

# Saint Peter School



Family Handbook  
2025 - 2026

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## **St. Peter School**

702 Cleveland Ave. NW

Canton, Ohio 44702

Phone: 330-452-0125

Fax: 330-452-0253

School Web page: [www.spscanton.com](http://www.spscanton.com)

School e-mail [stpeterelem@youngstowndiocese.org](mailto:stpeterelem@youngstowndiocese.org)



- ❖ St. Peter School office hours: 7:00 a.m. to 3:30 p.m. If you call before or after hours, you may leave a message.
- ❖ Please call your child off by 9:00 AM if he/she is ill. You may leave a message on the answering machine if it is prior to office hours.
  - Notify the teachers in the morning if you will be picking up your child's homework after school.
  - Send in a signed and dated excuse on the day of your child's return. Otherwise, the child will be listed as an **unexcused** absence.
- ❖ If alternate arrangements for after-school pick up are necessary, please:
  - Call the school office prior to 2:00 PM.
  - Send a note to school with your child.
- ❖ **St. Peter School building opens at 7:15 a.m.** Students are to be in his/her classroom by 7:50 a.m. or he/she will be considered tardy.
- ❖ Breakfast is served at the school cafeteria from 7:15 – 8:15 am
- ❖ Students may dress up or dress down on their birthday. If the birthday falls on the weekend, they may dress down the following Monday. Students may not dress down on Friday as this is the day Mass is celebrated.
- ❖ Mass days: Friday and Holy Days
- ❖ Gym days: Tuesday & Thursday
- ❖ For parents who require help with any documentation or another reason that is not just to drop off documents or pick up your students for early dismissal, it is required to make an appointment.
- ❖ To access the main lobby, please ring the doorbell, the school doors do not open automatically.
- ❖ If you will be moving to a new address, please let the school office know at least 1 week prior, moving to a new address must be reported to the school, this information will be updated with the school transportation department so your student can obtain a new bus stop. Please don't wait until last minute to verify the bus stop information.

## I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

### **DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION**

We believe that each Catholic school, as part of a larger believing community, has the mission to proclaim the Gospel of Jesus Christ through excellence in educational programs and service to the Catholic community in particular and in society in general. The foundations of Catholic belief and practice are taught while developing a sense of community, an atmosphere for worship, and a concern for social justice. These themes permeate all aspects of the school organization and curriculum, which meets the religious, academic, personal, and social needs of children. The Office of Catholic Schools provides leadership and support for Catholic schools to be an integral, viable element of the Diocesan Church's mission of education. The Office establishes the climate and framework for fostering excellence in education in the Catholic elementary schools of the Diocese.

St. Peter Roman Catholic School works in partnership with the Diocese of Youngstown, our parish community, our state and the family, to provide a Christ-centered education.

We are committed to:

Striving for academic excellence

Proclamation of the Gospel

Service to others

**School Colors:** *Black & Gold*

**School Mascot:** *Stingy, the hornet*

### **PARENTAL ROLE**

The Catholic Church recognizes parents as the primary educators of their children. The Catholic school exists to assist parents in the Christian formation of their children. In this handbook, the term parent refers not only to a student's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents. Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Supporting the school's mission and commitment to Christian principles.
- Supporting the school policies as outlined in the school handbook and regulations.
- Participating fully in school programs that are developed to support the education of their children.
- Remaining informed about and involved in the religious instruction of their children.
- Paying all fees on time

**PLEASE NOTE:** The school reserves the right to refuse admission or readmission, to suspend or to expel any student who does not cooperate with the policies established in this Handbook. Policies in this handbook apply to after school hours as well. If any student refuses to follow these policies, then he or she places his or her privilege to attend this school in jeopardy. If any parent refuses to support or follow these policies, the parent places his or her child/children's privilege of attending this school in jeopardy.

### **Communication with Parents**

Newsletters and activity calendars are posted on the St. Peter School website. Written communications are sent home as needed. Teachers can be contacted through school email, telephone conversations, conferences and notes.

School website: [www.spscanton.com](http://www.spscanton.com)

Staff email: Contact staff members through the link found on the school website.

### **NON-CATHOLIC STUDENTS**

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- Non-Catholic students may be exempt from formal co-curricular or extracurricular sacramental preparation programs, but not from the catechesis held during the school day.

- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices.
- While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

### **GUIDELINES AND IMPLEMENTATIONS**

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the School, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Youngstown or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use and shall not affect the interpretation of any provisions. If the school should elect not to act in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind. All parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. This signature form will be distributed with a copy of the handbook and the form must be signed and returned as soon as possible. Failure to have a signed form on file will not prevent the school from enforcing its policies, but may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

## **II. SPIRITUAL DEVELOPMENT**

### ***Religious Education Program***

Religion classes are taught daily for at least 30 minutes in all grades: kindergarten through grade five. The teachers hold Religious Education certificates and are required to attend religious in-services. We celebrate the Word of God by receiving the Sacraments and attending the Liturgy as a school community. All classes celebrate the opportunity to participate in the liturgy on Holy Days and Fridays, as well as special occasions throughout the year. We encourage parents to celebrate the school liturgies and are welcome to sit with their child in church. Non-Catholics participate in all religious classes and activities as permitted by the Catholic Church. Students at St. Peter School have additional opportunities for worship through para-liturgical celebrations such as Stations of the Cross and May Devotions which are held from time to time in the classrooms and in the Church to enrich the prayer life of the students. The students at St. Peter School participate in service projects in the community. They become involved through individual, classroom, and school projects.

The parish community of St. Peter and the surrounding parishes without a host school depend upon the support of their members. Religious instruction is truly effective only to the extent to which it is reinforced by the living example of the family in the home, and by the involvement of the family in the sacramental program. Parents are urged to exercise their responsibility to fulfill their Sunday obligation by attending Mass with their children and by seeing that each child participates in the Sacraments. Students are encouraged to develop life-long habits of contributing to the support of the Church.

*Attendance at parent education programs is required  
for those whose children will be receiving the following sacraments:*

#### *Eucharist*

Catholic children in Grade 2 receive instruction and have the opportunity to receive the Eucharist.

*Reconciliation* Catholic children in Grade 2 receive instruction and have the opportunity to receive the Sacrament of Reconciliation. Children in all grades are encouraged to receive this Sacrament regularly.



#### ***Missions / Projects for the needy:***

Mission activities help students realize there are other people in the world who live in conditions of want and fear, deprived of the necessities of life that we take for granted. We encourage our students to learn compassion for people, to pray for them, and to make generous sacrifices. We encourage parents to foster this attitude in their children. Students are periodically given the opportunity to participate in local and national projects for the benefit of specific groups: Habitat for Humanity, M.S. Read-a-thon, St. Jude Children's Research Hospital, and support for victims of natural disasters, etc.

### III. ACADEMICS

#### **Curriculum**

Curriculum encompasses the sequentially ordered learning experiences, which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development. The school follows the diocesan course of study. The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Computer Education and Library.

#### **Instructional Program**

St. Peter School follows the graded course of study set forth by the Diocese of Youngstown. The diocesan standards are aligned with the standards set by the State of Ohio. St. Peter School is involved in continuous improvement by complying with the standards set by OCSAA.

Kindergarten: The students in kindergarten receive instruction in Religion, Readiness Activities in Handwriting, Mathematics and Reading, as well as Art, English Language Arts, Health, Music, Physical Education, Computer, science, social studies.

- ***A variety of instructional methods are used to meet student needs:***

Grades One through Five: Students in each grade level receive instruction in Religion, Language Arts: English, Reading, Phonics, & Spelling; Health, Mathematics, Science, and Social Studies. In addition, instruction in Art, Music, Computer, and Physical Education is given weekly.

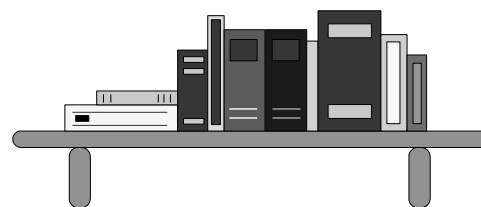
Physical Education: A program of directed physical education is provided to all St. Peter School students K - 5.

Music: Students in K - 5 are taught music once a week.

Special Activities: Activities such as the Spelling Bee, Poetry Assembly and Science Fair, etc. are open to all students according to their grade level.

Educational Resources: Classroom instruction is supplemented with a variety of educational and audio-visual materials. Some of these include computers, tapes, Smart Boards, videos, kits of different subject areas, models, and slides. Educational television is available and serves as enrichment to subject matter being taught at the time.

Competency Based Education: In compliance with the Minimum Standards, instruction in all subjects is given in terms of pupil performance objectives. Assessment intervention in reading, mathematics, and English composition is implemented according to the directives and provisions of the Office of Catholic Schools.



#### **TEXTBOOKS / SUPPLEMENTAL MATERIALS**

Students use textbooks which are chosen by the teacher and principal. An approved list is from the Diocesan Office of Catholic Education is used as a guide for selecting the student's textbooks and supplemental material. The religion books used are from the Blest Are We series published by RCL Benziger.

#### **TECHNOLOGY**

Proper use of technology, **especially the Internet**, is an important consideration. The computer and the Internet must be in support of education and research and be consistent with the educational objectives of the Office of

Catholic Schools. ***Using school facilities for the Internet and e-mail is a privilege, not a right.*** Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation of those privileges and subject the student to other disciplinary action. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet.

The creation and/or uploading of “computer viruses” are expressly prohibited. Additional responsibilities for use of school facilities for the Internet and e-mail are:

- No student may use the Internet unless the school has an Internet Access/Educational Use Agreement which is signed by the student, the student's parent, and the teacher sponsor on file. This agreement must be completed annually
- When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
- Users should not reveal their personal addresses or phone number(s) and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
- Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
- Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, networks and/or systems.
- Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
  - 
  - Messages to others shall be polite and shall not be abusive.
  - Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
  - Internet bullying is NOT permitted
  - Use of the network shall not disrupt use of the network by others.
- 
- There shall be no links from the school home page to a student's personal home page.
- While monitoring a student's home use of the Internet is the responsibility of the parents, there are times when the results of home usage materially disrupt class work or involve substantial disorder. The school will use appropriate disciplinary procedures to deal with such situations. If the school becomes aware of criminal activity, the administration will report such activity to the appropriate authorities.
- Any damage to school-owned electronic devices (i.e. Chromebooks, headphones, etc.) will result in the student/their family being charged the following: \$200 for Chromebook or \$25 for headphones.

