

2023-2024 Parent - Student Handbook



St. Peter Catholic School

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Welcome Letter

It is a pleasure to welcome all families to the 2023 - 2024 school year. St. Peter Catholic School has been welcoming students and their families since 1952 and is proud to continue to bring excellence in Catholic education to Huron and surrounding communities. The faculty, Mrs. Cope, Mrs. Konopka, Father Doug, and the Parish staff are proud of our school and excited to begin a new year with you.

St. Peter Catholic School is rich with tradition. We uphold Gospel values, teach respect for self and others, and continually strive for academic excellence. Partnering with parents who we believe are the primary educators of their children, our commitment is to help each student develop their potential to its fullest.

Thank you for choosing to partner with St. Peter Catholic School to continue in the formation of your child/children. We take our role in their education and faith formation seriously. We ask for your assistance in the implementation of the following recommendations.

We ask that you assist us by supporting school policies, acknowledging, and respecting the authority of the school's administration and each teacher on the staff. Be a role model to your child/children in the practice of their Catholic faith or other faith tradition. Finally, please supervise the completion of all assignments. Let us work together in our efforts and collaboration to bring about successful results in the education of your child/children this school year.

The St. Peter Catholic School handbook is intended to inform you of the policies and procedures of our school. Your cooperation in upholding the school policies and regulations in this book can bring the support and type of encouragement students need to do their best in school. Active participation in the school community is encouraged and welcomed.

We pray that St. Peter will bless us in teaching our students to "*Live Faithfully, Pursue Knowledge, Serve Others, All For the Glory of God.*"

Many Blessings to you and your family, Go, Bobcats!

Kimberly Cope

Principal St. Peter School

School Credo

As Catholic School Educators,
We believe our Catholic School is not
Only a school, but a community of Faith;

We believe those entrusted to us are not
Only students, but children of God;

We believe we are not only educators,
But Ministers of the Gospel;

We believe the values we teach are not
Only character development, but a call
To Holiness;

We believe our courses of study are
Not only academic pursuits but a search
For Truth;

We believe the purpose of education is
Not only for personal gain and the
Development of society, but for the
Transformation of the world

Mission Statement of St. Peter Catholic School

Live Faithfully
Pursue Knowledge
Serve Others
All for the Glory of God

Parents as Partners

The primary responsibility for the education of children belongs to their parents. However, this responsibility is shared with the school as a matter of practical necessity. The greatest factor in building your child's intellectual, cultural, moral, and spiritual attitude is the example you provide in your home and compliance with school policies.

We ask that you assist us by:

- Supporting school policy and the authority of the administration and teacher.

- When a concern arises, your first point of contact should be the classroom teacher. If you feel the concern still needs to be addressed, contact the school principal. If you have met with the classroom teacher and principal, but are still concerned, you may contact the pastor of St. Peter Catholic School and Church.

- To set rules, times, and limits so that your child:
 - Gets to bed early on school nights.
 - Arrives at school on time and is picked up on time at the end of the day.
 - Is dressed according to the school dress code.
 - Completes assignments on time.

- Modeling and supporting the Catholic Faith for your child.
 - If Catholic, to attend Mass and teach the Catholic faith by word and example.

- Reviewing the online grade book in Digital Academy

- Modeling Christ-like behavior both in person and on social media when referring to St. Peter School, its staff & faculty, and all other St. Peter families.

- To meet all financial obligations to the school.

Admission

Racial Nondiscrimination Policy of St. Peter Catholic School

Huron St. Peter Catholic School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. All students, however, are expected to participate in religion classes and activities.

Registration

Registration for currently enrolled students and new families at St. Peter takes place in January. A yearly non-refundable registration fee must accompany the Enrollment Agreement. Registration for new families will occur during Catholic Schools Week. St. Peter is a private school; therefore, the administration reserves the right to review and screen all applicants. Records of new students must be reviewed before admission. Records to review include the latest report card, state testing score, and any assessments or education plans. If accepted, the student is subjected to a probation period before being fully admitted to the school. Children entering Kindergarten must be five years of age on or before August 31st. The Parent-Student Handbook is available for review on Digital Academy (our learning management system)

Registration Fees

Family registration fees are in addition to the annual tuition. Registration fees are non-refundable, due at registration, and submitted through Digital Academy. The preschool through Gr. 8 registration fee is \$200.00 per family. Payment will be processed through your Digital Academy Account.

Student Transfer Policy

This policy pertains to students transferring from another school to St. Peter School.

We hope parents transferring their children from another school to our school are aware of our mission statement and are making a commitment that will last throughout the student's elementary years. There are many legitimate reasons for transferring a student from one school to another, some which serve the parent, others which help the student. The good of the school must also be considered. A transfer made by the parent for the student's interest which involves a long-term commitment to the school will result in the most productive educational partnership. Such transfers will be done on a one-semester probationary basis. Transfers will be accepted on a case-by-case basis for students in kindergarten through 6th grade. Incoming 7/8th grade students will be admitted in relocation situations subject to our probationary provision.

