



Vision

St. Peter School will be recognized throughout the community as a leader in Catholic education.

Mission

Guided by Christ's Gospel message, St. Peter Catholic School will educate every child spiritually, morally, academically, physically, and socially.

Belief Statements

- *We believe in the teachings of the Catholic Church. We are committed to practicing these teachings as we face the challenges of the 21st century.*
- *We believe that all people possess innate worth and unique abilities and are capable of learning.*
- *We believe in providing a well-qualified faculty and staff who will implement a variety of educational approaches to support learning within a safe environment.*
- *We believe in promoting cultural awareness.*
- *We believe in promoting respect, reverence, responsibility, and service.*
- *We believe in a working partnership with parents, school family, Church, and community.*

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IMPORTANT TELEPHONE NUMBERS

School Principal & School Office.....	233-8710
Before/After School Child Care -- Latch Key	233-5527
Library	237-3525
Parish Administrative Offices	233-1503
Pre-School/Early Childhood Center	237-3526
Religious Education Office.....	237-3516
Tuition Office	233-1503

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ADMINISTRATION OF MEDICINE

When it is necessary for school personnel to administer prescribed medication, the following guidelines, taken from the Ohio Nurses' Association Guidelines, will be followed:

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

ADMISSION

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***SCHOOLS OF THE ARCHDIOCESE OF CINCINNATI
ADMIT STUDENTS OF ANY FAITH, RACE, COLOR,
AND NATIONAL OR ETHNIC ORIGIN.***

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Kindergarten students must be five years old by September 30. Students new to St. Peter (not coming from the Early Childhood Center program) will participate in a screening process administered at St. Peter School to determine readiness for and placement within the Kindergarten program. Kindergarten students also participate in a screening program in the spring prior to entrance to grade 1.

First grade students must be six years old by September 30 and must have successfully completed Kindergarten in an accredited program.

Parents of new students enrolling in St. Peter must provide birth and Baptismal Certificates (Baptismal Certificate required only if Baptized in the Catholic Church) and immunization records prior to the students' first day of school. Kindergarten and first grade students will also

need to submit a completed Physical Exam Form. In addition, they must sign a release of records form so all records can be transferred from the previous school.

Parents of new students enrolling in grades 1 - 8 will sign an AGREEMENT OF PROBATIONARY ADMISSION, which states that the student(s) will be admitted on a probationary basis for the first nine weeks of attendance. The student(s) must maintain at least a satisfactory effort in all subjects and will conduct himself/herself in a manner so as not to disrupt the learning process of other students. If the conditions of the probationary admission are not met, the student(s) may be asked to withdraw.

ARRIVAL

School begins at 8:45 a.m. with the first bell ringing at 8:35 a.m. All students who arrive before 8:35 a.m. must report to assigned classrooms. Students arriving in cars before 8:15 a.m. must report to Latch Key.

ATHLETICS

Participation in the parish-sponsored athletic programs is encouraged, but such participation cannot be to the detriment of a student's primary responsibility of successful achievement in school and completion of assigned work. If this situation occurs, the student and parents will be advised to remedy the situation. If the student shows no improvement, the parents will be advised to withdraw the student from athletics until the student has shown improvement in his/her academic progress.

Students who have been suspended from school may not participate in athletic events. Students who have been expelled may not participate in athletic events. Future participation is at the discretion of the Pastor.

ATTENDANCE

Students are required to attend school regularly. Absentees miss valuable class instruction, and continuity of skills. Consequently, parents must consider it a serious obligation to have their children attend school daily. Please try to avoid doctor and dental appointments during school hours.

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

Call the school (233-8710) between 8:00 a.m. and 9:00 a.m. each day when your child will be absent. You may leave this information on the school's voice mail. IN ADDITION TO THE PHONE CALL, A **WRITTEN** EXCUSE STATING THE REASON FOR THE ABSENCE, SIGNED BY THE

PARENT/GUARDIAN IS REQUIRED WHEN THE CHILD RETURNS TO SCHOOL. If no message is received by 9:00 a.m., someone from the school office may call the parents at work.

All notes about a student's absence, early dismissal, doctor's appointments, etc., must have the CHILD'S FIRST AND LAST NAME, PARENT/GUARDIAN LAST NAME, and AND HOMEROOM TEACHER'S NAME.