## ***GRADING: Standards-Bases Reporting System***

### **Grades K-5**

#### ***What are Standards-Based grade reporting?***

The purpose of any report card is to communicate progress to the parent and the student. A Standards-Based grade reporting system highlights the most important skills students should learn in each subject at a particular grade level. These are consistent with the Ohio Learning Standards and Diocesan expectations for what students should know and be able to do by the end of a given grade.

#### ***How does the Standards-Based Report Card compare to the traditional letter grade system?***

Standards-Based Report Card reporting is different from the traditional letter grade reporting. Letter grades do not tell parents which skills their child has mastered or whether he or she is working at grade level. The Standards-

Based Report Card measures how well an individual student is doing in relation to the grade level standards. This gives parents a better understanding of their child's strengths and weaknesses and progress towards achievement of grade level expectations.

***Why do we use a Standards-Based Report Card?***

The report card provides more information to parents about their child's progress toward achieving their grade-specific learning targets. On a traditional report card, students receive one overall average or grade for each subject area. On a Standards-Based Report Card, each of the subject areas is further extended to include a list of skills and knowledge that students are responsible for learning. Students receive a separate proficiency level, indicating progress toward mastery of that learning target, for each item on the list.

The early school years are foundational. While the emphasis should always be on the learning no matter what the grade level, with a letter or number grade, it is easy to shift focus to the grade itself. As we are building these early skills, both teachers and parents can better support student learning through a knowledge of both strengths and weaknesses and thus support identification of areas of reinforcement and growth.

***What are the proficiency levels on the report card?***

On our standards-based report card, teachers report student progress using the following developmental progress codes:

- 3 = Mastered**                      **Consistently demonstrates an understanding of processes, skills, and content.**  
*(Applies skills independently a large majority of the time or between 75% and 95%)*
  
- 2 = Developing**                      **Not yet consistent in demonstrating an understanding of processes, skills, and Content.** *(Applies skills with prompting and support more than half of the time.)*
  
- 1 = Not Yet Developed**                      **Shows a limited understanding; requires more time and experiences.** *(Applies skills less than half the time.*
  
- Blank**                                      **Not assessed during the quarter.**

It is important that a "3" NOT be equated with an "A", or any number not be equated with a traditional letter grade.

***How do the teachers determine a student's proficiency levels?***

Throughout the year, our teachers use multiple types of assessment practices to determine student progress toward grade-level standards. These include student work, observations and quick checks, multiple choice and open-ended assessments, rubrics, checklists, running records, and anecdotal records.

***How will Parents be able to track student progress before the quarter report card comes out?***

Due to the nature of Standards-Based Reporting, individual assignment grades will not be available for parents to see on the School Management System (ex. PowerSchool, etc.) throughout the quarter.

However, teachers will send home weekly folders that will include student work that has been assessed. The teachers will communicate with parents about the skills that are the current focus of the classroom and offer ways that a parent can support the child at home. Teachers will contact parents as concerns arise that should not wait until the conference or report card time.

Parents are encouraged to look at the papers each week and to read teacher communications. If a concern exists, the teacher should be contacted immediately.

**Note:** For the first quarter of the kindergarten year, school use of the report card is optional. The first quarter is a key experience in a child's school life. Some teachers prefer to meet with parents at conference times for a face-to-face meeting, sharing progress without the use of the report card, and building the partnership with the parents of each child.

***What if my child does not have all "3's" at the end of the year?***

Just as all children do not need straight "A's" to pass into the next grade, all children do not need to have all "3's" to move to the next grade. While it may be clearer to a parent where areas for growth for a child may exist, those areas were there before; just embedded into an "average" letter grade. The teacher will communicate with parents

if additional support over the summer is recommended, or if retention may be warranted. The child's teacher for the next year will have information on strengths and areas for growth immediately at the beginning of the new year.

### ***Does the report card change for each quarter?***

The report card lists the main skills a student should master throughout the year. Concepts and skills are introduced in a logical, sequential, and developmentally appropriate pace and ordered. Consequently, some standards will be assessed each quarter, with a higher level of accomplishment expected each time, and some standards may only be assessed in some of the quarters.

It is conceivable that as a higher level of expectation is developed, a student may score lower than the previous quarter. This is not cause for alarm. The standard is complex, and the work throughout the year becomes more rigorous. The comment section on the report card will be utilized if a student regresses in a standard from one quarter to the next to provide feedback to the parent.

Teaching and learning for a child who consistently masters or exceeds standards does not stop, as the teacher can present them with needed challenges.

A report card is a snapshot of a child's achievement at a certain place in time. When talking with your child about the report card, choose a few strengths to highlight, and choose a few items of concern that you might work on together. Don't focus on the whole thing with your child.

### ***So, what happens when my child enters fourth grade, and a traditional report card is used?***

Regardless of the grading system, our teachers teach standards, and their communications to parents will reflect that. Our teachers are trained in fair grading practices and want the absolute best for their students. That is a constant throughout all of our Diocesan schools, regardless of the grade level.

### ***HOMWORK***

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies. Although homework has different purposes at different levels, homework is required at all grade levels. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day, and the speed at which the child completes his/her work at home.



Students at St. Peter School are expected to complete the homework assignments, and students should have time set aside each evening for study time. Parents are an integral part of the learning process which takes place outside of the classroom, and the teachers rely on them to take an active role in homework assignments.

A reasonable amount of homework will be given daily. The assignment will be an outgrowth of class work to supplement learning, to review independently what was taught in class, and to provide an opportunity to use research skills. Time allotments for homework depend on the type of assignment and on the age and grade level of the student. The time and length of assignments vary as the child grows older and more skilled. No definite time limit can be determined for all, since children work at different rates of speed. If parents feel the homework assignments are excessive, please discuss this with the teacher.

While parents should provide the time and place for the homework, the student should learn to assume responsibility for his/her own work as early as possible. Parents may give appropriate assistance, but the work should reflect what the student understands. Neglect of assignments usually is reflected in the student's grades. A student may be required to complete missing work during recess time or after school.

### ***HOMWORK POLICY***

Homework sheets must be original. Faxed or emailed assignments may not be accepted. This is to instill responsibility and fairness for all students.

### ***TESTING***

The school's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to diagnose students' strengths and weaknesses, and to aid in revision of the

curriculum and planning of instruction. In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. Results of standardized tests will be shared with parents.

### **TESTING PROGRAMS**

- Students in grade two through five will take the ARK Assessment test for religion.
- Students in grades K – 5 will take the State Tests as directed by the Ohio Department of Education or the Alternative Assessments.

### **PARENT-TEACHER COMMUNICATION**

Teachers are available to parents throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration.

The teachers and staff at St. Peter School welcome and encourage parents to express concerns. The school website and parent newsletter are tools used to enhance communication between parent and teacher. All parents should attend the Open House/Meet the Teacher Day to obtain information from their child's teacher.

### **PARENT-SCHOOL COMMUNICATION**

Each Thursday a folder will be sent home with important forms, information and news from the school. These are referred to as "The Thursday Folders". Please look for them, read the contents and return and reply to any necessary forms. Teachers may send home other folders throughout the week in addition to the Thursday Folder.

**DUE TO BUSY CLASSROOM OPERATIONS, WE ASK THAT PARENTS CALL THE SCHOOL OFFICE TO MAKE AN APPOINTMENT WITH TEACHERS AFTER SCHOOL IF THEY ARE IN NEED OF A CONFERENCE.**

### **CONFERENCE AND SCHEDULING INFORMATION**

There are two scheduled parent conference days during the school year, in November and in February. The conferences allow parents and teachers to confer as to the status of the students' academic, social and spiritual growth, and parents who attend the conferences can gain insight as to the educational experience their child is receiving at St. Peter School. **THE FIRST CONFERENCE OF THE SCHOOL YEAR IS MANDATORY.** If additional conferences are needed throughout the year, parents may schedule an appointment with the teacher. Students in the Title I and ESL programs will have additional conferences with these teachers. Parents may request additional conferences with the teachers of these programs also.

### **PROMOTION / FAILURE POLICY**

A major goal of the school is to assist students to complete each academic year satisfactorily. Promotion to the next grade level is based on the satisfactory completion of the respective grade level work. Students who fail a core subject may require tutoring. After an adequate time of assessment and intervention, (e.g.: parent conferences, testing, tutoring, interim reports) school personnel may determine that retention seems a possibility for a particular student. The repetition of a grade is recommended when it is deemed by the school to be necessary and advantageous to the needs of the student. In such cases, a series of notifications for retention must be initiated.

- The teacher will notify parents if their child is not progressing satisfactorily toward a passing grade in the course and make the parents aware of the possibility of retention.
- A parent conference will be held to outline intervention strategies that will be employed
- A second conference will be held with the parents and appropriate school personnel in attendance to evaluate progress. If a student does not meet the criteria for promotion, and it is determined that additional educational support may enable a child to be placed in the next grade, a program will be developed and agreed to that provides for the student to participate in various educational interventions, including, but not limited to tutoring, summer school, and/or instruction at a learning center. Satisfactory completion of this program serves as the condition for placement into the next grade.
- If the student does not complete the program satisfactorily, written notification of retention will be given to parents. The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the principal.
- Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be "placed" in the next grade level;

however, the school must prepare and implement a Minor Adjustment Plan for the student as a condition of placement.

If the parent(s) do not agree with the educational decision for retention, they may have the child conditionally placed in the next grade, but the parent(s) and the principal must sign the Conditional Placement Form. By signing this form, the parent(s) accept the responsibility for insuring that the student meets the conditions stipulated on the form for the conditional placement. These conditions may include tutoring, summer school, or instruction at a learning center. Upon evidence that the stipulations in the Conditional Placement Form have been met and the child has demonstrated satisfactory progress in meeting the objectives of the intervention, the child will be promoted to the next grade.

#### **IV. ADMINISTRATIVE PROCEDURES**

##### **ADMISSIONS/ NONDISCRIMINATION CLAUSE**

St. Peter School, administered under the authority of the Catholic Diocese of Youngstown, complies with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of the educational, personnel, admissions, financial aid, athletic, and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students.