Student Withdrawal Policy

If a student is transferring to another school, parents/guardians are required by to sign a release form requesting St. Peter School to send your child's permanent record file to the school where he/she is being transferred. It will be necessary for you to get your child's report card and possessions on the last day of attendance. No academic records will be transferred until all financial obligations have been met.

Custody Documentation (Buckley Amendment)

St Peter School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding student records' privacy and non-custodial parents' rights. The parents are responsible for sharing any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the principal's office. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school will not be held responsible for failing to honor arrangements that have not been made known. The school reserves the right to charge a shipping and processing fee for extra records sent to multiple home addresses. Be advised that if a teacher is subpoenaed to

testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

Financial Responsibilities & Policies

Thank you for choosing St. Peter for your child's education. We understand the financial sacrifice that is made to do so. Below are the financial policies that will ensure success through this process.

Annual Tuition 2023-2024

Kindergarten thru Gr. 8: \$5,800

Preschool 4-year-old program 3 full days: \$2,600

Preschool 3-year-old program 2 full days: \$2,050

Method of Payment

Each family's accounts will be invoiced for tuition on June 1st. Four payment options are available: In-Full by July 31st, Semi-Annual, Quarterly, or Monthly (10 months). Parents will set up their Tuition Payments plan. Digital Academy will process the payment according to their plan via ACH or CC.

Scholarship Opportunities

St. Peter School participates in the Ohio EdChoice Scholarship Program. The Educational Choice Scholarship (EdChoice) Program provides students from designated public schools the opportunity to attend participating private schools. It provides students who are entering kindergarten through 12th-grade scholarship opportunities based on their household income level. Information on how to apply for this scholarship can be found on the school website as well as in the school office.

Daily Schedule & Attendance

The school office is open from 7:30 am until 3:30 pm, Monday through Friday, when school is in session.

7:30 am	All students can enter the building and proceed to the cafeteria.
7:50 am	Students may enter the classroom.
8:00 am	Classes Begin
2:40 pm	Preschool Dismissal
2:45 pm	K-Grade 8 Dismissal

Students should not re-enter the building after dismissal unless directed by a teacher. Any student not picked up from school by 3:05 pm will be waiting in the school office.

Arrival & Dismissal

We are legally responsible for children between the hours of 7:30 am and 3:15 pm when the teachers are contractually required to be in their classrooms. Students who walk or are driven to school between 7:30 -7:50 am will report to the cafeteria and will be supervised by a teacher until 7:50 am.

The 5-mph limit on school grounds must be observed for the safety of our children. Be alert at all times. **For Arrival:** parents should enter from Main Street, pull up to the Narthex doors and students will exit the car. Cars should proceed forward and exit out of the playground parking lot onto Mills Rd. If you are walking your child to the classroom, please park in the church's parking lot and escort them through the parking lot to the Narthex doors or into the classroom. **For Dismissal:** parents must park their cars and walk to the Narthex door to pick up their child(ren). Please do not park on Huron Street, this is reserved for Huron City School Busses.

Attendance

Students are expected to attend classes regularly and to be on time for all classes. Daily school attendance has a major impact on achievement. Educational research has shown that students who attend school regularly and pay attention to daily lessons and complete their homework receive higher grades. When a student misses a day of school, he/she misses a day of learning. Learning is an ongoing process. Lessons proceed in steps. Each step is built on the last and builds toward the next. Each step helps students understand the meaning and progression of their learning and how the skills they are learning relate to major course objectives.

We encourage parents and students to place attendance at school as a high priority. A student must attend school the entire day to participate in any extracurricular activity that day. For weekend activities, students must be in school the entire day on the preceding Friday. This includes participation in public school activities as well. Exceptions are made on a case-by-case basis upon receipt of a Doctor's note (such as a well visit).

Legal Consideration

The law is quite specific regarding school attendance. Children between five and eighteen years of age are of compulsory school age and must attend a school or a special education program conforming to state minimum standards unless otherwise instructed or excused. **Civil authorities may hold the parent/guardian of the child liable for violating school attendance laws.**

Absence Policy

Students and parents must realize and understand that the 16 days of absences built into this attendance policy are not to be considered approved days to miss classes. These days should be thought of as a sick bank to be used only when needed. Days that are excused by a verified note from a doctor or dentist will not count toward the allotted 16 days of absence.

In the event a child is absent, his/her assignments can be received by phoning the school office by 10:00 am on the day assignments are to be collected. If desired, assignments can be sent home with another child in the family who is in attendance. Otherwise, assignments can be picked up in the main school hallway after 2:45 pm. For every day a student is absent due to illness, they will be given a day to make up the work. Some assignments/make-up work may be given to a student when they return. This is at the discretion of the teacher. If your child is absent for an extended length of time, please contact his/her teacher.