*Make sure that you contact
the school's Homework Hotline for assignments.
In the case of any absences, it is the student's responsibility
to contact all teachers for missing work
and also dial the Homework Hotline (426-1048) for assignments.*

A doctor's statement will be required after 3 consecutive days or frequent absences. Students may be in danger of retention when absences exceed 15 days. Taking children out of school for vacation is DEFINITELY DISCOURAGED. For extenuating circumstances, please contact the teacher one-week prior to the scheduled absence. When a student misses a class for any reason (field trip, band or music lesson, serving, doctor's appointment, etc.), it is the **STUDENT'S RESPONSIBILITY** to go to the appropriate teacher and ask for any missed work, homework, or long-term projects.

Tardiness is disruptive to the educational process; therefore children attending St. Peter School are expected to be in the classroom before the tardy bell rings. Students who report late must obtain a tardy slip from the office before they will be allowed to enter the classroom. If the bus arrives after the tardy bell rings, the students will not be considered tardy for class.

"Tardiness is disruptive to the educational process; therefore, children attending St. Peter School are expected to be on time for class, being in the classroom when the bell rings. Students who report late must obtain a tardy slip from the office giving them permission to enter the classroom. Records will be kept in the school office on tardiness. When a student has been tardy three (3) times in one quarter, the teacher will notify the child's parents. Excessive amounts of tardiness, five (5) or more in one quarter, will warrant another notification to the child's parents, by school administration. In addition, the child may have to make-up the time at recess. The accumulation of five (5) tardies will equal one day of unexcused absence."

BICYCLES

The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bikes by requiring them to be properly parked and locked in the school bike racks.

Bicycle riders are to **WALK** their bicycles when on school property.

BIRTHDAY CELEBRATIONS

Often times primary students like to celebrate their birthdays with their classmates by bringing in treats. Since some children may be allergic to certain foods, we ask parents not to send food but rather consider the following birthday celebration: The student celebrating a birthday presents his classmates with the gift of a new library book. The child may want to read the book ahead of time and tell classmates about it. A special label will be placed inside the cover with the child's name and date of birth and placed in the school library as a remembrance. Our school librarian has a list of suggested titles of books.

***INVITATIONS FOR BIRTHDAY PARTIES AT HOME
SHOULD NOT BE PASSED OUT AT SCHOOL
UNLESS EVERY CHILD IN THE CLASS
IS TO RECEIVE ONE.***

BUS CONDUCT

Fairborn, Mad River, and Huber Heights City Schools provide transportation. They set the standards for bus behavior. All problems will be addressed through their transportation offices.

Students may not ride a bus number different from their own in their same district without permission. ***A WRITTEN NOTE CONTAINING THIS INFORMATION MUST BE SENT TO SCHOOL AND SIGNED BY THE PRINCIPAL OR DESIGNEE. STUDENTS MAY NEVER RIDE A BUS OUTSIDE OF THE SCHOOL DISTRICT IN WHICH THEY LIVE.***

Students who are not eligible for bus service are not allowed to ride a bus to another student's home.

BUS ROUTES AND OPERATING POLICIES

Bus routes and stops are planned and established by each District's Transportation Departments. Safety, economy, efficiency, and allocation of resources are some of the considerations, which must be evaluated in determining bus operation policies.

Parents who wish to make requests for changes in routes or stops should contact the Huber Heights Transportation Department (237-6385) or Mad River Transportation Department (237-4280) or Fairborn Transportation Department (878-1772). In addition to calling transportation, students and parents are encouraged to notify the school immediately of any safety hazards.

CELL PHONES

Cell phones are not to be turned on or used during school hours.

CHANGE OF ADDRESS/PHONE NUMBER

It is very important for **emergency and administrative** reasons that all students maintain an **up-to-date address/telephone number record and email address** at the school office. Notify the school **IMMEDIATELY** if you have a change of address and/or phone number during the school year.

COMMUNICATION

Effective communication between home and school is always encouraged. First-hand information is always more reliable than “hear-say”. If you have questions about a particular situation, please follow this procedure:

1. Discuss the matter with the individual teacher. If the matter is not resolved at that level,
2. Discuss the matter with the principal. If the problem is not resolved at that level, then
3. Present the complaint in writing to the Pastor or call the Administrative Office for an appointment with the Pastor. The parent will then receive a written response.

On the first Friday of each month the school newsletter will be distributed to the students.

CONFERENCES

Parent-teacher conferences are scheduled during the school year. If you would like to arrange additional conferences at other times during the school year, please call the school office to arrange a time that will be convenient for both you and the teacher.

CUMULATIVE RECORDS

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

CURRICULUM

All students enrolled at St. Peter School are provided instruction in the following areas: Religion, Language Arts, Math, Science, Social Studies, Art, Music, and Physical Education. Each curricular area has a Graded Course of Study (curriculum guide) that provides direction for instruction. Students in grades 5 - 8 are also instructed in basic Spanish.

