ALL MEDICATION MUST BE KEPT IN THE SCHOOL OFFICE OR THE CLINIC. MEDICATION, INCLUDING ADVIL OR TYLENOL, MAY NEVER BE KEPT IN LUNCH BOXES, PURSES, DESK, OR IN THE CLASSROOM.**
7. A daily record of medication distribution shall be kept by the school Clinic or Principal's designee(s).

8. Students with irritated throats are permitted to use cough drops, non-prescription lozenges, and/or mints ONLY if the parent sends a written note to the homeroom teacher asking permission.

CHILD PROTECTION

St. Peter School follows all Archdiocese of Cincinnati mandates and Section 2151.421 of the Ohio Revised Code regarding reporting suspected child abuse or neglect. All volunteers must complete the Safe Parish Program and register with Selection.com for an FBI background check before being permitted to volunteer with our students.

DIABETIC CARE POLICY

St. Peter School complies with Section 3313.7112 of the Ohio Revised Code regarding diabetes care. St. Peter School is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels.
2. Responding to blood glucose levels that are outside of the student's target range.
3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed.
4. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses.
5. Providing oral diabetes medications.
6. Understanding recommended schedules and food intake for meals and snacks to calculate medication dosages pursuant to the order of the student's treating physician.
7. Following the treating physician's instructions regarding meals, snacks, and physical activity; and
8. Administering diabetes medication, if the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes.

School Administration of Diabetes Medications

Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code and so long as all of the following are satisfied:

1) The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.

2) The school receives a statement, signed by the prescriber, that includes all the following information:
   a) The name and address of the student.
   b) The school and class in which the student is enrolled.
   c) The name of the drug and the dosage to be administered.
   d) The times or intervals at which each dosage of the drug is to be administered.
   e) The date of the administration of the drug is to begin.
   f) The date of the administration of the drug is to cease.
   g) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
   h) Any special instructions for administration of the drug, including sterile conditions and storage.
3) The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.
4) The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.
5) The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
6) Any and all other procedures required by the school are followed.

If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other people taking care of or in charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

Student Administration of Diabetes Medications

On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to always possess on his/herself all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the

student requests, the student shall have access to a private area for performing diabetes care tasks.

If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

Non-Restriction Disclaimer

The school should not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

HEALTH SCREENINGS

Vision and hearing screenings shall be provided regularly in accordance with the policy of the local school district and administered by the school clinician.

ILLNESS/ACCIDENTS AT SCHOOL

If your child becomes sick or injured during school hours and needs special attention, the clinic aide or office personnel will phone you or follow your directions as specified on the Emergency Office Card. If it is necessary for a child to return home because of illness or accident, he/she will be permitted to do so after the office has contacted the home. A cot is available in the clinic for temporary use of sick/injured students.

<u>THE FOLLOWING STUDENTS SHOULD NOT BE SENT TO SCHOOL:</u>

1. Students with a temperature of 100 degrees or more in the previous 24 hours.
2. Students with diarrhea or vomiting incidents in the previous 24 hours.
3. Students with an undetermined rash.
4. Students with severe cough or cold symptoms.
5. Students with head lice or pink eye.

CHILDREN RETURNING TO SCHOOL MUST BE FEVER-FREE WITHOUT THE AID OF A FEVER-REDUCING MEDICATION.

IMMUNIZATIONS

State law requires that every child who is admitted to our school must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough and polio. Also required is a measles, mumps, rubella (MMR) vaccination. State law also requires that an "MMR Booster" shot be administered before a child may be admitted to seventh grade.

St. Peter School complies with the minimum immunization requirements set forth by R.C. 3313.67 and 3313.671. Although St. Peter School complies with those minimum immunization requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a guardian's conscience or religious conviction objection or by revoking a previous exception.

ALL STUDENTS MUST HAVE AN UP-TO-DATE IMMUNIZATION RECORD ON FILE

MEDICAL INFORMATION

At the beginning of each school year, parents/guardians will provide current medical information for the students. If information changes during the school year, parents/guardians must contact the school with the updated information.

POLICY ON STUDENT USE OF MARIJUANA

St. Peter School is committed to providing the most optimal educational environment for all its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly for young people.

St. Peter School maintains a policy of zero tolerance for students' use of marijuana, due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

SAFETY PLAN

St. Peter School files a completed safety plan with the State of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. St. Peter School also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state.