Excused Absence

Absence is defined as the failure of a student to report to school. Under certain circumstances, absences are legal/permissible. Students are expected to attend school every day unless prevented by one of the following reasons:

- Personal illness
- Illness in the family
- Quarantine of the home
- Death of a relative
- Doctor/dentist appointment
- Family emergency or set of circumstances which school officials deem a good and sufficient cause for absence.

Children with severe colds, coughs, contagious diseases, or other signs of illness should be kept at home. Children should be fever free without medication for 24 hours before returning to school after an illness to ensure the well-being of all students and staff.

An absence for any other reason other than those cited above is illegal/not permissible and constitutes truancy.

For each day a student is absent the parent/guardian has to telephone the school office at 419.433.4640 between the hours of 7:45 am and 8:30 am and give the reason for the absence. If there is no contact by the parent/guardian, the school will attempt to contact the parent/guardian. If no contact is made, the child will be marked unexcused. Upon returning to school, the student is to bring a written excuse signed by the parent.

- A. After the 7th absence without a medical note, a letter reminding the student and parents/guardians of the attendance policy will be sent.
- B. After the 12th absence without a medical note, the student may be referred to Erie County Family Court.
- C. After the 16th absence without a medical note, the student may be referred to Erie County Family Court once again.
- D. Verified medical notes should be turned in within one week of the absence(s) or these days will be counted towards the 16-day limit.

Calculations of Absences

Absences are calculated as follows:

Tardy - Student arrives after the morning bell

Morning Absence - Student arrives after 10:00 am, before lunch

Afternoon Absences - Student is dismissed after lunch, before 2:20 pm

Early Release - Student is dismissed after 2:20 pm

Students arriving late must report to the school office.

Students must also be “signed-out” by the parent or parent-designated adult when leaving before dismissal for any reason.

Absence due to Extended Travel

Students may request the principal to receive an unexcused absence of up to 5 school days for extended travel. Notification of travel/vacation must be made at least three days prior to vacation. If parents complete the “Application for a Personal Convenience Absence” and the student fulfills the requirements for missed work and tests, the student will not be considered truant. Because of the possibility of a change in teacher plans, schoolwork **may not** be provided before the student takes the personal convenience absence. By the end of the second day that the student returns to class, he/she must have made arrangements for taking any missed tests or completing any missed assignments. All incomplete work must be turned in within seven days of the student’s return.

It is the responsibility of the parents to inform each teacher of the planned absence and the parent's and student’s responsibility to get the required assignments when the student returns to class. The form for a personal convenience absence is available online, in the school office, or in the Parent/Student Handbook Appendix. The principal reserves the right to approve or reject the Personal Convenience Application.

Tardiness

Notify the office or complete the attendance form at Digital Academy. An excused tardy will be given to students who are late because of severe weather conditions, or if their bus was late. Students who are late because of doctor’s appointments must provide a note from the medical facility to be excused. All other tardies are unexcused. Please provide your child with ample time to prepare for their school day by arriving at least 10 minutes before the start of the day. Any student not seated and ready for the day by 8:00 am is considered tardy and will be marked as such. Any student receiving five unexcused tardies in a quarter will be issued a detention. Detention will be 30 minutes (3:00 – 3:30 pm)

Leaving Premises

At no time, under no condition is a student permitted to leave the school grounds without written permission from the parents. Unauthorized departure from school property is considered a serious breach of conduct and is subject to disciplinary action. In the event of illness or emergency, the child must go to the office where arrangements will be made.

The procedure for picking up a child from school is:

1. The authorized adult requests the dismissal of the student at the school office.
2. A teacher or office personnel notifies the student to leave for the appointment.
3. The authorized adult **MUST** come into the building to sign the student out.
4. If school is in session after the appointment, the student should return to school and “report in” at the office.

Class Interruptions

When children need to be taken from school for appointments and the like, or when something needs to be given to them, please report to the school office. A member of the school staff will call for the child or deliver the item.

Alternate Dismissal

The safety of your child is our primary concern, therefore, any student who is going home in a way other than their normal way (e.g. walker/rider rather than bus, going to the library, or an appointment parent picking up), **MUST PRESENT A NOTE, FROM THE PARENT, GIVING PERMISSION FOR THIS**. If a note is not sent, the child will be sent home via their normal way. Please note that the Huron City school district does not permit students to ride any bus other than their normal one assigned at the beginning of the school year.

Emergency School Closing

School cancellations and other emergencies will be posted on Digital Academy announcements and sent through text messages, emails, and social media. Therefore parents must make sure the Digital Academy and the school office have current and correct information. In the event that Huron City Schools are closed or delayed due to weather conditions, St. Peter will also be closed, including all after-school and evening activities at the discretion of the principal. The announcement will also be made on local television and radio stations, look for Huron City Schools. There will not be a separate listing for St. Peter School.

2-hour delay Policy

In the event of an unplanned 2-hour delay, school start time will be 2 hours later. However, lunch and dismissal times will remain the same. Huron City School district buses will follow the 2-hour delay. For students who reside in other school districts, contact your school district transportation department.