This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic and behavioral requirements are eligible for admission to the school. The school sets registration procedures and admission policies. The availability of space and the order of preference for admission is determined by the school according to the following general criteria and in the following order:

- Students of registered participating parishioners whose parish(es) provide the elementary school will be accepted.
- Students of parishioners whose parish does not provide a Catholic elementary school will be accepted.
- Non-parishioner students will be accepted on a space available basis, after a conference regarding the reason for registration in a Catholic school is held with the parents by the principal.
- Re-Registration fees must be paid by May 31<sup>st</sup> to save a spot on the classroom roster for the following academic year.
- Registration fees must be made at the time of initial registration.

##### **AGE FOR ADMISSION TO KINDERGARTEN**

Children who reach the **age of five years by September 30** may be admitted to a kindergarten program. Potential students will be screened for readiness, and a recommendation for entrance into St. Peter School kindergarten will be discussed with the parents after the screening process is completed.

##### **GENERAL REQUIREMENTS FOR ADMISSION**

Admission is contingent upon receipt of the following:

- Completion of the application form and registration fee
- Approved completion of Questionnaire and Enrollment Contract
- Presentation of an original birth certificate
- Baptismal certificate for Catholic students
- Proof of adequate immunization as required by the Ohio Revised Code
- Completion of Emergency Authorization Form
- Proof of custody for students not living with either or both natural parents
- The last four digits of the Social Security number (if applicable)

##### **ADDITIONAL REQUIREMENTS FOR ADMISSION TO GRADES 1-5**

- Educational and health records from previous school must be submitted.
- If previously enrolled at a Catholic school in the Diocese of Youngstown, proof of having satisfied tuition obligations at the student's former Diocesan school prior to being enrolled at the new school must be submitted.

## **GENERAL CONDITIONS OF ADMISSION**

In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations.

- Students with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school may be denied admission.
- School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities if information does not discriminate (automatically prohibit a student from applying).

## **FOREIGN STUDENTS**

The Diocese of Youngstown endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons. Since January 30, 2003, all schools in the United States wishing to enroll Non-Immigrant F-1 students using an I-20 form have been required to register in the Student Exchange Visitor Information System (SEVIS.) Information on whether a school has been chosen to register with SEVIS and is qualified to enroll an F-1 student is available through the particular school office.

- I-20 Form (if applicable)
- VISA/Passport/Identification document

## **CLASS PLACEMENT**

The principal/administration and faculty reserve the right to place students in a class which is consistent with the results of the student's prior academic records and any admission testing.

## **REGISTRATION**

Re-registration of students already attending St. Peter School: Families whose children already attend St. Peter School will be required to re-register for the following academic year. This re-registration will take place during the second semester, usually in February, and must be confirmed by non-refundable payment of the Family Registration fee.

Registration of New Students: Registration of new students takes place during the second semester along with the re-registration of the current school membership.

## **TRANSFERRING TO ANOTHER SCHOOL**

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials such as textbooks, Chromebooks and library books must be returned to school and all fees paid before leaving.

***All Fees and Tuition MUST BE PAID prior to the release of the student's records. In addition, students transferring or withdrawing are required to complete an Exit Form (available through the school office).***

## **TRANSFER OF RECORDS**

Scholastic information will be sent to the school upon a "Release of Student Records" from the new school. Records are released to another school only when the parents provide a written request for such records, or when those individuals to whom the custodial parent has given written permission, have requested the child's records to be released.

Only copies of student records may be released. Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

As a general rule, each school, at the discretion of its principal, shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools or to issue a Certificate of Diploma to the student if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations.) However, health records and testing results which have been obtained through state or federally funded programs will be forwarded.

## **ATTENDANCE**

### **DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS**

To achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory.

The school (K-5) is normally in session not less than 178 student attendance days per academic year or the length of time as required by the Ohio Department of Education and the Office of Catholic Schools. Once a student is enrolled in the school, the principal/administration and teachers will insist on regular attendance. Neither the Diocese, the Office of Catholic Schools, the school, or any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).

### **ABSENCE/TARDINESS/LEAVING SCHOOL**

To ensure continuous progress in school, regular attendance and punctuality habits are essential. The school defines proper procedures as:

- The parents should phone the school to give the reason and the approximate length of absence.
- Persistent absences may cause serious academic problems (including but not limited to course failure.) The administration or the class teacher will normally review the matter with parents before a decision is made by the administration regarding student status. Persistent absences may also result in the student being subject to appropriate disciplinary and/or truancy action.
- Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only
  - be released from school with the prior written authorization of the student's parent
  - leave the school grounds with the prior authorization from the principal/administration.

### **ATTENDANCE/REPORTING PROCEDURES**

***Reporting Absence-call 330-452-0125 or text 330-887-2111***

Regular attendance and punctuality are serious parental obligations. Irregular attendance may cause the student to miss important lessons and may result in poor grades and lack of enthusiasm for school, also can affect directly students who earned a scholarship. Parents/guardians will be notified when absences and/or tardiness become a problem.

**All absence/tardiness are recorded on the student's permanent school record.**

**Please call/text the school office between 7:00-9:00 A.M. if your child is absent.** A note signed by the parent/guardian may be sent to the school office with a brother or sister in place of a phone call. **This is a parent responsibility.** Parents/guardians who do not call/text in an absence will be called or texted by the school. Failure to comply may result in unexcused absences.

When a student returns to school, he/she is **also** required to present the teacher with a note stating the reason for the absence and signed by the parent. Please notify the school office immediately if the illness is of a contagious nature.

## **TARDINESS**

**\*\* School begins promptly at 7:45 AM \*\***



Since tardiness interferes with the student's progress in school, disrupts classroom teaching, and leads to the formation of undesirable character traits, parents are requested to see that their children cultivate the habit of punctuality. Students must be in their classroom by 7:45 A.M or they will be considered tardy. If a student is tardy, he/she must report to the main lobby office for a class admission slip to be given to the homeroom teacher upon arrival in the classroom. All tardiness (arriving after 7:45 a.m.), that is not bus-related, is considered unexcused.

***Children who arrive late due to bus transportation will not be considered tardy. Parents who transport their children to school must have the student in the classroom by 7:45 a.m. regardless of traffic conditions. Please plan for unexpected obstacles and leave your home in plenty of time.***

***\*\*Children who receive four unexcused tardy marks in ONE grading period will receive a detention from the classroom teacher.\*\****

**Students who arrive more than one hour after the beginning of school will be marked as having a 1/2-day absence on his/her school record. A student who is tardy 4 times in one quarter will receive a detention.**

## **Medical excuses**

### **Appointments**

Medical and dental appointments should be made outside of school time. A written note or phone communication must be made to the office by 9:00 A.M. if the student is to be excused for an appointment during the school day. **Students must be picked up in the school front lobby by the person specified in the note.** Upon student's return, a note from the doctor or dentist must be presented to the office. An absence of more than 2 hours for an appointment during school time will be counted as 1/2-day absence.

A STUDENT WHO HAS A DOCTOR OR DENTIST APPOINTMENT AND IS GONE FOR LESS THAN 2 HOURS WILL BE GRANTED AN EXCUSED TARDY. THE PARENT MUST PROVIDE A NOTE FROM THE DOCTOR OR DENTIST VERIFYING THE TIME OF THE APPOINTMENT OTHERWISE IT WILL BE CONSIDERED UNEXCUSED AND THE STUDENT WILL BE CONSIDERED TARDY.

## **Anticipated absence**

### **Family Vacations**

Vacations taken during school time are discouraged. However, if vacations are taken, parents should give the principal and homeroom teacher written notification of the child's impending absence. The student should contact the teacher to get assignments. Teachers may or may not have lesson materials or assignments ready for distribution BEFORE the student is out of school. Students are responsible for the mastery of material presented during their absence. **Assignments must be completed and returned to the respective teacher(s) within the time specified by the teacher.**

**IT IS THE RESPONSIBILITY OF THE PARENTS TO CONTACT THE TEACHER REGARDING VACATION ASSIGNMENTS. PLEASE GIVE THE TEACHERS AND SCHOOL ONE-WEEK NOTICE.**

### **Release of students**

**Anyone taking the student from school during the school day must report to the front school office to sign the student out when the student leaves and again when the student returns. If this person is not the parent/guardian, specific written permission from the parent/guardian is required before the child may be released.**

### **Make-up work due to absence:**

If a child is absent several days for personal and/or medical reasons, parents may request the work that has been missed. To do so, please call the school office IN THE MORNING and leave your child's name, grade, teacher's name, and the time you will pick up the work AFTER SCHOOL HOURS. Assignments must be completed and returned to the respective teacher(s) within the time specified by the teacher. The responsibility for such makes up work belongs to the parent(s) and student. **Children will be given the same amount of time to make up the missed work as the number of days missed. For example: If a child misses two days, he/she will be given two school days to make up the work before it is considered late.**

## **ARRIVAL AND DISMISSAL**

### **Arrival**

St. Peter School building opens at 7:15 a.m. Upon arrival the students will congregate in the Social Hall for breakfast at their assigned tables. At 7:45 a.m. (first bell) students will walk from the social hall directly to their classrooms with their classroom teacher. All the students are to be in the classroom by 7:50 a.m. (second bell). Any student arriving after 7:50 am will be considered tardy.

It is expected that students walk themselves to their classroom. If a parent of kindergarten new students at St. Peter School feels the need to help them get started, they may walk them to the Social Hall entrance until Labor Day Weekend. All the students are expected to move beyond the security doors on his/her own. Please contact the principal if you have a "special" case that may need extended considerations.

### **Dismissal**

School concludes at 2:45 PM. Children will be dismissed according to the method of transportation. All children are supervised during dismissal procedures.

- **PARENTS ARE TO WAIT IN THE CAR LINE FOR THEIR CHILDREN. WE DISCOURAGE PICKING UP CHILDREN IN THE PARKING LOT WHILE THE CAR LINE IS OPERATING.**
- **PARENTS CAN'T HAVE ACCESS TO THE BUILDING DURING DISMISSAL TIME. PLEASE PICK UP YOUR CHILD IN THE CAR LINE.**

- **Early Dismissals (before 2:30pm) will be allowed for justified reasons. Please call the school office before 2:00 pm to notify the school of any changes of transportation.**

#### **Car Drop-Off and Pick-Up procedure**

**Everyone will enter the school parking lot from Cleveland Ave and follow the arrows for the pickup line and exit to Cleveland Ave. Please pay close attention to the cones in the entrance/exit drive.**

**This is different than in past years but necessary due to the construction of the new Stark County Library. Please be patient in this new process.**

#### **LUNCH / MILK PROGRAM**

##### **Cafeteria Lunch Program:**

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard to race, color, sex, age, handicap, or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, DC, 20250. Under the National School Lunch Program, free lunches are available to all families.