St. Peter School (Preschool-8th Grade) has an Emergency Operations Plan. Fire drills are conducted once each month and tornado drills are conducted during the tornado season. Twice a year we conduct an intruder drill, in accordance with the Huber Heights Police Department. Detailed evacuation plans are posted inside the door of each classroom. During tornado drills, each classroom goes to a designated area within the building. For fire drills, each class has an escape route to an outside area a safe distance from the building. Children are taken to these designated areas in a safe, quiet, and orderly manner.

The safety of all students is of primary importance. Therefore, St. Peter School will take all precautions necessary to ensure their safety. If there is ever a need to notify parents of any

school emergency, calls will be made through the FACTS Family Alert and Channel 7 & Channel 2 television stations.

SEIZURE POLICY

St. Peter School provides a safe and supportive environment for all students, including those with seizure disorders. This policy is formulated in accordance with the Ohio Revised Code Section 3313.7117, incorporates guidelines from the Centers for Disease Control and Prevention (CDC), and aligns with recommendations from the Epilepsy Foundation to ensure comprehensive support for students with seizure disorders. This policy applies to all students, staff, and volunteers on the premises of St. Peter School. A seizure disorder can be defined as a medical condition characterized by recurrent, unprovoked seizures.

Identification and Individualized Seizure Action Plans: Parents/guardians are responsible for notifying the school about their child's seizure disorder. The school will collaborate with parents/guardians and healthcare professionals to develop individualized Seizure Action Plans for students with seizure disorders, incorporating guidance from the Epilepsy Foundation.
Staff Training: All school staff, including teachers, administrators, and support personnel, will receive comprehensive training on recognizing and responding to seizures, incorporating the guidelines from CDC and the Epilepsy Foundation. Training will cover seizure first aid, the administration of prescribed rescue medications if applicable, and strategies for creating a supportive environment. Seizure-Safe Environments: Classrooms, common areas, and other relevant spaces will be regularly assessed for seizure safety using guidelines from the CDC and the Epilepsy Foundation. Modifications will be made as needed to minimize potential hazards during a seizure.
Administration of Medication: If prescribed by a healthcare professional, medication certified staff or school nurse may administer rescue medications as outlined in the student's Seizure Action Plan. Medication administration will be carried out in accordance with state regulations, School Medication Policy, and guidance from the Epilepsy Foundation.
Requirement for Emergency Medication: If a student does not have a completed Authorization to Dispense Medication (ADM), a school seizure plan, and (if necessary) emergency medications on file, the student will not be permitted to attend school until these items are completed and provided to the school nurse or designated St. Peter School personnel. This policy is essential to ensure the safety and well-being of students with seizure disorders while at school. By having a complete ADM, seizure plan, and (if necessary) emergency medications readily available, the school can effectively respond to any seizure-related emergencies and provide appropriate care to the student as needed. Parents or guardians are encouraged to work closely with the school clinic personnel and healthcare providers to ensure that all necessary documentation and medication are in place prior to the student's attendance at school. Teachers, staff, and school

clinic personnel will maintain open communication with parents/guardians of students with seizure disorders, incorporating guidance from the CDC and the Epilepsy Foundation. Emergency contact information will be kept up-to-date, and parents/guardians will be informed promptly of any incidents or changes in the student's health status.

Emergency Response: Emergency medical services (EMS) will be called immediately if:

- A seizure with loss of consciousness lasts longer than 5 minutes, not responding to rescue medication if available.
- There are repeated seizures lasting longer than 10 minutes with, no recovery between them, not responding to rescue medication if available.
- Difficulty breathing occurs after a seizure.
- A serious injury occurs during a seizure.

Educational Support: Academic accommodators, as recommended by the Epilepsy Foundation, will be provided to students with seizure disorders to ensure equal access to educational opportunities. Teachers will collaborate with parents/guardians to address any specific learning needs arising from the student's condition.

Review and Updates: This policy will be reviewed annually to ensure its effectiveness. Updates may be made as needed to align with the best practices, CDC guidelines, recommendations from the Epilepsy Foundation, and any changes in regulations. Feedback from stakeholders will be considered during the review process to enhance the effectiveness of the policy.

WELLNESS

St. Peter Catholic School is committed to providing a school environment that enhances learning and development of lifelong wellness practices. School staff will review the health and wellness standards set by IAW, AOC and GCS.