Visitors

Visitors to St. Peter are allowed; however, if visitors are permitted, for the safety of the children, certain restrictions must be observed:

- PARENTS are always welcome at St. Peter to meet with teachers or administration; however, we request these visits be scheduled in advance.
- VOLUNTEERS are very important to St. Peter. We appreciate all that the volunteers do, not only for the school but also for all the children. When performing a volunteer activity, all volunteers must sign in and out at the office. All volunteers are required to attend Virtus training and obtain a background check as dictated by the Toledo Diocese. Contact Laura McCall, the Virtus program manager. The faculty will be provided with a complete list of those parents who have completed the Virtus Training to enable them to select the appropriate volunteers.

Security

There are 16 cameras constantly monitored by school personnel while students are in school. All doors are locked at all times and there is only one entrance to the school where visitors will be admitted. When entering or exiting the building, please do not admit anyone else. St. Peter reserves the right to question the presence of anyone in the building or on the school grounds.

Curriculum

The school curriculum is based upon the courses of study issued by the Superintendent of Catholic Schools for the Diocese of Toledo, in cooperation with the Diocesan Educational Consultants and representative faculty members of Diocesan Elementary Schools. The Ohio State Department of Education has also approved these courses of study.

Academic Programs

State minimum standards are followed regarding time and curriculum for the entire school. Every child, regardless of grade, is expected to fulfill the time requirements for academic subjects. Courses of study include Religion, Math, Integrated Language Arts, Science, Health, Social Studies, Spelling, Music, Art, and Physical Education. Music and Art are important to the aesthetic growth of every child. In Grades K-8 there is a music appreciation program as well as an art program. Grades 5-8 students may take instrumental music if available. Band/instrumental music may start in Grade 5 and lessons are taught. Choir may be offered in Grades 3-8 as an extracurricular activity or as part of regular music classes. Band and choir are subject to available staffing for the school.

Physical Education helps to develop the physical and social growth of our children. Each child needs to be present and participate actively in the program. A one-time excuse from this class must be in writing from the parents and signed by the principal. Additionally, repeated absences will be accepted only upon the written recommendation of a doctor. Tennis shoes must be worn for gym class. Students in Grades 4-8 wear the gym uniform described in the dress code section of this handbook. No aerosol deodorant or perfumes are to be used.

Spanish

A Spanish language enrichment program will be offered weekly in grades Pre-4-7. The goal of this program is to integrate the Spanish language into the student's daily language so that they will have basic conversational skills by the time they graduate. Students in Grade 8 may take Spanish I to earn high school credit. Credit is subject to students meeting the requirements of the Flex Credit Plan approved by Huron High School.

Algebra

Students in Grades 7 or 8, who qualify academically to take Algebra I rather than grade-level math, are given the option to earn high school credit. Credit is subject to students earning a 3, 4, or 5 on the state end-of-course exam and teacher recommendation from their Algebra teacher.

Internet and Electronic Technology

Electronic technology and the Internet are integral to student learning in the 21st century. We use filters provided through the Northern Ohio Educational Computer Association (NOECA) to block objectionable sites and monitor student use throughout the day. Additionally, we require each student and parent to sign and follow our Acceptable Use, Internet Policy, and Google Apps for Education Policy to assure proper use of the Internet and all computer devices. A signed iPad/Chromebook Equipment Loan Agreement for students in grades K - 8, Acceptable Use Policy, and Internet Use Policy statement must be on file in the school office before student use. (See Appendix for policies and forms.)

Textbooks

Textbooks are made available for the child's use and are to be returned at the end of the school year in good condition. Students can expect to be fined if books are lost or abused. These are updated according to the diocesan schedule.

Library

Students in Grades K - 8 visit our school library once a week.

The following library rules apply to all:

1. Appropriate behavior is to be observed in the library.
2. Students should come to the library to look for books and quiet reading time.
3. Books are on loan for one week.
4. People who borrow materials from the library are financially responsible for their care and return.

Intervention Specialist

Through State Auxiliary funds, some of our students will receive assistance from an Intervention Specialist. The availability of this service to students is based upon testing and teacher recommendations as well as formal and specific learning plans. Parents will be notified and involved in the placement of their students in this learning environment.

Title I Reading

Through State Auxiliary funds, some of our children receive assistance in reading through the remedial Title I reading teacher. Enrollment in these classes is based on testing and teacher recommendation. Parents will be notified if their child is being considered for Title I Reading. (This is dependent upon whether any child qualifies.)

Speech

Children who display definite speech, language, and/or hearing defects will receive corrective instruction through the speech and hearing therapist funded through State Auxiliary Funds. Each year the children are tested to monitor progress and to establish new goals. Parents will be notified if their child is being considered for speech class.

Grading and Reporting to Parents

Written evaluations are submitted to students and parents at the close of each quarter. Parent-Teacher Conferences are scheduled after the first grading period is completed. Other individual conferences may be requested by parents, teachers, students, or principals. Within 3 days of grade card distribution, parents are asked to sign and return the report card envelope to the school. Report cards will be issued quarterly. A paper copy will be sent. Parents must sign the report card envelope and return it to the homeroom teacher.