Breakfast, Lunches, and milk are served in the cafeteria. Breakfasts are typically grab-and-go. You can find the menu on our school web site. Students who pack lunches get milk. **Soft drinks and excessive sweets are not permitted in lunches. Fast foods are NOT to be brought in to the children** unless a parent is joining his/her child for lunch (approval must be obtained through the office). If a child forgets his/her lunch, a lunch will be provided.

#### **CAFETERIA/PLAYGROUND CONDUCT**

During any recess, students **MAY NOT** leave the playground without the permission of the principal. Children are **NOT TO GO FOR LUNCH TO LOCAL EATING PLACES**. Failure to comply with these regulations is considered a serious violation and will result in detention for the child.

**Mannerly conduct is always expected in the lunchroom. Out of consideration for others, each student is to leave his/her place at the table cleared and clean, and anything dropped on the floor picked up and disposed of properly.**

**No food may be eaten anywhere outside of the cafeteria, including the playground, except for scheduled classroom snack time.**

- **NO gum is permitted in the buildings or on school grounds.**



#### **LUNCH TIME AND RECESS TIMES**

Lunchtime will be from 11:00am-1:00pm with all students having 20 minutes to eat and 20 minutes for recess.

### **V. GENERAL SCHOOL POLICIES**

#### **ADMINISTRATIVE**

##### **STUDENT CUSTODY AND GUARDIANSHIP**

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/administration with a certified copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

##### **ACCESS TO RECORDS**

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records. If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only. The school administration may elect to provide photocopies of a student's educational records to parents, but documentation is to be stamped "unofficial" and there may be a charge to the parent.

##### **SCHOOL VISITORS.**

All people other than school staff and currently registered students must first sign in at the front school office immediately upon entering school grounds and obtain a visitor's badge. Please sign out and return your visitor badge at departure.

All parents visiting during school hours should to park on the NORTH/EAST end of the parking lot. Students use the parking lot at times for gym classes.

# COMMUNICATE

## SCHOOL COMMUNICATIONS

*Please utilize Class Dojo or the school website for the updated information*

### **Take-Home Communication**

A weekly folder is sent home every Thursday with the “Oldest or Only” student, this folder will have pertinent information about the up-coming events at the school or may have forms that need to be signed and returned to the school office. Please check your students’ bookbag on a weekly basis for this folder.

All materials prepared by parents for release to the parish or school community must be approved by the principal or his/her designee.

An official form from the office is sent home at the beginning of the year for permission to have a student’s name/picture published on the web site or in school publications.

## TELEPHONE USE / MESSAGES FOR STUDENTS

The school telephone is for business calls only. Necessary plans should be made with children before they leave home in the morning. Students are called to the office for a telephone call **only in case of emergency.**

- **Students are NOT PERMITTED to have cell phones at school.**
- **The ONLY exception to this rule is if the student needs to notify their parents or guardians when they get home off the bus. In this case, the parent or guardian must sign a form saying that there is a need for their student to have a phone after school. The student will leave their cell phone in a secure designated area in the school office upon arrival to school and pick it up at dismissal each day.**

## INCLEMENT WEATHER / SCHOOL CLOSINGS

There is a minimum of 178 student attendance days. Within these 178 days, Ohio law provides for five calamity days (inclement weather or other non-weather-related emergencies) which a school does not need to make up. A school must make up any day over these five days. The school has built into its calendar three make up days to be used if the school exceeds its five calamity days. On any day in which classes are canceled due to severe weather conditions, all other school-related activities (school-sponsored social events, meetings, extracurricular activities, or athletic events/practices held on or away from school property) shall likewise be canceled on that day and evening. Exception is if the host team is in session.

If the **CANTON CITY SCHOOLS** close **due to inclement weather, St. Peter School is also closed.** Please listen to the radio. Announcements of school closings will be made over the local radio stations, particularly WHBC/AM at 1480 OR WHBC/FM AT 94.1 on your radio dial, or on Channels 3, 5, or 8 television stations. It will also be posted on the school Facebook page and Class Dojo. **DO NOT CALL THE RECTORY.** If there is an emergency affecting St. Peter School only, an announcement will be made over WHBC and/or parents will be notified. You will also receive a Parent Alert from PowerSchool on your cell phone. This is one of the reasons why it is important that the school has your most recent cell phone number and e-mail address.

**NOTE: Canton City Schools and St. Peter School do not have matching calendars. If, for example, Canton City Schools are closed due to school meetings or functions, St. Peter School remains open and busing is provided by normal means. Please follow St. Peter school calendar, not Canton City’s calendar.**

## RELEASE OF DIRECTORY INFORMATION

In compliance with FERPA (Family Educational Rights and Privacy Act), this school considers the following to be FERPA Directory Information: student’s name; student’s parent(s), guardian(s)name(s), addresses, phone numbers; dates of attendance; honors; organizations and teams to which a student belongs; and pictures taken of the student participating in school activities. This directory information may be released without prior consent of the holder of FERPA rights. Nonetheless, the school will withhold such information upon the written request of the parents, except where other state or federal law may require disclosure to legitimate authorities. Schools are required to use the *Waiver/Right to Object* form when students are participating in videotaping, audio recording,

school pictures, other photography, or Internet. Any student or parental publications are subject to review and approval of the school administration prior to publication. Permission slips to have student photos are sent home at the beginning of the year.

## FIELD TRIPS

Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and financial considerations. Students may be denied participation if they fail to meet academic or behavior requirements.

- Field trips are considered an extension of the school day, and the code of conduct will apply.
- A student must give to the sponsoring teacher an Official permission form (From the office - this means that a written note will not be accepted) signed by a student's parent(s) prior to a student participating in each activity. **PHONE PERMISSION IS GIVEN BASED ON THE RECOMMENDATION OF THE PRINCIPAL NOT THE STUDENT.**
- If a private passenger vehicle must be used, the principal must approve of this. The following conditions apply for volunteer drivers:
  - a) The driver must be 21 years of age or older, have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
  - b) The vehicle must have a valid registration.
  - c) The vehicle must be insured for a minimum limit of \$100,000 per person/\$300,000 per occurrence. The vehicle owner's insurance must be primary. The diocesan insurance is secondary. The driver must provide a copy of proof of insurance which should be kept on file. (The insurance follows the car.)
  - d) No driver should take more children than the number of seat belts in a car.
  - e) Each driver should be given directions to the site and rules and procedures for student behavior in cars. Each driver must follow the schedule and not deviate from it. (i.e., taking a side trip to an ice-cream stand or fast-food restaurant.)
  - f) The driver must be fingerprinted, have the Virtus Child Protection Training and needs to complete the Volunteer Driver Information supplied to the driver by the principal.
- Parents/guardians are to be furnished with detailed written information about the field trip and must be given the opportunity to "opt out" their children from the field trip.
- It should also be understood, considering world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time.
- Children who are not enrolled in the school may not attend field trips. This prohibition includes children of parents who drive on field trips.

**CHILDREN MUST HAVE A SIGNED (OFFICIAL) PERMISSION SLIP (FROM THE OFFICE) IN ORDER TO ATTEND A FIELD TRIP.**



## PROMOTION REQUIREMENTS / CEREMONIES

The school does not guarantee the award of a certificate of satisfactory completion of any course of study to students. To qualify for promotion, students must satisfactorily complete (by attaining a passing grade) all courses for credit in the school's academic program, **satisfy their financial obligations**, and comply with all school regulations and policies. The principal shall have the right not to provide transcripts of the student's

academic record to third parties such as other schools, if there has been a breach of the material condition of the contract (i.e., failure to meet financial obligations).

## TRANSPORTATION / PARKING

When students are on the parking lot for activities, we ask that parents enter cautiously and wait for instruction of monitor. Please park along the perimeter of the parking lot away from the school and walk in to get your child. **BECAUSE WE ARE LIMITED IN OUR SPACE FOR ACTIVITIES, THE PARKING LOT IS OFTEN OCCUPIED FOR GYM CLASSES AND EXTRACURRICULAR ACTIVITIES, PLEASE PLAN ON ARRIVING FOR CAR LINE PICK-UP NO EARLIER THAN 2:25 pm since there is not an extra line room because of the library construction.**

**For drop-off and pickup everyone will enter the school parking lot from Cleveland Ave and follow the arrows for the pickup line and exit to Cleveland Ave. Please pay close attention to the cones in the entrance/exit drive. Please be cautious and aware of cars entering and exiting the narrow drive. This is different than in past years but necessary due to the construction of the new Stark County Library. Please be patient in this new process.**

**NO STUDENT IS PERMITTED TO CROSS THE PARKING LOT BETWEEN WAITING CARS.**

Students must be dropped off or picked up in the parking lot of St. Peter School.  
**Students may NOT be dropped off on Cleveland Avenue.**



St. Peter School students are transported under the provisions of the Ohio Fair Bus Law. The law provides the elementary school pupils who live more than one mile from the school they attend must be transported to that school by the public-school district in which they live. Only children eligible for bus service are permitted to ride the buses.

- Each of the public-school districts determines eligibility according to their own policy.
- Each district notifies parents of routes and schedules in August. Kindergarten transportation varies according to the school district in which you live.
- Bus rules are provided to all students at the beginning of the school year.
- For the safety of all, parents must insist on proper behavior on the bus and at the bus stops. Students who are uncooperative on the bus will be warned. Further violations of the rules may result in the loss of the privilege of riding the school bus. St. Peter School personnel cooperate with the issuance of bus violations according to district policy.
- Although a parent may request, by writing a note to the bus driver, that a child rides the bus with a friend, it is permitted only if seating is available and the students are both eligible bus riders. Notes from parents requesting a transfer of buses must be signed by the principal.

**Permission**

**A student who is going home with another student or by a different form of transportation than usually used must present a written verification of the change, signed by a parent/guardian, to the office.**

**Basic Safety Rules:**

1. Cross streets only at the crosswalks and places designated by crossing guards, teachers, or supervisors.
2. **Walkers are to use the sidewalks and avoid cutting through private property.**
3. Always obey the directions of crossing guards or teachers. Students who do not show respectful cooperation will be given consequences.
4. Parents are responsible for the transportation of students who remain after school for activities, remedial assistance, or detention.