PARENT INFORMATION

COMMUNICATION

The best educational atmosphere is one in which parent/guardian, teacher, school, and Church work as complements to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our students. Lines of communication between all members of our educational community need to be open and direct and operate best when handled swiftly and confidentially.

Educational issues should be addressed to the classroom teacher first, before approaching the principal. Teachers can generally be available after school to meet with parents/guardians. Parents/guardians are asked to schedule such appointments in advance. Teachers cannot interrupt their instruction time for spontaneous appointments. Parents/guardians are asked to write or call the teacher through the school office for an appointment time. Email and voicemail to the teacher are also acceptable. Drop in visits are discouraged, and are much less productive,

as the teacher and/or principal will not be able to give parents/guardians total attention, and complete information, without preparation.

Dedicated time is set aside for each school year for brief, formal Parent/Guardian-Teacher Conferences. Parents/guardians are encouraged to schedule these conferences using the predetermined format prior to conferences.

Effective communication between school and home is always encouraged. **The Weekly Newsletter will be emailed to parents every Friday during the school year.** This is the primary source of communicating upcoming events, schedule changes, student activities, and more. Parents are responsible for viewing the Weekly Newsletter to stay abreast of valuable information.

First-hand information is always more dependable than "hear-say". If you have questions about a particular situation, please email your child's teacher and follow this procedure:

1. Schedule a meeting to discuss the matter with the individual teacher.
2. Schedule a meeting to discuss the matter with the principal.
3. Present the complaint in writing to the Pastor or call the Administrative Office for an appointment with the Pastor.

School messages will be sent via the FACTS Family Alert System (Text & Voice Messages, and Email.

CONFIDENTIALITY REGARDING STUDENTS

Confidentiality of all student information is required. Administration, staff, and volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual students.

Academic and personal student issues will be discussed only with the immediate staff on professional terms. When a problem arises, the Principal, Assistant to the Principal, or Director must immediately be advised, and the situation resolved. Students' personal information should not be discussed openly with other staff or parents, including special services received unless there is a need to know.

COOPERATION AS CONDITION OF ENROLLMENT

If a student, or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that St. Peter School is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's/parish's mission, programs, and activities.
- Lack of respect for school/parish employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.

The school has the right to refuse admission or terminate enrollment if the parent or guardian exhibits through behavior, spoken or written communication that the parent/guardian no longer supports the school rules, staff or administration.

CUSTODY POLICY

Non-custodial parents have the right to information regarding students' progress unless a current court order states otherwise. St. Peter School requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

The school cannot refuse to release a child to the child's parent or legal guardian who has or shares legal custody of the child. In most cases, both parents have equal custody rights unless a court or valid written separation agreement proves otherwise. If you are experiencing custody difficulties, we strongly urge you to keep the school office fully advised of circumstances that affect your child and their drop-off and pick-up routines at school.

EMERGENCY CLOSINGS

Weather-related closings will be in accordance with the Huber Heights City Schools. Please listen to radio and television coverage for information concerning any closings and/or delays. Parents may be notified of delays and closings via the FACTS Alert System**.**

MANDATED REPORTERS FOR CHILD ABUSE

St. Peter School abides by the Child Abuse Prevention, Adoption, and Family Services Act and St. Peter staff are classified as mandated reporters of child abuse or neglect. As such, if we suspect abuse or have it reported to us, WE MUST call and notify Montgomery County Call Center.

PARENT ORGANIZATIONS

The St. Peter Parent Teacher Organization is comprised of school parents from the ECC and the elementary school. All parents are welcome to serve, volunteer, and support the PTO.
What does the PTO do? We organize and fund events such as Autumn Harvest, field trips to Victoria Theater for some of the school and ECC classes, family movie night, book fairs, staff appreciation luncheon, and much more.
How do they do it? We do it all with help from parents just like you and through our fundraisers, which this year is only one-the mum sale.
How can you get involved? Email stpeterpto@gmail.com to be added to the volunteer list. We will ask for help with food item donations, help at book fairs, etc.

PROCEDURES FOR COMMUNICATING WITH STAFF

Parents should communicate with teachers via **email** to ensure the message is received. Visit our website at www.sp.sgfp.org or click the link in the Weekly Newsletter for a list of faculty and staff.