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

1. Archdiocese policy mandates that all Catholic schools in the archdiocese teach the objectives in the Graded Course of Study.

2. Students enrolled in the school are expected to participate fully in all curriculum areas included in the Graded Course of Study.

DISCIPLINE/CODE OF CONDUCT

Philosophy

We believe in providing children with a Christian education environment in which to grow and mature. Therefore,

1. The staff and students will provide a positive environment by their behavior, attitude and interest in learning.
2. Peace and justice are reflected in the staff's and student's attitudes and behavior.

Student Rights

1. Students have the right to a Catholic environment.
2. Students have the right to a positive learning environment.
3. Students have the right to a safe environment.

Responsibilities of Students

1. Students are to contribute to the Catholic environment by participating in Religion classes and contributing to a positive environment by their actions.
2. Students will come prepared to attend class regularly and arrive at and depart from school on time.
3. Students will adhere to the rules and regulations of the school.
4. Students will dress and behave appropriately for any school/parish functions.

Guidelines

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

Students who are removed from class and sent to the office will have a consequence and their parents will be notified.

Sample of Offenses (not all-inclusive)

1. Fighting, hitting, or kicking

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

For in-school suspension students will be required to complete their classwork but will not receive credit since they are not in class.

Immediate Suspension or Expulsion

The following may warrant an immediate suspension or expulsion:

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

Any threat to the safety and well-being of any member of the school community will be taken seriously. Any circumstance that creates a potential threat will be taken seriously. Whatever nature of the threat, whether verbal or implied, will be dealt with in a timely fashion.

Each case will be judged on its own merits. The administration reserves the right to take action as deemed necessary and exact penalties and consequences as he/she sees fit in consultation with the pastor and/or other appropriate resources including notification to police where possible. These consequences may include suspension and/or expulsion.

Procedure

The parent/guardian will be contacted immediately and a conference scheduled within one day. The parent/guardian may be requested to remove their child from school immediately until a conference can be held. After this conference, every effort will be made to reach a decision within three days concerning the child's future status. One of the consequences, according to the seriousness, may be that the student be asked to withdraw.

The administration reserves the right to carry out disciplinary measures for any offense of misconduct related to school nature, even though not mentioned specifically in the list above.

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

DISMISSAL PROCEDURES

Students who walk, ride bikes, or are picked up by cars or vans are dismissed out the main front door. Students who are allowed to walk home from school or to a place other than their house must have a release form on file in the office.

If you pick your child up in front of school, please park in the spaces provided (or across the street) if you have to wait. Parking is available in the front or west end of the building. The spaces behind the school and Church are reserved for buses only and through traffic is not allowed during arrival 8:15 a.m. – 8:45 a.m. or dismissal 3:10 p.m. – 3:30 p.m. Please form two lanes and keep the flow of traffic moving.

***ANY TIME THAT STUDENTS ARE TO LEAVE SCHOOL
AT A DIFFERENT TIME OR BY TRANSPORTATION
THAT IS DIFFERENT FROM THEIR NORMAL MEANS,
PARENTS ARE REQUIRED TO INFORM THE SCHOOL BY NOTE
(PHONE CALLS ARE DISCOURAGED)!!***

Parents are discouraged from waiting in the hallways, lobby areas or Kindergarten area prior to dismissal in order to escort their son/daughter to the car because it adds to the congestion at dismissal.

If you have an appointment with a teacher after school, please come to the office. At 3:15 p.m., the students must leave the building. Students who have not been picked up by 3:45 p.m. will be sent to the Latch Key Program. Only those under the direct supervision of a faculty member and who have obtained parental permission (written notice) may stay in the building with that teacher.

EMERGENCY CLOSINGS/DELAYS

Weather-related closings will be in accordance with the Huber Heights City Schools. Please listen to radio and television coverage for information concerning any closings and/or delays. ***Please do not call the school.*** If the public school announces that there will be an hour delay, this means that buses will be one hour late picking up students - two-hour delay, two hours late picking up the students.

When there is a two-hour delay, morning Kindergarten will begin at 10:45 a.m. and end at 12:15 p.m. The afternoon Kindergarten will begin at 1:45 p.m. and end at 3:15 p.m. The Enrichment Classes will also follow this schedule.

In the event of a school delay on Wednesdays, the Children's Mass will be delayed or cancelled. Morning schedules will also be adjusted. Dismissal will be at the regular time.

When school is closed for any weather-related reason, there will be no extra-curricular activities.

EMERGENCY DRILLS

St. Peter School has an Emergency Operations Plan. Fire drills are conducted once each month and tornado drills are conducted during the tornado season. Lockdown drills will also be conducted periodically. Yellow paper on the outside windows will indicate a lockdown is in progress. Detailed evacuation plans are posted inside the door of each classroom.