Digital Academy

Digital Academy is our student management system. In Digital Academy, parents will have access, daily, to their child's grades and can track student progress at any time throughout the school year. Digital Academy will also be used for Back-to-School Forms, Registration, Tuition Payment Plans, Cafeteria ordering, and payment and communication. Each parent is provided with an account. Your information in Digital Academy must be always current. St. Peter School will use this as its main platform for communication with parents.

Grading Scale

Students in Kindergarten through third grade will have a Standard Based Report card for evaluations of priority standards.

S	Demonstrating proficiency: meeting the standards, working independently
P	Progressing toward meeting standards, with practice and support
N	Experiencing difficulty in meeting standards; needs improvement
N/A	Not assessed at this time

Students in grades 4- 8 receive grades on the A- F scale. Grades are based on the following percentages:

Grading Scale (effective August 2023)

A+	(98-100%)		
A	(93 -97%)	O	Outstanding
A-	(90-92%)	S	Satisfactory
B +	(87-89%)	P	Progressing
B	(83-86%)	N	Needs Improvement
B-	(80-82%)		
C+	(77-79%)		
C	(73-76%)	Pass	(70-100%)
C-	(70-72%)	Fail	(0-69%)
D+	(67-69%)		
D	(63-66%)		
D-	(60-69%)		
F	(59% and below)		

Incomplete: A student will receive an Incomplete grade if they have been absent from school for an extended time and their illness overlaps with the end of a grading period. The Incomplete grade will be converted to a standard grade after the student has had time to make up all the missed work according to the make-up policy.

Diocesan Assessments

The Diocese conducts:

- MAP – Grades Kindergarten through 8th achievement tests in Math, Language Arts, and Reading in the fall and spring. Math and Reading are assessed in January.
- Assessment of Religious Knowledge (ARK): Comprehensively measures the knowledge and affinity of all students in Grades 2-8, in the timeframe of one class period (in the Spring).

Promotion and Grade Placement

Religion, Integrated Language Arts, Math, Science, and Social Studies shall be the major guides for promotion and grade placement at St. Peter School. An elementary pupil shall be retained if he/she has two (2) failing averages in major subjects. However, he/she should not repeat a grade more than once in grades K-8. Parents will be notified of impending retention and will be required to appear for a conference.

Homework

The purpose of homework is the enrichment and reinforcement of the learning which has begun in the classroom. It may be written, study, research, memory work, or a project-type assignment. Learning is a continuous process, and since repetition and practice are factors of learning, it is beneficial to do a certain amount of work at home. By this means, parents, who are the chief teachers of their children, can become involved in the child’s learning experience. Children can be given assignments to complete at home on a regular basis.

Because children are unique, some require more time than others to assimilate knowledge and skills. For this reason, homework time will vary based upon the child’s ability.

Parents can contribute greatly to the practice of daily study by providing a set time and place in the home. Students should be getting needed sleep so that they are rested and ready for school the next day. For additional suggestions in helping your child at home, please confer with the teacher. To derive maximum benefits for your child, confer with the teacher regularly.

In the event a child is absent, his/her assignments can be received by telephoning the school office by 10:00 am on the day assignments are to be collected by the family. If desired, assignments will be sent home with another child in the family who is in attendance. Otherwise, assignments can be picked up in the main school hallway after 2:45 pm. **When a child is sick, they will have one day per sick day to complete and turn in their homework.** (For example: if you are sick for four days, you have four school days to hand in your work.)

Failure to complete assignments

Homework is assigned with an end in mind. A student must complete their homework to progress in their studies. If a student neglects to turn in homework or complete an assignment, a missing assignment form will be sent home with the student or parents will be notified on Digital Academy. Parents, the principal, and the student must sign the form. The student will then return the form, along with the missing assignment, to the teacher. The purpose of this is to COMMUNICATE not PUNISH. It gives the parent time to help the students with responsibility and organization. If a student receives three (3) reminders in one quarter, a meeting will be scheduled with the Teacher on the next school day, to work with the student on organization and any other obstacles that might be hindering the student's progress. It will take place from 3:00-3:30. Transportation arrangements will have to be made by the parents.

St. Peter School Dress Code

Our school uniform policy encourages students to focus on grooming that presents a positive image of our students and school. Neatness, cleanliness, and modesty in dress and appearance are conducive to an academic atmosphere and are expected of all St. Peter students. Faculty and administration reserve the right to determine if a student is dressed in a manner consistent with our school uniform policy. **Parents will be notified by phone when a student is found to violate the uniform policy. Parents will be asked to bring the appropriate uniform clothing to the school.** The administration reserves the right to revise, assess, and review the dress code policy at any time.

Spirit Day

Students are permitted to add the following items to their uniform on designated Spirit Days, which will be every Monday throughout the school year.

- Students may add the following to the standard uniform bottoms: any t-shirt, fleece, sweatshirt purchased from a St. Peter extracurricular activity, or St. Peter/Huron sports team jersey over a white polo shirt.