RESPONSIBILITIES OF PARENTS

1. Parents are the primary educators of their children.
2. Parents will make sure their child attends school every day, on time, with the materials needed/lunch, ready to learn.
3. Parents will behave in a manner consistent with decency, courtesy, and respect of our school and mission statement. Parents will respect the learning environment of the classroom and teacher by adhering to the rules and not being disruptive when the teacher is on the platform or with students.
4. Parents are responsible for initiating their children into the sacramental life and serve as role models for their children by being committed Christians/Catholics.
5. Parents will worship regularly with their families and nurture their child in faith.
6. Parents are asked to attend meetings, participate in activities and prayer services that are planned to help their child prepare for the sacraments.
7. Parents will use social media respectfully, adhering to the guidelines of the Archdiocese Responsible Use of Technology Policy

REVIEW OF OFFICE RECORDS

Grades K-8 Students' academic records include their grades and standardized test scores. These may be reviewed by appointment. Privacy laws prevent anyone other than the parent/guardian from reviewing records.

STUDENT DIRECTORY

Personal student contact information may not be distributed or shared with non-staff members or those working on behalf of the school.

USE OF SCHOOL GROUNDS (BEFORE & AFTER SCHOOL)

Those wishing to use school grounds before or after school may contact the Parish Administration for approval.

USE OF STUDENT PICTURE/INFORMATION

A Publicity Release form is required to be on file for every student who attends St. Peter School. This form authorizes the use of student pictures in publicity items which may be used on the internet. Parental requests not to participate will be honored.

TUITION

Tuition for St. Peter School is set every year after deliberations by the Finance Committee of St. Peter Parish, with recommendations submitted to the Parish Council and final approval by the Pastor of St. Peter Parish. EdChoice Scholarship Information, Tuition Aid forms, FACTS Payment Plan forms, and additional tuition information and deadlines for the next school year will be distributed to parents in January.

VISITATION DURING SCHOOL DAY

Our security doors and procedures are in place to protect students and staff. All doors will be locked during the day and State law requires that the office be aware of all visitors who come to the school. You will find the following notice posted at the entrance:

NO TRESPASSING
VISITORS MUST REPORT DIRECTLY TO SCHOOL OFFICE
(Section 11.17, Board of Education Rules and Regulations) and
(Section 2917.2111, Ohio Revised Code)

Visitors will "buzz" the front door and report directly to the school office on the second floor when invited to enter. For the safety of our students and staff, visitors are not permitted to go directly to a classroom without authorization from the teacher, principal or office staff and must sign in the Visitor's Book (Volunteer's) in the school office. Visitors who wish to see the principal must have a scheduled appointment in advance. Students who attend other schools will not be permitted to visit or join classes that are in session. Exceptions may be made for prospective St. Peter students. The approval of the principal is required in advance.
These rules will be strictly enforced. After-School Visitors: Classrooms must be reserved for meetings, club activities, etc. **Teachers are unable to meet with parents during or after school without an appointment.** All doors will be locked at 3:30pm. Students are not permitted to reenter the building without permission.

SOCIAL MEDIA

POLICY FOR PARENTS & STUDENTS

The school shall provide access to technological resources, including the Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of Technology. The school does not guarantee the accuracy of information gathered from school computers. The school shall take measures to provide for the safety and security of minors, supervise, and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal use of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property.

The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property. Any use in violation of any

local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

The school may take disciplinary action against school personnel, including students and parents who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology.

Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, involuntary withdrawal, expulsion, and/or possible legal action.

STUDENT SUPPORT

BIRTHDAY OBSERVATIONS

Children enjoy sharing their birthdays with school friends. Please limit the birthday celebration at school to snacks only. Please give us advance notice and check with your child's teacher to inquire about any food allergies. Invitations for parties at home or outside of school may not be distributed at school unless every child in the class receives one. Lunches are not permitted to be brought in on birthdays (i.e. fast food).

CLASSROOM PARTIES

Classroom parties are at the discretion of the classroom teacher and will, preferably, take place at the end of the school day.

COUNSELING

The school has a part time school counselor on site. If you require these services, please contact the school office for additional assistance.

EXTRA CURRICULAR ACTIVITIES

Mass servers are trained in grades 5-8
Jr. National Honor Society for Grades 7 and 8 (by nomination only)
Jr. High Musical
Choir

GIFTS

We discourage the delivery of gifts or fast-food lunches to students during the day. If this occurs, gifts will remain in the front office until the end of the day, so as not to disrupt the learning environment.