During tornado drills, each classroom goes to a designated area within the building. For fire drills, each class has an escape route to an outside area a safe distance from the building. Children are taken to these designated areas in a safe, quiet, and orderly manner.

The safety of all students is of primary importance. Therefore, St. Peter School will take all precautions necessary to insure their safety.

If there is ever a need to notify parents of any school emergency situation, calls will be made through the Education Connection System and Channel 7 & Channel 2 television stations.

EMERGENCY INFORMATION

For emergency cases, each student is required to have on file at the SCHOOL OFFICE the following information:

1. Parent(s) or guardian(s) names(s).
2. Complete and up-to-date address.
3. Home phone, parent(s) work phone, and cell phone numbers.
4. Emergency phone number of friend or relative.
5. Physician's name and phone.
6. Medical alert information.
7. Custodial care and visitation rights (where applicable).
8. Email address (if applicable).

ENTRY PROCEDURES

Car Riders: Enter main front doors. Do NOT drop off students before 8:35 a.m. or your child may be sent to Latchkey.

Bus Riders: Enter Family Life Center doors north of the Cafeteria and proceed to designated classrooms if arrival is before the 8:35 a.m. bell.

EQUIPMENT USAGE

Our school contains a variety of educational, safety, and maintenance equipment. Students should not use or handle equipment unless they have been specifically authorized to do so.

FEES

Religion materials and consumable materials are purchased with monies from the fees assessed to each student. The fees also cover the Archdiocesan assessments for the services of the school office.

FIELD TRIPS

Field trips within our city and to nearby points of interest are scheduled by the teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community.

Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign a field trip permission form. No verbal permission will be accepted for field trips over the telephone. A designated amount of money will be requested from each student to help defray transportation and/or facility use costs. Parents are encouraged to chaperone (**ALL CHAPERONES OR VOLUNTEERS IN THE SCHOOL MUST BE FINGERPRINTED AND ATTEND A CHILD PROTECTION SESSION**) as needed. Overnight field trips will require a notarized permission slip and notarized form for distributing medication.

FUND RAISING

For any fund raising projects, a committee person will handle all receipts. Solicitations from outside organizations are not permitted on school property.

GRADING SYSTEM

Each quarter a progress report is issued. The basic information on this report gives the evaluation of your child's progress in the various subject areas, in work habits, and in behavior.

The report card grading scale for students in grades four through eight are:

93 – 100	A – Superior
85 – 92B	– Very Good
77 – 84C	– Satisfactory
70 – 76D	– Below Average
Below 70	F – Failing

Interim reports are issued in the middle of each quarter. Daily papers and test papers are sent home occasionally for parent signature. A requested signature helps the teacher to know that the papers were seen by the parents.

GUM

Our school has a three-part policy which governs the use of gum during school hours:

1. NO GUM!!
2. NO GUM!!
3. NO GUM!!

HOMEWORK

“One reason Catholic school students surpass the national average in reading proficiency is because they are assigned, and do, more homework.” This was the finding from an NCEA study of reading achievement levels comparing Catholic school students with the national population of school students.

Based on this research, we believe homework is a vital part of the learning process. Work done independently is a gauge of students' understanding as well as practice in needed skills. Long-range assignments are given in the upper grades to cultivate further independent study.

Philosophy of Homework

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

Responsibilities of Students

1. Do required assignments
2. Submit complete assignments on-time
3. Have required materials and supplies
4. Have an assignment notebook on their desk at all times (grades. 4 - 8)

Procedures

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

The following schedule is provided as a GUIDE (not an adopted policy) for time allotments for homework. This may vary from time to time considering the type of assignment, especially in grades 4 - 8.

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

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

Parents should REQUEST DAILY ASSIGNMENTS for ill students BEFORE 9:00 a.m. (at the same time a child is called in for an absence).

When a student is absent, it is his/her responsibility to contact each teacher upon returning to school.

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

- Grades 3 - 5 Teacher discretion
- Grades 6 - 8 One day will be allowed for each day absent

Excused absences of longer duration will be handled on an individual basis. Homework will NOT be given in advance for vacations or extended time away from school. Assignments missed because of vacations will be considered missing if not completed within two days. It is the student's responsibility to collect and complete the required work.

Homework Hotline (424-1048) is also available to find out the homework for the day. (The Teachers' Homework Hotline numbers are listed in the front of this Parent-Student Handbook.)

HONOR ROLL

If a student has a "D" or "F" in Art, Music, P.E., or Spanish, that student is not eligible for either Honor Roll.