**VI. FINANCES**

***Diocese of Youngstown - Tuition Assistance***

***Application Process & Requirements***

- a. All families seeking tuition assistance from the Youngstown Diocesan Catholic School Scholarship Fund must submit an official application form (available in English and Spanish) along with a processing fee payable to the private scholarship/financial aid processing service designated by the school.
- b. To become eligible for receiving funds from this program, students must attend or be accepted by a Catholic school of the Diocese of Youngstown.
- c. The deadline for submitting applications to the scholarship/assistance service is determined annually. Applications received after the stated due date will be considered for tuition assistance if funds are available.
- d. The funds from the Program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

***St. Peter Parishioner – Financial Assistance***

St. Peter parishioners who may find it necessary to request financial aid are to obtain a Financial Assistance Form from the Principal and to submit it to the Principal on a date to be determined by the Principal. Families whose application is approved will be notified of the amount of their grant in writing. Families receiving a grant are expected to pay the student fee and the tuition balance and to submit a letter to the Principal detailing a payment schedule. **FAMILIES WHO HAVE RECEIVED A GRANT IN THE PAST MUST APPLY EACH YEAR IF THERE IS NEED.** Questions regarding the procedure for financial assistance may be directed to the Principal.



### **SCHOOL TUITION POLICIES**

Tuition is determined yearly by the St. Peter Parish Finance Committee. St. Peter Parish and neighboring Catholic parishes who have students attending St. Peter School, pay a percentage of the per pupil cost. Non-parishioners must pay the entire per pupil cost.

- *The registration/materials fee for each student is due at the time of registration or at re-registration.*

#### **Delinquent Tuition**

**July 1 or July 15 of the new school year-** First tuition payment is due according to your plan.

**September 15** - If no payment is made by this date, you will receive a letter from the principal that tuition is two months in arrears.

**October 1** - If no payment is made by this date a letter from the principal will be sent indicating that the student will be withdrawn at the end of the 1st quarter for failure to meet the tuition commitment.

**February 1** - Letter from the principal indicating the family tuition is again two months in arrears. A meeting with the principal and finance director will be required to determine a payment plan. Failure to attend the meeting will result in the student being withdrawn for nonpayment of tuition.

If tuition payments are not met, your child's report card may be withheld. Grades will also not be visible online. If tuition is two quarters past due, your child may not report for classes for the following quarter until tuition has been paid or other arrangements have been submitted in writing and approved by the Principal. Report cards and transcripts will be withheld until all financial obligations are met.

#### **NSF Checks**

Checks returned from the bank identified as NSF will be treated as follows:

First Offense: NSF check writer will be fined \$25.00 (current rate), and be required to pay tuition and other fees only by cash or certified check

### **VII. CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES PARTICIPATION**

Participation in co-curricular and extracurricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extra-curricular activities. Students participating in school-sponsored team athletic activities must have proof of an annual physical and evidence of health insurance. While catastrophic health insurance is available through the Ohio High School Athletic Association (OHSAA), this coverage begins after the first \$25,000 of expenses. All 7-12 athletic programs of the Diocese are to be members of the OHSAA.

#### **Servers**

Servers are under the direction of the pastor and his appointed representative. Parents are expected to reinforce responsibility by seeing that the student arrives on time for his/her duty or provides a substitute. The privilege of serving at the altar demands a sense of reverence and responsibility.

#### **Academic performance guidelines for athletic participation**

**Rationale:**

Athletics at St. Peter are to be supportive of the academic program of our parish. As such, priority will always remain upon schoolwork and performance. The following guidelines for athletic participation related to academic performance have been established in conjunction with the school administration, teachers, and athletic director with the approval of the pastor.

### **Notification**

At the regular progress or report card times, teachers will inform the principal of students' ineligible for participation in athletics. The principal will inform the coach.

A copy of these guidelines and a written notice of ineligibility/eligibility will be included with the progress report or report card at the first quarter.

After one week, the teacher will verify either the student's eligibility or continued restriction. This form will be signed by the principal and sent home to the parents. The student will present this signed form to the coach.

### **TRANSPORTATION OF ATHLETES**

Schools MAY NOT arrange for the transportation of student athletes by private cars, vans or other vehicles. It is the responsibility of the parents to arrange and provide transportation of student athletes to and from sporting events.

### **VIII. STUDENT RESPONSIBILITIES & BEHAVIOR CODE OF CONDUCT**

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic morals values, and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, faculty and students work together to create a Catholic school environment. These basic components include: Teachers have the right to teach. No student will stop the teacher from teaching. Students have the right to learn. No student will stop another student from learning. The school observes this Code of Conduct because it is built on fundamental Catholic school teachings. The role of the principal/administration, staff and faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

In requesting registration at St. Peter School, both students and parents agree to comply with and support the discipline policies and regulations.

#### **Code of Conduct**

##### **St. Peter students are characterized by:**

- Appreciation for the opportunity of a Catholic education
- Reverence during times of prayer and religious activities, participation in the Liturgy, openness and effort in learning their Catholic faith!
- An attitude of service to others.
- An effort to develop Christian leadership.
- Personal responsibility for learning.
- Respect for the rights of the classroom teacher and fellow classmates to an atmosphere that is conducive to teaching and learning.
- Cooperation, consideration and respect for others in speech and actions.
- Respect for and cooperation with teachers, school authorities and other adults who assist them throughout the school day.
- Honesty in speech and in schoolwork.
- Care for school and parish property and the personal property of others.
- Playground behavior ensures the safety of all students.
- Good study habits that lead to life-long learning namely, effort, confidence in their ability, punctuality, completeness and quality of assignments and class work.
- Regular attendance and punctuality.
- Appropriate behavior on school buses, in car lines, or walking to and from school, cooperation with bus drivers, car line supervisors, safety patrol guards, crossing guards and other safety personnel.
- Self-dignity, e.g., good grooming habits, personal appearance, neatness, and self-dignity reflected through full compliance with the dress code.

##### **Students are expected to respect the rights of all students and adults in the school community.**

- The right to learn should not be violated by disruptive conduct.

- The right to quiet for work and thinking shall be respected and encouraged by quiet in the classrooms and in the common areas of the school.
- The right to personal space may not be invaded by pushing or hitting anyone.
- The right to personal and school property is to be respected by care for one's own belongings and those of others.
- The right to emotional support and dignity shall be upheld by positive language and through refraining from the use of derogatory language, gossip, and name-calling.
- The right of preserving one's character should be observed at school, and on internet chat pages.

***The students are supported and encouraged to develop a mature Christian character by all faculty and staff members by:***

- Personal attention and interest in each student.
- Discussion with the student about their growth in character, appropriate behavior and self-discipline.
- Notification of parents when there is a concern about character development, self-control or cooperation with school rules.
- Parent conferences, both as regularly scheduled, or as requested by either the teacher or parents.
- Conferences may include teachers, students, parents, principal, and other school support personnel.
- Behavior and/or learning contracts.

## **WEAPONS**

Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance onto these premises. ORC SEC. 2923.1212. A Valid concealed carry permit does not authorize the licensee to carry a weapon onto these premises.

- A "weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a weapon. Weapons include, but are not limited to, any pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Facsimiles of weapons used in a threatening fashion are subject to this policy. Dangerous objects include, but are not limited to, clubs, nunchakus, brass knuckles, knives, butterfly knives, stun guns, and Billy clubs.
- B. Possession includes bringing a weapon onto school property, to school-sponsored events either on or off school property, storing a weapon in one's locker or other area of the school property, or having a weapon on one's person.
- C. Items modified to inflict pain or injury, or items used as weapons by a student in an isolated situation – ie. Shooting rubber bands.

This policy applies to ALL students from kindergarten through grade 5, participants in school programs, show and tell, teachers, administrators, and other personnel in the school.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator will immediately contact the police department and the Office of Catholic Schools before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

Disciplinary action may include immediate in school or out-of-school suspension, pending investigation and resolution. If the student's infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student's retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school or parish program after consultation with the Diocesan Legal Office

## **SUBSTANCE ABUSE**

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

1. For purposes of definition, the Office of Catholic Schools defines drugs as the improper use of legal drugs/substances (to include tobacco and steroids) and/or the use of illegal drugs/substances. Students who unlawfully use, consume, possess, or distribute drugs, or who use, consume, possess or distribute alcohol, and/or possess or threaten to use any weapon (e.g., knife) or firearm (to include firecrackers and/or any explosive device that would bring potential harm to people and/or property) on school property or at school activities or near school property with access to students attending the school or against any member of the school community are subject to appropriate disciplinary action (including but not limited to expulsion). The school may require a professional assessment to determine the appropriate program of rehabilitation, if one is needed.
2. The use or sale of drugs on or within one thousand feet of school property is unlawful under Ohio State law and is in violation of school policies. If a student is suspected to have violated this policy or is discovered with the unlawful use, sale or possession of drugs or alcohol on or near school property or at school-sponsored events, the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agencies will be contacted.

## **GANGS**

Gangs and gang-related activities are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others.

Gang activity includes:

recruitment, • initiation, • a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark or other attribute denotes membership in a gang, • displaying gang markings or slogans on school or personal property or clothing, • having gang tattoos, • possessing literature that indicates gang membership, • fighting, assault, hazing, • extortion, • establishing turf, • use of hand signals, gang vocabulary and nicknames, • possession of beepers or cellular phones, • possession of weapons or explosive materials, • possession of alcohol, drugs, drug paraphernalia, • attendance at functions sponsored by a gang or known gang members, • exhibiting behavior fitting police profiles of gang-related drug dealing, • being arrested or stopped by police with a known gang member, • selling or distributing drugs for a known gang member, • helping a known gang member commit a crime • or any other action directly resulting from membership or interest in a gang.

## **Consequences**

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang-related activity, or has been approached for recruitment, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in the school.
3. Students may be referred to counseling (personal and/or family)
4. Students may be referred to the Department of Human Services or other welfare or childcare agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
6. Students may be referred to the Task Force on Violent Crime.
7. Police, Juvenile Court and other appropriate authorities will be notified of violence and/or illegal activities.
8. Students may be suspended and/or expelled as already outlined in the school discipline policies.
9. Parents/students will be held liable and financially responsible for all forms of vandalism.