LIBRARY

The library is open on a regularly scheduled basis and the librarian or volunteers supervise it. The following policies are in effect:

1. The teacher must accompany the class to the library or have a library pass.
2. Voices should be kept low, so as not to disrupt fellow students.
3. Books are checked out for one week and may only be renewed twice – and only if the student has the book with them. A student may only have two books checked out at one time.
4. Reserving books is by name on the list only. Books will not be reserved if the student has overdue books.
5. Manage books with extreme care. Books are extremely expensive.
6. If a book is damaged or lost, replacement cost WILL BE CHARGED.
7. Do not loan your book to anyone. If it is lost or damaged, the person who checked out the book is responsible.
8. Return all the books as soon as possible. Remember that your friend may want to read that book.
9. All books must be returned before the last day of school, or the market price of book(s) will be charged.
10. Reading is fun. Enjoy!

LOST & FOUND

All clothing found in the school will be stored in a designated location. Money, jewelry, or any other articles of value should be turned into the office. Students may claim them after proper identification. **PLEASE LABEL YOUR CHILD'S BELONGINGS SO THEY CAN BE EASILY IDENTIFIED.** All articles left unclaimed may be donated to St. Vincent DePaul the end of the school year.

LUNCH PROGRAM

All students have a closed lunch period and may either pack their lunch or purchase one of the three choices provided by St. Albert Nutrition Services.

Option 1- Main entrée on the menu
Option 2- PB&J with vegetables, fruit, milk
Option 3- Yogurt power bowl

Students will have an assigned lunch period:

Kindergarten	11:20am-11:40am
Grades 3-5	11:45am-12:05pm
Grades 6-8	12:10pm-12:30pm
Grades 1-2	12:35pm -12:55pm

***Parents are responsible for making sure their child/children have a packed lunch, lunch money, or available funds in his/her account. Food is not to be taken out of the cafeteria.**

LUNCHROOM REGULATIONS

Children should practice good manners and always cooperate with the lunchroom staff. Student conduct in the cafeteria is the same as expected in any eating establishment. Students must respect others who use the cafeteria and the common practice of cleanliness by:

1. Following the routine for entering and exiting the cafeteria
2. Walking while in the cafeteria
3. Managing food properly
4. Keeping voice and noise level at a conversational tone.
5. Assigned seating is designated by the school staff
6. Observe proper etiquette; sit appropriately
7. Staying seated until excused

Visitors are not permitted in the cafeteria during the lunch period and fast food from outside is not to be brought to school.

P.E.CLASS GUIDELINES

1. All students must wear gym shoes appropriate for running activities for gym class. (No hiking boots or outdoors shoes.)
2. The following shoes are NOT appropriate for P.E. class: Sperrys, Docksiders, loafers, sandals, slip-ons, dress shoes, snow or fashion boots, etc.
3. Student uniform shorts should be loose-fitting to accommodate running, stretching, and any other active physical tasks associated with P.E. class. Girls wearing plaid jumpers should wear shorts underneath their jumpers. There is NOT a separate uniform for gym.
4. Students will need a **WRITTEN MEDICAL REASON FROM A DOCTOR TO BE EXCUSED FROM PARTICIPATING IN GYM CLASS FOR MORE THAN TWO CLASSES.** Students will need a written excuse from a parent to be excused from participating in gym class for one or two classes. Examples: temporary injury, illness, etc.

PLAYGROUND/RECESS

One of the major responsibilities that we have is to make sure the children are safe from physical danger as well as being safe from strangers in the playground. A playground coordinator will assist the teacher on duty to provide additional supervision and to maintain the playground equipment that the students use. Physical activity and fresh air are important for students so there will be outdoor recess whenever possible. Students should be prepared for outdoor recess when temperatures are 25 degrees or above. The following guidelines will be enforced during recess:

1. Play only in designated areas
2. In case of a fire drill, the students who are outside should go to the blacktop area in front of the rectory.
3. In case of a weather alert, students will return to the designated areas in the school.
4. If students need to use the restroom during recess, they are to ask permission to return to the building.
5. No tackling or contact sports is permitted

6. Do not interfere with organized games by running through them or by snatching balls away from others.
7. Throwing balls deliberately hitting another person is prohibited.
8. All games are open to anyone who wishes to participate.
9. In case of injury, the nearest adult on the playground should be notified. He/she will decide what needs to be done.
11. Rocks, clumps of dirt, snow, etc., are not to be picked up, kicked, thrown or moved at any time.
12. Hardball (baseball) must be played on the regular diamond. No balls may be passed by the windows.
13. No food, gum, candy, or drinks will be permitted outside.
14. Lunch boxes, sweaters, etc., should be placed in an area designated by the teacher.
15. Recess may be withheld for inappropriate behavior or incomplete assignments.
16. When the bell rings, the students are to return the playground equipment to the area designated by the supervisor on duty.