Physical Education Classes

Students in Grades 4 through 8 wear a gym uniform consisting of a t-shirt and shorts. The shorts are navy mesh. T-shirts are plain white or navy, or St. Peter School logo (either embroidered bobcat or academic logo in upper left section). Students are also required to bring a separate pair of socks to wear strictly for PE class. They may wear t-shirts that have been given to them by PTO during Catholic Schools Week. Students should have a gym bag to transport their gym clothes. If students are asked to wear gym clothes to school, navy blue or gray sweatpants are acceptable during colder months. Sweat pants are not to be tight-fitting. The final decision rests with the principal.

BOYS		
Item	Description	Notes
Pants	Navy blue or khaki only	No cargo pockets or twill joggers. Gr. 4 – 8 pants must have belt loops – no elastic waist
Shorts	Navy blue or khaki "walking-style" longer-length shorts	Shorts are permitted from the first day of school until November 1 st and again from May 1 st until the end of the school year.
Shirts	Plain solid white or navy blue polo shirts	
Sweatshirts	Plain solid white or navy blue with St. Peter's crest.	*No hooded sweatshirts or school letter jackets worn during the school day.
Sweaters/Vests	Plain solid white or navy blue. Pullover or cardigan	
Belt	Must be worn if pants/shorts have belt loops	Gr 4 – 8 Belts are required
Socks	Solid black, brown, navy blue, or white	
Shoes	Dress Shoes, Hey Dudes or Sperry: brown or black. Tennis Shoes: SOLID white, navy blue, or black. NO Boots	No neon, print, or novelty shoes. Must be different than the tennis shoe worn in PE.
GIRLS		
Item	Description	Notes
Pants	Navy blue, khaki, or uniform plaid	*No stretch, form-fitting, or jeggings pants
Shorts	Navy blue or khaki "walking-style" longer-length shorts	Shorts are permitted from the first day of school until November 1 st and again from May 1 st until the end of the school year.
Skirts (pleated or kilt)	(K-8 girls) Navy blue, khaki, or uniform plaid	Skirts worn November 1 st through May 1 st must have full-length tights underneath. No leggings are to be worn under skirts/jumpers.
Skorts	(K-8 girls) Navy blue or khaki	Skorts worn between November 1 st and May 1 st must have full-length tights underneath. No leggings are to be worn under skirts/jumpers.
Shirts	Plain solid white or navy-blue polo shirts or blouses	*No ruffles or other adornments except crest
Sweatshirts	Plain solid white or navy blue with St. Peter's crest.	*No hooded sweatshirts, no school letter jackets worn during the school day.
Sweaters/Vests	Plain solid white or navy blue. Pullover or cardigan	*No ruffles or other adornments except crest
Belt	(1-8) Must be worn if pants/shorts have belt loops	
Socks	Solid black, brown, navy blue, or white	
Tights	Solid white, navy blue, or black	Worn under skirt/jumper from Nov. 1 thru May 1 st
Shoes	Dress Shoes, Hey Dudes or Sperry: brown or black. Tennis Shoes: SOLID white, navy blue, or black. NO Boots	*No neon, print, or novelty shoes. Must be different than the tennis shoes worn in PE.
Jumpers	(K-4) Solid navy blue, solid khaki, or uniform plaid	
Polo Dress	(K-4) Solid navy blue only	

Casual Dress Day Attire

When the students are permitted to “Dress Casual”, they must do so modestly, tastefully, and respectfully on designated days only. Students may dress casually or dress up on the day they choose to celebrate their birthdays.

Permitted Attire:

- Shorts, skirts, and skorts no shorter than 3 inches above the knee
- Pants must have finished hems – “joggers” are permitted on dress-down days.
- School uniform shorts, dress shorts
- Pants, jeans, slacks, shorts, skorts, and skirts that fit securely at the waist.
- Tennis shoes, athletic shoes
- Closed-toe sandals with firm buckled heel straps.
- T-shirts, sports jerseys, sweatshirts

Not Permitted Attire:

- Yoga Pants and Leggings
- Costumes
- Hats, bandanas, head coverings, and sunglasses
- Pajama sets, pajama pants, pajama tops
- Shorts, skirts, skorts more than 3 inches above the knee
- Tight-fitting knit shorts or biker shorts
- Tank tops, bare midriff, bare waist, halter tops
- Low-cut or off-shoulder tops, sleeveless shirts, or blouses
- Clogs, open-toe sandals, and Crocks
- Clothing with foul language, inappropriate pictures, alcohol, cigarettes, etc.

Additional Rules for All Students

1. Non-uniform sweatshirts, jackets, sweater coats, or coats may not be worn in classrooms during school hours.
2. No fad clothes or grooming-this includes no layering of shirts, no body piercing, and no tattoos.
3. Hair must be neatly groomed, in natural color, and of reasonable length and style.
4. Boys' hair must be off the collar, ear lobes showing, above the eyebrows, no ponytails or tails, and no long side hair worn tucked behind the ear.
5. Earrings (girls only) - one pair may be worn.