## **Jurisdiction**

Realizing that gang activity is a community concern; communication will be maintained with the police department and public-school officials on all matters related to gang activity within this community. Involvement and jurisdiction of school authorities in gang related incidents occurring outside the school or off school/parish property will be determined in cooperation with diocesan legal authorities and the police and will take into consideration the nature

of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school.

### **Related Policies**

To prevent the onset of gang related activity, the following related policies will be strictly enforced:

- Dress code and uniform policy as defined in the Family Handbook.
- Discipline policies and consequences as defined in the Family Handbook.
- Policies and procedures relating to scheduling, supervision, and attendance at school/parish sponsored events, held during the school day, in the evening or on weekends, whether held on parish property or at other public facilities.
- Athletes are expected to act in a responsible manner when in attendance at school/parish sponsored athletic functions whether held on parish property or at other public facilities.
- Insistence on parent cooperation in not permitting children to host/attend unsupervised parties or activities.

### **Prevention**

To assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided as judged appropriate by the pastor and/or principal. These may include but are not limited to D.A.R.E, guidance programs, parent education programs, Junior Teen-Institute, Chess Club, social activities that foster positive group identification and behavior, CYO and parish-based youth ministry activities, etc.

### **DISCIPLINE**

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy and code of conduct of the school, even though not specified. In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the school setting.

### **USE OF DISCIPLINARY ACTION**

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will appraise the principal/administration of the situation. They will assist in the development of a course of action to be taken to correct the situation. Corporal punishment is prohibited. Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction, and the severity of the case. Repeated infractions can result in more profound consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.

### **DISCIPLINARY MEASURES**

The following are some approved disciplinary measures:

1. Conference with student and/or parent
2. Appropriate verbal reprimand
3. Temporary removal from the classroom (e.g., time-out room) or isolation from the group with supervision
4. Loss of privileges
5. Supervised after-school detention.
6. Referral to office
7. Disciplinary contract

### **SPECIFIC DISCIPLINARY POLICIES**

TEACHERS HAVE THE RIGHT TO KEEP A CHILD INSIDE DURING RECESS IF HE/SHE IS NOT DRESSED APPROPRIATELY FOR THE WEATHER (SEE PG. 31)

NEED TO COMPLETE ASSIGNMENTS OR HAS DISPLAYED INAPPROPRIATE BEHAVIOR. IF A STUDENT CONSISTENTLY EXHIBITS INAPPROPRIATE BEHAVIOR, HE/SHE MAY BE PLACED ON A BEHAVIOR CONTRACT PER THE REQUEST OF THE PRINCIPAL.

***Students who abuse the rights of others in any way will be guided to improve their conduct. Some consequences that may be employed for lack of cooperation with school rules:***

- Students will be reminded of their responsibility.
- Students will be subject to the policy of the classroom for various infractions of class policy or school rules.
- Students may receive loss of minor privileges and/or recess, detention for a period after school with parents' prior knowledge.

- Parents will be asked to sign a detention slip acknowledging the detention.
- A detention slip unsigned by a parent or guardian is unacceptable. The parent's signature indicates notification of the detention, not permission for the detention to be served. The absence of a parent's signature will result in additional detention.
- Removal of the student from the classroom or activity to another supervised area.

***Neither parents nor students have the right to refuse a child's detention. Students who do not show improved conduct despite the above measures may be subject to the following:***

- Conference with teacher and parent
- Conference with principal, teacher, and parent
- Individual daily/weekly behavior contract
- In-school suspension
- Out-of-school suspension

**PLEASE NOTE: The school reserves the right to refuse admission or readmission, to suspend or to expel any student who does not cooperate with the policies established in this Handbook. Policies in this Handbook apply to after school hours as well. If any student refuses to follow these policies, then he or she places his or her privilege to attend this school in jeopardy. If any parent refuses to support or follow these policies, the parent places his or her child/children's privilege of attending this school in jeopardy.**

### **SUSPENSION**

Serious or repeated misconduct may lead to suspension from class or school. It is the authority of the local building administrator to suspend a student from class or school. The diocesan schools shall not suspend a student for more than five (5) consecutive days. If the suspension is for an offense which can only be addressed through counseling in substance abuse or anger control or requires the assistance of an outside agency, the suspension may be of a duration to allow such counseling to occur.

*Suspendable* Offenses are:

- a) A serious offense involving the use of violence, force, threat, coercion, or other conduct which violates the safety of others. Police should be informed of these incidents.
- b) Use/possession of a weapon. Police must be informed.
- c) Vandalism, destruction, or theft of school property.
- d) First offense involving possession, use or being under the influence of drugs, alcohol, or other chemical substances (counseling may be required where necessary).
- e) Repeated disregard for school rules and regulations.
- f) Other offenses serious enough to warrant a student's removal from school.

### **EXPULSION**

Expulsion is the most serious disciplinary action taken by diocesan schools and may be used for serious disciplinary infractions, when public behavior affects school morale, safety and/or when the student remains incorrigible. Only the Superintendent of Schools may expel a student. In diocesan schools, expulsion is the permanent removal of a student from the school community. When a student has been expelled, official school records and withdrawal papers will indicate that. Unless directed otherwise by the Superintendent of Diocesan Schools, no principal will admit to his or her school a student who has been expelled from another Diocesan or Public school.

In case of incorrigible behavior or of a serious incident involving potential harm to any member of the school community, the parent may be asked to withdraw the child from St. Peter School when other attempted solutions have proved unsuccessful.

### ***Suspension / Probation / Expulsion / and Exclusion from school:***

In matters which may call for the removal of a student for his/her own benefit or for the benefit of the school community, every effort will be made to first remedy the situation.

The procedure for removing a student from school follows the guidelines of the Diocesan Office of Education. Parents, teachers, and all school personnel involved in the child's education will be informed and given the opportunity to discuss the situation. In addition, the Pastor and the Superintendent of the Diocesan Schools will be consulted before any student is expelled from the school.

In-school suspension with the right to make up class work is considered appropriate action when a student's conduct is disruptive to the learning process in the classroom.

Out-of-school suspension is only used when other methods have proved ineffective and after the parents, pastor, and student have been informed, in writing, of the apparent need for such action. All privileges, academic and extracurricular activities, are withdrawn until the expiration of the suspension period. In some cases, the principal and/or pastor may deem an action by a student so severe that it would result in immediate suspension from school, to be followed by expulsion.

- Examples of suspension (not inclusive):
  - Offenses involving violence, threats, or coercion.
  - Possession / use of a weapon
  - Vandalism
  - Repeated disregard of the school rules

Probation permits a student to attend school under the terms of a signed contract agreed to by the school personnel involved, the student, and his/her parents. Violation of this contract could result in the expulsion of the student.

Expulsion is the last resort. Expulsion of a student is a serious matter and will be used only when public behavior affects school morale, safety, and/or when the student remains incorrigible. The procedure is specified in the Diocesan Handbook Code of Conduct pages 13 and 14. Expulsion must have the approval of the Diocesan Superintendent of Schools.

- Examples of expulsion (not inclusive):
  - Use of weapons
  - Repeated use of physical violence, threat, or coercion
  - Selling, using, or distributing drugs/alcohol
  - Criminal behavior

Exclusion: The reasons a student may be excluded from school may include but are not limited to: contagious diseases, failure to comply with the vaccination requirements of the State of Ohio, non-payment of tuition and fees, or reasons for removal which may be necessary to restore or maintain order.

***Situations with specific consequences:***

- St. Peter School supports and cooperates with the procedures of the local school districts regarding behavior on school buses. These procedures include parent notification, suspension for a time from transportation, and loss of transportation privileges.
- Students responsible for stealing, destroying, or vandalizing St. Peter School or Parish property or the property of others are financially responsible, with their parents, whether the damage is accidental or intentional. The police will be notified if the situation warrants it.
- Truancy & Tardiness pattern absenteeism will be referred to the Pupil Personnel Office of the public-school district of residence. If necessary, the case will be referred to Juvenile Court and/or Children's Services. Truancy is understood to include leaving school without permission, being absent from school without parents' knowledge, and being absent from class without permission. ***Upon arriving at school, a student may not leave the building without parental permission and adult supervision. No student may just decide to walk home during the school day or leave with an adult without notifying the office.***
- **Students are prohibited from the use, possession, or sale of drugs, drug paraphernalia, alcohol, tobacco, explosive materials, or weapons on St. Peter property, at St. Peter-sponsored events whether held during or outside of school hours, and on public school buses.** Violations warrant notification of the police, immediate suspension, and mandatory conference with parents before the students return to school. If a student gives evidence of signs of chemical dependency, parents will be contacted by the principal and teachers, and an appropriate course of action will be decided upon. Parents who are aware of similar problems with a student are to inform the school so that together we can assist the student in overcoming this dependency.

- Intervention by trained professionals may be required as a condition for the student to remain at St. Peter School. Lack of cooperation on the part of either the student or parents in this matter will result in the student's expulsion.

**Examples of Consequences (Non-Inclusive)**

- Detention
- Stay in from recess.

**STUDENT REGULATIONS AND PROCEDURES**

The privacy of individual students must be balanced against the need to protect the health, welfare and safety of other members of the school community and the individual child.

- **Since a handbook cannot cover every instance or all situations, the principal's decision is final.**
- Students do NOT have the right to refuse to take a class or do an assignment. If there is a problem, the parents should speak to the teacher.

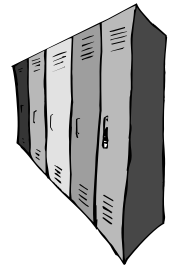
**STUDENTS AND STUDENT PROPERTY**

**Searches**

The principal/administration or his/her designee has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person and/or personal property on school property (e.g., automobiles, etc.) or at school activities may be conducted by the school principal/administration or other designated officials. Two or more appropriate school or police personnel will be present for such a search. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

**Students and Student Property**

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches, and other valuables to the office or to the physical education teacher/coach when participating in athletic events away from school.



**School Lockers and Desks**

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned has exclusive use of the locker or desk but has no proprietary rights versus the school.

**CARE OF SCHOOL PROPERTY**

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal/administration.

Since books are expensive both to purchase and for the school to maintain from year to year, parents are urged to help their children be responsible for books used. Books are to be kept covered and clearly identified.