DO NOT THROW OR KICK THE BALLS TO RETURN THEM TO THE BOX. NO TOYS OR PERSONAL ARTICLES MAY BE BROUGHT FROM HOME TO USE AT RECESS, ON THE BUS, OR AT ANYTIME DURING SCHOOL UNLESS PERMISSION IS OBTAINED.

RESPONSIBILITIES OF STUDENTS

1. Students are to contribute to the Catholic environment by participating in Religion classes and contributing to a positive environment by their actions. Catholic students in grades 3-8 go to communion during School Mass and Reconciliation during the school year.
2. Students will come prepared to attend class regularly and arrive/depart from school on time.
3. Students will adhere to the rules and regulations of the school.
4. Students will dress and behave appropriately for all school/parish functions.

STUDENT SERVICES

1. The Title I program provides a reading tutor to help with reading needs in the primary grades. Parents will be notified if a child is eligible according to the guidelines.
3. Auxiliary Services (state money) provide additional resources for students.
4. Health testing (hearing and vision) is done in grades K, 1, 3, and 5. Seventh grade has vision testing and fifth through eighth grade are evaluated for scoliosis.
5. Kindergarten students are evaluated in speech and language by the speech therapist.
6. Speech and Individual Education Intervention Services may be provided.

TECHNOLOGY

INTRODUCTION

- Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.

  Catholic School's Mission Statement

- The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world."

  Aetatis Novae, #2, #3; Rose, 1992

GENERAL INFORMATION FOR USERS OF TECHNOLOGY

In the 21st Century Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, schools will monitor, instruct, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

AGREEMENT FORM

To ensure the proper use of technological resources, it is necessary that each user and parent/guardian annually sign the attached Responsible Use of Technology Policy – User Agreement Form.

The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing the Internet and other technological access as stated in this policy.

All schools must have on file a signed Responsible Use of Technology Policy – User Agreement Form for any Student* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school.

School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has the right to access any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

*The term student applies to any individual enrolled in the school regardless of age.

SCHOOL RESPONSIBILITY

The school shall provide access to technological resources, including the Internet, for educational purposes only. The school should also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, incompliance with the Children's Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

USER RESPONSIBILITY

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law in prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

DISCIPLINARY ACTION

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

UNIFORM CODE

POLICY & ENFORCEMENT

Personal appearance and appropriate attire are important to the learning atmosphere at St. Peter School. To ensure uniformity and consistency in prices, St. Peter has negotiated with Educational Apparel to provide uniforms for our students.

Pants	Navy plain, uniform type must be ankle length with slant front pocket (**NO capris, crop pants, pedal pushers, jean-type material, or leggings/sweatpants)**
Belts	Plain black, navy, or brown (optional for Kindergarten through Grade 5)
Skirts	Navy blue or plaid, must be purchased through Educational Apparel (**Girls in grades 4-8 ONLY)**
Shorts	Plain navy blue: no shorter than three inches above the knee and longer than the fingertips when arms are at the sides, no side pockets, extra zippers, or decorations, no cargo shorts **(NO shorts grades K-5 from Oct. 31-March 31)** shorts should fit appropriately; form-fitting shorts are not acceptable
Jumper	Plaid jumper for grades Kindergarten through Grade 3, must be purchased through Educational Apparel
Shirts	All shirts must be purchased through Educational Apparel and have the St. Peter logo embroidered on the shirt. Short-sleeved/long-sleeved white/blue polo; **shirts must always be tucked in**. If you are going to wear a T-shirt underneath, it must be plain white and have short sleeves.
Socks	**Socks MUST be worn with all shoes.** Plain white socks or plain dark socks; navy blue or white knee socks or tights for girls, no colored socks
Sweatshirts	Gray with St. Peter School plaid logo sweatshirt (for girls) and St. Peter School solid navy logo sweatshirt; navy blue fleece pullover and three-quarter zip (grades 6-8) sold by Educational Apparel
Shoes	Athletic shoes or dress shoes are acceptable; <u>unacceptable shoes</u> (such as sandals, flip flops, clogs, work, fashion, or snow boots, etc.) or those that may damage the floors or injure a student if involved in a physical activity.
Jewelry	No visible jewelry; one watch for boys and girls (NO Smart watches); **one set of post or button earrings for girls; no earrings for boys;** small religious crosses, medals are appropriate.
Haircuts	Boys hair will be worn off the collar, above the eyebrows, and trimmed neatly around the ears - normal grooming standards, NO facial hair, no eccentric haircut