The following subjects (English, Math, Reading, Religion, Science/Health, and Social Studies) are then averaged together to determine which Honors the student receives. The Point System used is: A = 4 points, B = 3 points, C = 2 points, and D = 1 point.

First Honors	= 3.7 - 4.0 grade point average
Second Honors	= 3.4 - 3.69 grade point average

ILLNESS/ACCIDENT AT SCHOOL

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

THE FOLLOWING STUDENTS SHOULD NOT BE SENT TO SCHOOL:

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

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

IMMUNIZATIONS AND VACCINATIONS

State law requires that every child who is admitted to our school must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough and polio. Also required is a measles, mumps, rubella (MMR) vaccination.

State law also requires that an "MMR Booster" shot be administered before a child may be admitted to seventh grade.

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

INCLUSION POLICY

St. Peter Parish values every learner regardless of ability. Therefore, we will provide an opportunity for every learner to reach his or her fullest potential and benefit from the values of our Catholic centered education using our fullest resources.

KINDERGARTEN

Children entering Kindergarten are required to be five years old on or before September 30 for the school year in which they are enrolling. Pre-registration takes place in the spring. Parents must bring birth certificates, baptismal records, and immunization records in order to complete the enrollment.

LIBRARY

The library is open on a regularly scheduled basis and it is supervised by the librarian or volunteers. Library classes are held for grades K - 8 and for special classes in the school. They are held for the purpose of library instruction as well as for the enjoyment of the materials and books.

The following policies are in effect:

1. The teacher must accompany the class to the library, or the student must have a library pass.
2. Voices must be kept low
3. Books are checked out for one week and may only be renewed twice – and only if the student has the book with them. A student may only have two books checked out at one time.
4. After two weeks, a fine of 5¢ per day will be charged for books that are overdue and the fine will continue each day until the book is returned and the fine is paid.
5. Reserving books is by name on list only. No books will be held if student has overdue books.
6. Handle books with extreme care. They are very expensive.
7. If a book is damaged or lost, replacement cost WILL BE CHARGED.
8. Do not loan your book to anyone. If it is lost or damaged, the person who checked out the book is responsible.
9. Return all books as soon as possible. Remember that your friend may want to read that book.
10. All books must be returned before the last day of school, or market price of book(s) will be charged.
11. Reading is fun. Enjoy!

LOST AND FOUND

All clothing found in the school will be placed in the box in room 209. Money, jewelry, or any other articles of value are turned into the office. Students may claim them after proper identification. PLEASE LABEL YOUR CHILD'S BELONGINGS SO THEY CAN BE EASILY IDENTIFIED. All articles left unclaimed will be donated to St. Vincent dePaul the last Friday of every month.

LUNCH PRICES

The lunch fees for the school year are as follows:

Grades Kindergarten to 5 -- will be \$2.20/day, \$11.00/week, \$44.00/month (20 meals)

Grades 6 to 8 -- will be \$2.45/day, \$12.25/week, \$49.00/month (20 meals)

Milk prices will be \$.50 per carton.

Breakfast prices will be \$1.70 for the Latch Key Program students.

NOTE: Parents are **NOT** permitted to bring in fast food lunches to the cafeteria. The children should either purchase a hot lunch or bring a sack lunch. Parents are encouraged to pack nutritional lunches limiting pop and candy.

Lunch money may be borrowed for the school lunch and milk only, NOT EXTRAS. Students should remember to pay back borrowed lunch money the following school day before 9:00 a.m.

***VENDING MACHINES ARE NOT TO BE USED DURING THE HOURS
OF 8:15 A.M. – 3:30 P.M. UNLESS PERMISSION IS OBTAINED***

Students may purchase a la carte items separately. These items must be purchased at the time the student goes through the line to show that they have purchased a lunch or brought a sack lunch.

LUNCHROOM REGULATIONS

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

1. Following the routine for entering and exiting the cafeteria.
2. Walking while in the cafeteria.
3. Handling food properly.
4. Keeping voices and noise level at a conversational tone.
5. Seating is designated by supervisor of the cafeteria. Seats may not be reserved.
6. Observe proper etiquette; sit appropriately.

P.E. CLASS GUIDELINES

1. The P.E. uniform shirt is to be worn by students in grades five through eight and is to be purchased from the P.E. teacher. Navy blue shorts are also to be worn as part of the P.E. uniform.
2. All students must wear gym shoes appropriate for running activities for gym class. (No hiking boots or outdoors shoes.)
3. No jellies, docksiders, loafers, granny boots, sandals, slip-ons, dress shoes or snow boots are allowed.
4. Students will need a WRITTEN MEDICAL REASON FROM A DOCTOR TO BE EXCUSED FROM PARTICIPATING IN GYM CLASS FOR MORE THAN TWO CLASSES. Students will need a written excuse from a parent to be excused from participating in gym class for one or two classes. Examples: temporary injury, illness, etc. Students will not be excused if their uniform is lost, in the wash, etc.