Children are financially responsible for the loss or damage of textbooks and other materials provided for their use during the school year. Students are responsible for any damage to property belonging to the parish, school, or to other students. **Students are not permitted to bring electronic items such as, but not limited to tablets, cell**

**phones, CD players, tape recorders, cameras, radios.** Parents are asked to see that these items are kept at home.

### **LOST AND FOUND**

**Please put the student's name in all clothing.** Lost and found articles will be placed in the hallway on hooks near the main office. Periodically all unclaimed articles will be sent to Goodwill Industries. Lost valuables (i.e., glasses, watches, keys, and jewelry) can be claimed in the office.

### **DRESS CODE**

The dress code provides a standard for our students that fosters an environment conducive to learning and respectful behavior. Final decisions regarding the school uniform rest with the principal/administration. School attire affects the behavior and study habits of children. Therefore, the following dress code is to be observed:

## **UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION**

### **Pants and Shorts**

- Grades K-5: Black or Grey
- Classic traditional dress pants/shorts for boys and girls
  - Flat front or pleated
  - Straight leg and side slant pockets
  - Pants/shorts must sit at the waist and should not be tight fitting, oversized or baggy, low waist, or midriff barring styles are not acceptable.
  - The following styles **DO NOT conform** to the dress code: cargo pants, extra pockets, stretch fabric, leggings, flared legs, large labels, rivets, jean style.
- Dress belts are to be worn in belt loops: belts for boys and girls are to be brown or black without decoration.
- Dress Shorts must be hemmed to just above the knee.
  - Shorts are permitted from the beginning of school through **October 15** and **April 1** through end of school year.

### **Shirts**

- Grades K-5 Solid Black, Grey or Yellow.
- Long or short sleeves
- Knit or golf style shirt, oxford dress button down shirt or blouse.
- Shirts may not be tight fitting, stretch fabric or embellished with decorations or logos.
- Turtleneck tops may be worn under an approved sweater, jumper, or vest.
- All shirts must be long enough to stay tucked into bottom attire.
- White dress shirts are required for all students on Mass days, and all boys are required to wear school plaid tie.

### **Sweaters and Sweatshirts**

- Sweaters color: Solid Black or Grey. **Hoodies may be worn as outdoor gear only.**
- Sweater style: plain cardigan, V-neck or crew neck pullover, or sleeveless vest.
- Sweatshirt: Black or Grey. **Hoodies may be worn as outdoor gear only.**

### **Girls Skirts and Jumpers**

- Jumpers – Solid Black, Navy or Grey.
- Uniform Style Skirts, or Skorts – Solid Black, Navy or Grey: knife pleat, two kick pleat, culottes skirt, pleated skirt. (Shorts are encouraged to be worn under skirts and jumpers).

### **Gym Uniform**

**Students in grades K-5 are permitted to wear their gym uniform to school on Tuesdays and Thursdays.**

- All students must wear the following gym attire
  - Grey gym t-shirt/sweatshirt – no emblems (school logo only)
  - PLAIN black nylon or cotton shorts or sweatpants of appropriate length
  - Shorts must be knee length.
  - Students will not be permitted to wear any “yoga” style pants
  - Sweatpants may be open pant style or elastic bottom. Pants and shorts may **not** be tight fitting or made of stretchy fabric
  - Solid white or black crew-style socks that cover the ankle
  - Appropriate athletic shoes.

STUDENTS MAY NOT WEAR ANY LONG SLEEVE SHIRTS UNDERNEATH THE GYM UNIFORM OR SCHOOL SHIRT. STUDENTS SHOULD WEAR A UNIFORM SWEATSHIRT OR SWEATER IF THEY ARE COLD.

### **Shoes and Socks**

- Dress shoes in black, brown or navy with **hard** soles required.  
**The following shoes do not conform to the dress code:** sandals, moccasins, backless shoes, fashion boots, platform shoes, colored or decorated ballet style flat shoes, colored gym shoes, summer topsider shoes or slippers.
- Shoes are to cover the entire foot. For safety reasons, this also applies to out of uniform days.
- Socks should be the type that you can fold over. Socks will cover the ankles.

### **Miscellaneous**

- Hair length for boys **MUST** be above the collar in the back, at the ear lobes on the side and above the eyebrows in the front
- No trendy or extreme hair cut styles, including carved designs, two tone colored hair, nor artificial hair coloring
- No make-up, including colored lip-gloss, no nail polish
- Jewelry: ONE necklace, ONE bracelet, ONE ring, ONE watch. No hoop or dangling earrings for safety concerns. Only ONE stud earring per ear lobe is permitted. This includes dress down days.
- No body piercings or tattoos

### **Out of Uniform Days**

Students may not wear short shorts, tight fitting clothes, midriff, string or tank tops. Shoes must be safe for the playground. No flip flop sandals, high stacked heels, or platform shoes.

### **Violation of Uniform Policy**

- Dress code violation paper
- Detention for consistent uniform violation
- Students may wait in the office until the parent or guardian brings appropriate clothing.

**Boots, Mittens/Gloves, Hats and Rainwear:** Are expected to be worn by students in **ALL** grades when the weather demands them. Boys should not wear hats inside unless they are leaving the building.

**Uniforms are to be worn TO and FROM school unless specific directives to the contrary are given.**

*All these items are available through The Uniform Guy,  
Or items may be purchased at any retail store.*

**The Uniform Guy**

1910 Whipple Ave NW

Canton, Ohio 44708 Phone: 330-605-9204

### **Dress Down Days**

On dress down days, students are **NOT** permitted to wear the following:

- Clothes with inappropriate sayings on them as determined by faculty/staff.
- Clothes with advertising, this includes alcohol and tobacco products.
- Clothes which depict wrestling.
- Clothes that show any form of violence, including, but not limited to: skulls, weapons, or gothic symbols.
- Clothes that are worn, frayed, oversized, or too tight.

### **Dress-Up Policy:**

- Sweats or jeans of any style or color are not permitted on dress up days
- T-shirts are not permitted
- Tennis shoes or canvas shoes are not permitted

- Uniform regulation socks, tights or panty hose must be worn with your dress shoes or school shoes.

### ***INAPPROPRIATE MATERIALS***

Students are not permitted to possess the following items on school property or at school functions: Some examples would be: weapons, drugs, pictures of books portraying explicit images

### **ELECTRONICS**

**Because of online capabilities, the chance of breakage and loss, electronic devices are not to be used during school time including morning care and after school care. This includes all electronic devices such as handheld games, iPods, iPads, etc. Electronic devices, cell phones, etc. that a student may need after they leave school property are to be left in the school office and picked up at dismissal.**



### ***PLAYGROUND REGULATIONS***

The playground equipment is limited to balls, jump ropes, and similar movable easily stored items. Students are to exercise reasonable care in the use of these items as well as other school equipment.

To make recess periods enjoyable and safe for all, the playground rules include but are not limited to:

- Always respect and obey the supervisors.
- Treat others with kindness; share balls, jump ropes and space.
- Play in the area assigned to the specific class.
- Avoid all rough play including, but not limited to, keep-away and tackle-football.
- Never throw or kick stones, ice, snow, or wood chips.
- ***Do NOT chew gum anywhere on the school premises.***
- Never leave the play area, for any reason whatsoever, without the express permission of the assigned supervisor.
- Use NO profane or vulgar language anywhere at any time.
- NO running through the halls, up and down the stairs, or in and out of the doors.

It is our goal that all at St. Peter School understand the importance of correct behavior and proper courtesy on the playground. Parents are requested to help their children understand the need for respecting the rights of others. Violations of these rules will result in consequences, such as not being permitted to play with others, detention, Time Out, standing on the wall at recess, etc.

## **IX. HEALTH AND SAFETY**

### ***STUDENT HEALTH & SAFETY***

Parents and guardians have the primary responsibility for the health and well-being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

Health and immunization records are due on or before opening day of school for all new students. During the school year vision screenings and height/weight measurements are given to all students in Grades K, 1, 3, & 5; hearing for grades K, 1, 3, & 5 and postural screening for Grade 5. New students receive all the health screenings. Any test may be given upon parent or teacher request.



#### ***School Nurse:***

*School nurse is assigned to St. Peter School by PSI. She is at the school M-F from 7:30am-2:30pm, she maintains the health records of all the students and provides basic health screening services.*

A parent who wishes to have a child seen by the school nurse may make a request in writing or may call the school to confer with the nurse when she is available.

The school nurse is not a substitute for prompt emergency treatment and is not expected to diagnose illnesses or treat injuries acquired at home. When a referral for further medical care is suggested by the nurse, the prompt response by the parent is essential.

The school furnishes an **emergency authorization form** which directs the school's course of action in each individual case. It is essential that the parents notify the school of changes of phone number, address or employment throughout the school year so this data is always up-to-date.

### **CRISIS PLAN**

The school has a working Crisis Plan and performs necessary drills as regulated by the State of Ohio.

The school provides several types of safety drills throughout the school year according to state mandates. They include, but are not limited to:

Fire drills

Tornado drills

Evacuation drills

Lock down drills (3 levels)

### **ACCIDENTS AND FIRST AID**

The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of aiding the student. If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. As an example, staff should initially resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or creams. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. In the latter situation, the school shall be expressly held harmless from any costs or expenses associated with the professional diagnosis and/or treatment provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents. If it is necessary for the student to be taken to a doctor or hospital for emergency treatment, the parents should be informed as quickly as possible. Either a parent, a staff member or those listed on the EMAF (Emergency Medical Authorization Form) is to accompany the child to the doctor or hospital. The Emergency Medical Authorization Form should be taken with the student. For this reason, it is imperative that this information be kept up to date in the office file.

### **HYGIENE**

It is expected that all students follow normal hygiene practices. Families should make certain that students' clothes, book bags, and other personal belongings are in good repair, clean and free from odor or infestations.



### **ILLNESS**

The school makes accommodations for students who become sick at school by removing them from the rest of the student population until the parent or other authorized person can take the student home. Students with fevers or communicable diseases will be sent home to reduce the risk of infection to the student body.

- Children who show signs of illness in the morning should be kept home. Children with severe colds or coughs should not be sent to school where they may spread their illness to others. A child who spends the day in school ill is not able to learn and is a potential carrier of disease to others.
- In case of a contagious disease, the Ohio Department of Health requirements will determine when the child may safely return to the classroom.
- Ordinarily, a child who is well enough to participate in school is considered well enough to participate in school activities, including outdoor recess and physical education class. A doctor's excuse is needed for exemption from gym class or recess.