The final decision rests with the principal

Religious Participation

All students at St. Peter School must attend Religion classes and attend all school religious activities. Masses, retreats, and penance services are scheduled on a regular basis. Other functions such as prayer services are scheduled periodically.

Daily Prayer

Daily prayer is a high priority at St. Peter School. Each school day begins and ends with the class praying together, along with meal prayers at lunchtime. As part of our school improvement plan, we will be providing opportunities to participate in other types of formal prayer throughout the school day.

Social Concerns

Students fundraise for and contribute to foreign missions to expand their social awareness and to help the poor and starving children of the world through financial support. They also participate in other charitable promotions throughout the year.

Servers

Starting in the fall of the 4th Grade, boys/girls may sign up in the Parish Office to learn to serve Mass. After sufficient training, boys/girls in Grades 4-8 will be added to the serving schedule. In case of an emergency, if he/she cannot serve at his/her scheduled time, the server is responsible to find a substitute server. Server schedules are handled through the parish office.

Sacramental Preparation

Every religion program should be an extension of the religious training of the home. Therefore, preparation for each of the sacraments includes the participation of the parents. Each sacramental preparation program begins with a parent meeting. At these meetings, the child's religion class sessions, and the home instructional sessions, the theology of the sacrament is explained. Formal preparation at school is given in Grade 2 for First Reconciliation and First Eucharist. Although these sacraments are formally taught in school at the grade level specified - parents, teachers, and/or pastors may decide it appropriate that a particular child receive a specific sacrament at an earlier or later age. It is expected and we presume that parents will bring their children to the weekly Sunday celebration of Mass as part of their formation as Christians and Catholics.

Our bishops tell us that "Catholic Schools are to be communities of faith in which the Christian message, the experience of community, worship, and social concern are integrated into the total experience of students, their parents, and members of the faculty."

Working with the Community

Various efforts are made to develop a spirit of caring and concern among the students and staff. Birthdays are recognized and celebrated; the liturgical seasons are celebrated as a school community; holy days of obligations are planned and observed; Catholic Schools Week holds days of special celebration. Parents are welcome to participate and share their talents in any of these community activities.

St. Peter Code of Conduct

St. Peter students should always conduct themselves in a Christ-like manner. For learning to take place, a certain amount of self-discipline is imperative. Each teacher sets the rules and standards for his/her class, and the student must comply with them. School regulations are not an unfair personal restraint on freedom, but rather a respect for others and their right to learn. Action will be taken if a child interferes with the work and /or activities of other children and teachers and interrupts the teacher's ability to teach.

Students come to school to develop their potential to the fullest and become, for their benefit and that of others, the best person that is possible for them to be. St. Peter students are taught to demonstrate our St. Peter Bobcat Traits:

- S – Spiritual
- P – Praiseworthy
- B – Big Hearted
- O – Outstanding
- B – Believer
- C – Charitable
- A – Achiever
- T- Trustworthy
- S – Self Discipline

The Student Code of Ethics

- To respect all adults including teachers, substitute teachers, lunch/recess volunteers
- To respect fellow students, their persons, their possessions
- To respect members of administrative staff, parish staff, & custodial staff, and visitors present in the school
- To respect books and all other school property
- To observe courteously the rules of traffic in hallways, stairways, classrooms, on school grounds
- To always demonstrate good sportsmanship
- To be neat and clean at all times in person, dress, and thought
- To participate fully and be attentive during classes, assemblies, and all school gatherings
- To work refrain from using language of a profane or vulgar nature
- To always work towards self-improvement
- To know, understand, and comply willingly with the rules and regulations of the school

General Policies

- Students are to be in the classroom before the morning bell rings.
- “Toys” of all kinds (novelty erasers, radios, sound devices, portable electronics, skateboards, roller blades, hard baseballs, and any other distracting objects) are prohibited. They will be confiscated.
- Students are expected to leave school when dismissed unless special arrangements are made.
- Students will not leave the classroom, cafeteria, etc. without a teacher’s/supervisor’s knowledge of their whereabouts.

Classroom Behavior

Each teacher will conduct the classroom as best seen fit by the teacher for that particular grade level. Parents will be informed of the rules at the beginning of the year through the distribution and acceptance of this handbook. The teacher will handle offenses initially. If there is no improvement, parents will be contacted.

Offenses may include:

1. Papers sent home to be signed by parents which are not returned within three days. This includes parent envelopes, grade cards, and interim reports.
2. Misbehavior in church, on the bus, or field trips.
3. Chewing gum, candy, etc. without the teacher’s approval.
4. Excessive talking and/or misbehavior are detrimental to the teaching and learning process.
5. Unprepared for class: lack of books, equipment, and supplies.
6. Missing assignments (class or homework.)
7. Copying from a book or student or supplying information to a student.

Offense forms must be returned to the school the next school day with a parent's signature for the student to be admitted to class. (See appendix for offense forms.)