PLAYGROUND/RECESS

One of the major responsibilities that we have is to make sure the children are safe from physical danger as well as being safe from strangers on the playground. Playground

coordinators assist the teacher on duty to provide additional supervision and to maintain the playground equipment that the students use. The following guidelines will be enforced during recess:

1. Play only in designated areas.
2. In case of a fire drill, the students who are outside should go to the blacktop area in front of the rectory.
3. In case of a weather alert, students will return to the designated areas in the school.
4. If students need to use the restroom during recess, they are to ask permission to return to the building.
5. No tackling or contact sports are allowed.
6. Do not interfere with organized games by running through them or by snatching balls away from others.
7. Throwing balls to deliberately hit another person is prohibited.
8. All games are open to anyone who wishes to participate.
9. In cases of injury, the nearest adult on the playground should be notified. He/she will decide what needs to be done.
10. In case of discipline problems or clinic visits the teacher on duty will make the decision.
11. Rocks, clumps of dirt, snow, etc., are not to be picked up, kicked, thrown or moved at any time.
12. Hardball (baseball) must be played on the regular diamond. No balls may be passed by the windows.
13. No food, gum, candy, or drinks will be permitted outside.
14. Lunch boxes, sweaters, etc., should be placed in an area designated by the teacher.
15. Recess may be withheld for inappropriate behavior.
16. When the bell rings, the students are to return the playground equipment to the area designated by the supervisor on duty.

***DO NOT THROW OR KICK THE BALLS TO RETURN THEM TO THE BOX.
NO TOYS OR PERSONAL ARTICLES MAY BE BROUGHT FROM HOME
TO USE AT RECESS TIME, ON THE BUS,
OR ANYTIME AT SCHOOL UNLESS PERMISSION IS OBTAINED.
THIS MEANS SOMETHING AS SMALL
AS A BASEBALL CARD OR HOT WHEELS CAR
TO SOMETHING AS LARGE AS A TAPE RECORDER, "BOOM BOX,"
OR A SKATEBOARD.***

PROMOTION/RETENTION POLICY

Promotion through the primary grades is determined mainly by the child's progress in reading and math, and the maturity level of the child. The school's decision is based on a consultation among the professional staff.

In grades 4 through 8, promotion is determined by the final marks the student receives in Religion, Language Arts, Reading, Math, Science, Health and Social Studies. Students who

receive an “F” in both Math and Reading may need more time in order to comprehend the concepts at their grade level and, therefore may not be promoted to the next grade level. In addition, any student who receives an “F” in any other combination of three (3) or more of the academic subjects may not be promoted to the next grade level.

Before the recommendation is made for a child to remain at a grade level for more than one year, parents, teachers, and the intervention team will meet to discuss the best options for the child.

If a student has two or more “F’s” as final grades, it is strongly recommended that the student do make-up work during the summer to correct the deficiencies.

RELIGIOUS OBSERVANCES

Parents are urged to instill in their child an appreciation of spiritual values and Catholic doctrine, which includes attendance at Mass on Sunday. Besides the weekly All-School Mass, other Masses are scheduled throughout the year to celebrate holy days and special occasions. The School Office will be closed during these times. All students of St. Peter School will attend all religious services and religion classes. Occasionally during the school year there will be opportunities for the students to receive the Sacrament of Reconciliation. In second grade, the students prepare for First Reconciliation and First Communion. In eighth grade, students prepare for Confirmation.

RESPONSIBILITIES OF PARENTS

Parents:

- are the primary educators of their children,
- are responsible for initiating their children into the sacramental life,
- serve as models for their children by being committed Christians/Catholics
- worship regularly with their families,
- nurture their child in faith,
- are asked to attend meetings, participate in activities and prayer services that are planned to help their child prepare for the sacraments.

SAFETY

To build good safety habits, your cooperation is needed. Please urge your child to:

1. Go directly home from school before beginning to play.
2. Walk on sidewalks and avoid cutting through private property.
3. Cross only at designated intersections or crosswalks.
4. Report any suspicious occurrences, such as someone following them to or from school.
5. Refuse to enter strangers’ autos.