- Children are not to be left in the classrooms during recess without supervision, so permission to stay inside requires special provisions and is only granted for serious reasons.

When a child becomes ill or injured during the school day and needs to go home, the child is sent by the teacher to the nurse room to wait until a parent or other responsible party can be reached.

## **ADMINISTERING PRESCRIBED MEDICATION TO STUDENTS**

When a student is required to take prescription or nonprescription medication during school hours, the following procedures for dispensing medication will apply:

### **A. Authorization to Administer Medication**

1. The physician must sign a form granting the school permission to administer prescription or nonprescription medication.
  - a. Forms will be supplied by the school
  - b. The medication and signed permission forms shall be brought to the school **by the parent.**
  - c. **The physician's signature must be on the original medication permission.**
2. In special cases (to be determined by the school nurse, principal or designee), the signed permission form may stipulate that a student is to be allowed to self-administer medication in the presence of the school nurse, the principal or designee.
3. Request forms must be submitted each school year for all medication.

### **B. Transportation of Medication to and from School**

1. The parent assumes the responsibility of getting medication (prescription or nonprescription) to the school and furnishing the school with an adequate supply of medication. **At no time shall a student of any age be permitted to carry medication to school** unless authorized in writing by the parent and/or physician.
2. A supply of medication, in its original container, should be delivered on the day on which it is to be given.
  - a. Unused medication will be returned **ONLY** to a parent or unless authorized, in writing, by the parent or to another individual authorized in writing, by the parent.
  - b. It is the responsibility of the parent to claim any unused medication within one week after the school year ends **or** within one week after the medication is no longer needed. Any unclaimed medication will be destroyed.
  - c. Empty containers may be returned home with students.
3. If any of the information stated on the permission form (FORM Med-1) changes, the parent agrees to immediately furnish to the school a revised statement signed by the physician who prescribed the medicine.

### **C. Labels on Medication**

1. Prescribed medication containers shall have the affixed label as it was prescribed by the physician and dispensed by a licensed pharmacist. Medicine not in the original container will not be dispensed. Medication must be clearly labeled and accompanied by the following information:
  - a. On prescription bottle:
    - 1) Full name of the student.
    - 2) Name of the medication.
    - 3) Dosage and time intervals for administration; and
    - 4) Name of the physician (required for prescription drugs only).
  - b. On the permission form:
    - 1) Possible side effects, any severe reactions; and
    - 2) Any special instructions for administering the drug such as storage or sterile conditions.
2. Non-prescription medication should also be in the original container and be accompanied by the completed permission form with the necessary details for storage and administration.
3. The parent is responsible for notifying the school, in writing, if there is to be any change in dosage or time of administration or if the administration of medication is to be terminated.

## **CHRONIC MEDICAL CONDITIONS OF STUDENTS**

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/administration and name in writing the student's supervising physician. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the physician regarding possible effects on the pupil's behavior at school and special emergency procedures. The status of a student's condition may be subject to review by the school nurse and principal.

### **AIDS POLICY REGARDING STUDENTS (Diocese of Youngstown):**

When a student, who is enrolled or seeking enrollment in grades K-5, is identified as having HIV/AIDS/HBV, the superintendent or his designee is notified. The Diocesan handbook states: "A student identified as having HIV shall be temporarily excluded from school and will have home instruction until the medical conference and review procedures have taken place."

The superintendent will consult with the appropriate health commissioner or advisor. If the student's primary care physician feels the student, for his own health, should remain at home and be home schooled, arrangements will be made.

If the student's physician decides the student should attend school, a review team, as stated in the Diocesan Guidelines for Students, must be followed.

The student may be in a regular classroom setting provided:

1. The health of a child, as documented by his/her physician, allows participation in regular academic school activities.
2. The child behaves acceptably, in a manner that would not cause the spread of the disease or in any way put others at risk.
3. The child does not have open sores, skin eruptions, or any other condition which prevents his/her control of bodily secretions.
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

In Parish Elementary Schools, the Pastor and Principal will confer with the appropriate persons and consult with the Superintendent before the Pastor makes the final decision on each case in the parish school.

Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome), ARC (AIDS Related Complex), or other illnesses caused by HIV (Human Immune Deficiency Virus that causes AIDS, also known as HLTVIII or LAV).

To protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition should be the minimum necessary to assure proper care of the child.

Based on the condition of the child and the expected type of interaction with others, the Principal, after consultation with the proper authorities, may limit the child's participation in school activities.

A student with AIDS who is excluded from school shall be provided with an alternative means of catechetical instruction.

### ***Work practices related to AIDS:***

It is the policy of St. Peter School to implement practices which minimize employee/volunteer/student exposure to blood born pathogens and other infectious material.

Some of these controls include, but are not limited to:

- Wearing plastic/latex gloves (supplied by the school) when having contact with body secretions
- Washing hands with soap and water after removal of gloves or contact
- Disposing of infectious materials in the red container or the sharps container in the office
- Proper disposal of contaminated materials
- Proper clean-up of any contaminated areas

All playground volunteers wear a medical, fanny pack obtained at the school office, while on duty. The pack will contain gloves. Teachers / parents wear the fanny pack while on field trips.

### ***INFECTIOUS / COMMUNICABLE DISEASES***

The protection and welfare of each individual student is of importance in the schools of the Diocese of Youngstown. To enhance protection of students:

1. All students must be immunized and/or tested according to the current Ohio Board of Health requirements found in the Ohio Health Guidelines (or modified schedule as approved by the student's physician or local Public Health Department). Parents or guardians of the child who object on the grounds that administration of

immunizing agents conflicts with their religious tenets or practices must produce such documentation and complete a Religious Exemption form from the school. The completed form will be submitted to the superintendent for approval. The school must keep a copy of the documentation on file.

2. The school utilizes the Ohio State Health Department's Communicable Disease Chart to determine the procedures for referral of suspected communicable diseases, notification of parents whose children have come in contact with this disease, and requirements for exclusion from and re-admittance to school for children found having a communicable disease.

Parents are asked to contact the school when their child has been diagnosed as having a contagious condition. This includes **strep throat, pink eye, measles, chicken pox, head lice, and scabies** and any other communicable disease. For **pink eye** the student must be on antibiotic eye drops for 24 hours and have no discharge upon return. For **chicken pox** all lesions must have a dry crust and must be checked by the school nurse upon return. If the student has a positive **strep throat**, he must be on an appropriate antibiotic for 24 hours and have a normal temperature. If a child has a throat culture one day, he/she should be kept home the following day until the results are known. When a child has been home with an illness, the child should not return to school until they are free of symptoms and temperature has been normal for at least 24 hours.

## LICE

### **Head Lice Procedure:**

1. All students infested with head lice are excluded until the head is free of lice and nits.
2. A form letter provided by the school office is sent home with the student being excluded with head lice to:
  - a. Advise parents on obtaining treatment; and
  - b. Inform parents of conditions for readmission to school.
3. The prescribed shampoo must be used
4. Readmission to school is permitted **ONLY** after examination by school nurse reveals head to be clear of lice and nits.
5. The school nurse (if available) will re-check student two weeks after readmission to school.

### **FIRE / RAPID DISMISSAL / TORNADO / EMERGENCY DRILLS**

St. Peter School has a working safety program that promotes school safety through organized drills for shelter in place, fire, tornado and reverse evacuation. The teachers are oriented to the program each fall to be prepared should an emergency arise. If you would like to view the plan, please contact the school office.



### **SEXUAL HARASSMENT—STUDENTS**

St. Peter School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, St. Peter School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Youngstown endeavor to provide for its students an atmosphere free from sexual harassment. For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material whether in the form of electronic communication, music, written lyrics, pornographic pictures or other literature, or material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or having such sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene t-shirts, hats or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. **Using the words, "I was just kidding," is not an acceptable excuse.** The above list is not meant to be all-inclusive but is intended to provide guidance as to what may constitute sexual harassment.

Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code. Allegations of sexual harassment (as defined above) are to be reported to the teacher and the

principal. The parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary action will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all the following:

- Verbal warning/reprimand and apology to the victim.
- A parent/student/principal conference.
- Written warning/reprimand and parent notification entered in the student's file.
- Detention or removal from selected school activities and/or extracurricular activities.
- Behavior/probation contracts, possibly requiring professional intervention.
- Suspension; and/or
- Expulsion.

### ***Sexual Violence***

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor or other school authority is required, under state law, to report the incident (ORC 2151.421). The Department of Human Services and the police will be contacted immediately if there is any "reason to believe" (ORC 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Office of Catholic Schools will be contacted immediately in these situations.

Generally, sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (ORC 2907.05), Sexual Battery (ORC 2907.03), Rape (ORC 2907.02), Importuning (ORC 2907.07), Voyeurism (ORC 2907.08), Public Indecency (ORC 2907.09), or Felonious Sexual Penetration (ORC 2907.12) as examples. In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

### **X. STUDENTS WITH SPECIAL NEEDS**

The Catholic school recognizes the beauty and potential inherent within each student. To foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents are considered an integral part of the process. To accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school upon application for registration. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing. Failure to disclose known special educational needs will void the application for registration. Special educational needs that are identified after a student has been accepted will be addressed in compliance to the rules of IDEA as apply to chartered nonpublic schools in the State of Ohio. Students with disabilities are expected to follow the school's policies and honor code.

### **XI. APPENDICES**

#### ***School Forms***

ALL forms can be obtained in the office or by accessing the SIS on the web site



Student Name(s) \_\_\_\_\_

**PARENT SIGN OFF FOR STUDENT HANDBOOK**

The student handbook is now online at [www.stpetercanton.org](http://www.stpetercanton.org) You will not be receiving a written copy this year. Please go online and view/read the handbook.

After you view/read it please sign and return this slip acknowledging that you are aware that the student handbook is now online.

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

**FIRMA DEL PADRE PARA EL MANUAL DEL ESTUDIANTE**

El manual del estudiante ya esta en linea en [www.stpetercanton.org](http://www.stpetercanton.org) No recibira una copia escrita este ano. Vaya en linea y vea/lea el manual.

Despues de verlo/leerlo, firme y devuelva este formulario reconociendo que sabe que el manual del estudiante esta ahora en linea.

Firma de los padres \_\_\_\_\_