styles or hair color. Girls' hair will be kept neat-normal grooming standards, out of face and eyes, no eccentric hair styles or hair color.
The Administration will make the final decision concerning all haircuts.

Hats — No hats inside the building.

Accessories — Hair Accessories (blue, white, yellow, and navy) may be worn. Girls are not permitted to wear headbands with distracting items attached i.e. (cat ears, bunny ears, hearts, etc.) or "JoJo" bows

Make-Up — Light make-up is permitted for students in grades 6-8 (i.e. mascara, light lip-gloss). No eyeliner or eye shadow. No nail polish or artificial nails are permitted.

Name Tags — All students receive a nametag at the start of the school year and must be worn **AT ALL TIMES**. ***The cost for replacing nametags is $5.00.***

On "Out of Uniform" days, all clothing must be neat, clean, and modest (not too tight, too low, too revealing, etc.) Some examples of what NOT to wear include but are not limited to off-the-shoulder apparel, tank tops, spaghetti straps, cutout shirts, muscle shirts, mesh tops, halter-tops, see-through clothing, exposed midriff or backs, bicycle shorts, ripped jeans, or leggings. The jewelry and make-up guidelines will be in effect (see above). Certain logos on clothing may be inappropriate for school and must be free from references to race, alcohol or tobacco products, drugs, sex, vulgarity, profanity, death, suicide, or violence, either explicitly or by innuendo. All clothing must be neat, clean, and modest (not too tight, too low, too revealing, ripped, etc.)

Prior to being disciplined for a violation of the dress code, the student will be warned that his/her dress is unacceptable and given an opportunity to make necessary changes. If appropriate corrections are not made in the student's appearance, after being afforded appropriate time and due process, the student shall be disciplined. Repeated offenses may result in additional disciplinary action in accordance with the Student Code of Conduct. Failure to comply may result in the loss of future privilege.

The Administration reserves the right to judge what is appropriate for school. Parents may be called to bring their child appropriate clothing if necessary. The decision of the principal is final.

VISTORS

PROCEDURES

All visitors and volunteers must sign in with the school office to receive a visitor badge and may not be in the building without authorization.

VOLUNTEERS

Volunteers are essential to the well-being of our school programs. We welcome parent/guardian and grandparent volunteers on a variety of special occasions. When coming to school, please report to the office, sign in, and receive a visitor badge to wear while in the school. Volunteers must have completed the Safe Parish Training, an electronic (on-line) background check through Selection.com, and remain current with the scheduled Safe Parish training bulletins to volunteer at St. Peter School. It is expected that parents/guardians will follow the guidelines set forth in the Decree on Child Protection at all times. Additional details are available by accessing the Decree on Child Protection. Volunteers are also expected to sign the Volunteer Confidentiality Form (Appendix N) prior to volunteering.

VOLUNTEER OPPORTUNITIES

We are most grateful to each adult who participates in the volunteer program, for without such assistance some of the programs would not be possible. In certain areas, more volunteers are required. All volunteers must register with Safe Parish and stay current on all required bulletins and training.

Volunteer Opportunities

- Field trip supervision
- Classroom coordinator
- Attending or planning parent workshops/events
- Visit the classroom (share special talents, read aloud, guest speaker-community helper)
- Contribute snacks or supplies (ask your child's teacher)

Child Protection Policy (Safe Parish): All volunteers must complete the Safe Parish Protection Program and register with Selection.com for an FBI background check before being permitted to volunteer with our students.

Gratuitous Service: Volunteers to St. Peter School choose to volunteer without an expectation of anything in return. Serving in the ministry of Catholic education is a privilege and not a right. The principal and/or Director reserves the right to discontinue the services of any volunteer.