SCHOOL DAY

	8:35	Entry Bell
	8:45	Tardy Bell
	9:00	WEDNESDAYS ONLY -- All School Mass
***	11:15	A.M. Kindergarten Dismissal
	11:45	Lunch and Recess - Grade 3, 4
	12:15	Lunch and Recess - Grade 5, 6
	12:00	Lunch and Recess - Grade 7, 8
	12:30	Lunch and Recess - Grades 1, 2
***	12:45	P.M. Kindergarten Tardy Bell
	3:15	Dismissal
***	If Huber Heights City Schools calls for a two (2) hour school delay the Kindergarten times will be: 10:45 a.m. until 12:15 p.m. for the morning students 1:45 p.m. until 3:15 p.m. for the afternoon students	

The **ENTRY BELL** for all students is **8:35 a.m.** Children who walk or are car riders **should not arrive before this time. Students arriving before 8:15 a.m. will be sent to Latch Key.** If you need assistance with before school care, please call the director of our Before School Care Program for additional information.

SCHOOL SUPPLIES

Each child is responsible for his/her school supplies. For students in fourth through eighth grade a school assignment notebook is required. In addition, each student should have a book to read with them at all times. This will encourage reading and come in handy whenever there is spare time. All books **must be carried to and from school in a weatherproof book bag (not to exceed 18" x 14"). All textbooks must be covered.**

See Appendix F for the 2005-2006 School Year Supply Lists for all grades.

SNACKS IN PRIMARY GRADES

Mid-morning or afternoon snack is part of your child's nutrition education. Snacks should be something nutritious, such as fruit, protein, dairy products (no milk or drinks), or vegetables.

STANDARDIZED TESTING

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

Standardized Terra Nova tests are administered to all students in grades 2, 4, 6, and 8. Competency Based Tests are administered to students in grades 3, 5 and 7 in the area of English Composition. The Assessment of Catholic Religious Education (ACRE) is administered to students in grades 5 and 8.

STATE OF OHIO AUXILIARY SERVICES

When the State of Ohio Legislature appropriates funds for auxiliary services to non-public schools the programs will be implemented. These bills are passed every two years and sometimes the programs change. The programs are handled through the Huber Heights Board of Education who receives the money from the State of Ohio and in turn does the hiring, ordering, etc., for the non-public schools in its district. Programs included are:

1. Health Services: A registered nurse will supervise the Clinic Assistant in conducting eye screenings, hearing screening, and scoliosis screenings. Children not in the specific grades being tested may receive the test upon request of the parents or the teacher. The Clinic Assistant is also available for the medical needs of the children.
2. Office Clerk: Funds are allocated to provide the services of a clerk whose responsibilities include submitting orders for the textbooks, materials and supplies that can be purchased with the Auxiliary Services funds.
3. Remedial Reading and Math for Grades 1 - 8: This is a "pull-out" program with referrals coming from teachers.
4. Intervention Specialist for Grades 1 - 8
5. Speech and Hearing Therapist

St. Peter only receives limited funding. We cannot provide all of the services that public schools provide for special needs students. Each referral is dealt with in a timely manner and on an individual basis.

STUDENT ACTIVITIES

Strings Program begins in 2nd grade
Choir is offered in grades 4 - 8
Mass servers are trained in 6th grade
Beginning band is offered in 5th, grade
Advanced band is offered in 6th, 7th, and 8th grade
Instrument group lessons begin in 5th grade
Junior St. Vincent de Paul members are from grade 8
Student Council representatives are from grades 6 - 8
Jr. National Honor Society for Grades 7 and 8 (by nomination only)

STUDENTS PROPERTY INSPECTION

School administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks, computers, and lockers. Additionally, any personal items are subject to inspection at anytime and for any reason, without prior notice, as a condition of bringing them onto or taking them from the schools premises. Such items include, but are not limited to, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, brief cases, purses, and pockets. An inspection does not imply wrong-doing by the student being inspected. A student and his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action.

STUDENT SERVICES

1. Volunteer teacher-aides assist some teachers.
2. Playground aides and a lunchroom staff are reimbursed for their work from the combined lunchroom/playground fee paid with tuition. These funds also provide new equipment for the student's use at recess.
3. The Title I program provides a reading tutor to help with reading needs in the primary grades. Parents will be notified if a child is eligible according to the guidelines.
4. Instrumental Music Program for students in grades 2 - 8.
5. Auxiliary Services (state money) provide a source for additional help for students.
6. Health testing (hearing and vision) is done in grades K, 1, 3, and 5. Seventh grade has vision testing and fifth through eight grades are tested for scoliosis.
7. Kindergarten students are tested in the area of speech and language by the speech therapist.

SUBSTANCE ABUSE

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

TELEPHONE

The office and other school telephones are not to be used by students without permission. Students are not allowed to use the phone to make personal arrangements, (permission to go to another child's home, staying after school, requesting homework, gym clothes, etc.). These arrangements must be taken care of before the child comes to school.

TEXTBOOKS

Textbooks in all secular subjects are furnished through auxiliary services. Books should be kept covered and treated with proper care. All textbooks must be covered at all times and carried to and from school in bags of some durable water-resistant material. Each student will be held responsible for books assigned to him. A fee will be required if considerable damage is done to the books issued to a student.

TUITION

See Appendix B.

UNAUTHORIZED ARTICLES

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

UNIFORM POLICY

Personal appearance and appropriate attire are important to the learning atmosphere at St. Peter School. In order to ensure uniformity and consistency in prices, St. Peter has negotiated with Educational Apparel to provide uniforms for our students and they will sew-on patches upon parent request. ALL UNIFORM ITEMS MUST BE EXACTLY LIKE THE ONES ON DISPLAY IN THE TROPHY CASE OUTSIDE THE SCHOOL OFFICE.

School crests must be placed on vests, all shirts, blouses, sweaters, and jumper.

Slacks

Navy (twill or corduroy) plain

Belts

Plain black, navy, or brown (optional for Kindergarten through Grade 5)

Skorts

GRADES K-5 ONLY! Flat front plain, navy blue (no shorter than three inches above the knee) with no decorations, no buttons on the side, and no pleats. They must look like shorts from the back.

Jumpers

Plaid jumper for grades Kindergarten through Grade 5

Shirts/Blouses

Short-sleeved/long-sleeved white/blue polo; white/blue turtleneck; plain white/blue oxford shirt (no lace or embroidery); shirts and blouses must be tucked in and buttoned. If you are going to wear a T-shirt underneath, it must be **plain** white and short sleeve.

Socks Plain white socks or plain dark socks; navy blue or white knee socks or tights for girls

Sweaters Burgundy sleeveless vest with school crest (only supplied by Educational Apparel) must be worn on all Mass days; navy blue cardigan

Sweatshirts Gray with St. Peter School plaid logo sweatshirt (for girls) and St. Peter School solid navy logo sweatshirt (for boys); navy blue fleece jacket sold by Educational Apparel is also permitted

Shoes Athletic shoes or dress shoes are acceptable; unacceptable shoes (such as sandals, clogs, work boots, etc.) or those that may damage the floors or injure a student if involved in a physical activity

Shorts Plain navy blue; no shorter than three inches above the knee and longer than the fingertips when arms are at the sides, no side pockets, extra zippers, or decorations

Jewelry No visible jewelry; one watch for boys and girls; one set of post or button earrings for girls; no earrings for boys; small religious crosses, medals are appropriate

Haircuts Boys hair will be worn off the collar, above the eyebrows, and trimmed neatly around the ears – normal grooming standards; no eccentric haircut styles or hair color:

The Administration will make the final decision concerning all haircuts.

Hats No hats inside the building

Make-Up No make-up is permitted, including nail polish, artificial nails, and lip gloss

Name Tags All students are given a name tag which is to be worn AT ALL TIMES. The cost for replacement name tags is \$5.00.

The Administration reserves the right to decide appropriateness.

UNIFORM POLICY FOR OUT OF UNIFORM DAYS

The jewelry and make-up guidelines will be in effect (see above). Students lose an out-of-uniform day if in violation or inappropriately dressed. Certain logos on clothing may be inappropriate for school (i.e.: suggestive). All clothing must be neat, clean, and modest (not too tight, too low, too revealing, etc.) The Administration reserves the right to judge appropriateness for school.

VANDALISM

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

VENDING MACHINES

Permission must be obtained to use the vending machines before, during and immediately after school.

VISITORS

State law requires that the office be aware of all visitors who come to the school. You will find the following notice posted on entrances:

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

At no time should parents or visitors go directly to a classroom without first signing in the Visitor’s Book (Volunteer’s) in the school office.

VOLUNTEERS

We are most grateful to each adult who participates in the volunteer program, for without such assistance some of the programs would not be possible. In certain areas, more volunteers are needed. Please let the school know if you are interested.

ALL VOLUNTEERS MUST BE FINGERPRINTED
AND HAVE COMPLETED THE CHILD PROTECTION PROGRAM.

WEBSITE

Please check the website periodically for school information.

WITHDRAWALS

Please inform the **SCHOOL OFFICE** and the teacher before withdrawing a child. Records will be sent directly to the new school upon receipt of a “Release of Records” form if all tuition and fees have been paid. Records will be held until all financial obligations have been met.

NOTE:

**THE ADMINISTRATION RESERVES THE RIGHT
TO MODIFY THIS HANDBOOK**