Detention Policy

Detentions will be issued for violation of school rules, dress code violation, 3 green slips, offense forms, and throwing snow. Detentions will be served from 3:00 – 3:30 pm with a staff member or with a staff member during lunch and recess time.

Behavioral Expectation Policy

At St. Peter Catholic School, the conduct of students/parents/faculty inside or outside of school that is detrimental to the reputation of the school, or those that attend, can be disciplined/dealt with according to our disciplinary code.

Suspension:

Temporary removal from school (not to exceed five days) is given for a serious reason. After completion of the suspension, the student must:

- a. Be accompanied to school by a parent and request re-admission to class.
- b. Remain on probation for the rest of the school year, with automatic dismissal possible for repetition of unacceptable conduct.
- c. Submit all missing outside class assignments within the same length of time of suspension.
- d. Accept a zero for any tests missed during the suspension.
- e. Complete all long-range assignments by the assigned due date.
- f. Parents will be billed for the cost of a sub to supervise their student for the duration of the suspension.

Expulsion:

Permanent dismissal from school may result in a grave violation of school regulations. The school authorities should follow this procedure:

- a. Seek advice from appropriate specialists and/or diocesan consultants.
- b. Discuss the matter with parents, teachers, and administration.
- c. Send a written notice to the student and parent stating the reason for expulsion.
- d. Report cases to the Superintendent of Catholic Schools.
- e. Forward transcripts of records to the new school.

Due Process

Some instances call for immediate suspension or expulsion. These would include but are not limited to: Acts of vandalism, possession, use, or sale of illegal substances or weapons, and assault or battery of a student or staff member. Where disciplinary action is necessary, the following procedures will be followed:

1. Formal written notice of reasons for the action will be sent to the parents. Parents will also be notified by telephone in the event of immediate suspension. The notification shall include the opportunity for parent appeal, a statement of the possible consequences, and the reason for the consequences.
2. An informal hearing may be held at which the student has the opportunity to state his/her case. Since this is an informal hearing, students are not allowed counsel other than guardians or licensed staff members.
3. The pastor will not be involved in the first hearing but will be available for appeal and final disposition of the case.
4. In all cases the pastor remains available as counsel to the principal, teachers, parents, and student and has the ultimate responsibility for expulsion.

Since St. Peter School is a private school, the school authorities reserve the right to refuse admission to any student who is judged unable to comply with school policies. They also have the right to expel a student for a grave matter. The code of conduct is enforced to uphold the rights of our dedicated faculty, fine students, and concerned parents. To do less would deprive our children of the wholesome environment they need to grow and mature as Christians.

Principal's Discretion

The Parent/Student Handbook states the general academic and disciplinary policies and procedures. Because they are general, the use of discretion is often necessary. The ultimate interpretation and decision-making must rest with the principal as a chief educational leader.

Playground Rules

1. Supervisors, including parent volunteers, are to be obeyed at all times.
2. No food or gum is permitted on the playground.

3. Equipment is provided by the school and students are expected to take good care of it. Equipment brought by students, if lost or damaged, is not the school's responsibility.
4. No contact sports are permitted nor any type of rough play, (subject to the judgment of the adult supervisor.)
5. No skateboards, bikes, rollerblades, etc. permitted on the playground.
6. No running past cones that are the boundary markers.
7. Children must remain outside for the entire recess time unless they have special permission to go inside the building.
8. When the teacher blows the whistle or otherwise notifies the students, students should move immediately to their assigned area. Quiet is maintained once students enter the building.
9. Most cases of misbehavior will be handled by the teacher, but in cases of chronic misbehavior, the principal may be consulted.
10. Picking up and throwing snow is prohibited.

Search and Seizure

For the safety and protection of all students within their care and custody, certified staff members have the privilege to search for and seize weapons or other dangerous or illegal objects in areas such as lockers, desks, and books. Anything brought onto the school premises by a student in a book bag or by their person is subject to search.

Locker Use

In grades four through eight, lockers are provided for students to keep their jackets, gym bags, backpacks, and lunches. Lockers remain the property of and under the control of St. Peter. Students are expected to maintain the lockers in a sanitary condition, neat, organized, and free of unnecessary clutter. Students are permitted to decorate the inside of the locker with moderation. No one may use his/her locker to store anything that is unlawful, or which may create a health or safety hazard. Lockers may be INSPECTED at any time if deemed necessary by the principal or his/her designee. Both the locker and its contents may be searched. There is no guarantee of privacy with lockers.

Procedural Lines of Authority

The following is the general procedure for parents to follow when a question or problem occurs:

1. Talk to the child about the problem.
2. Contact the teacher by note, phone, or email.
3. Have a personal conference with the teacher.
4. Contact the principal to discuss the problem. The principal will arrange a conference with the teacher, parents, and principal.
5. Contact the Local Superintendent, the Pastor.

Parents are expected to follow this line of authority when seeking answers to questions. The teacher is most apt to have the information a parent needs and can best handle the situation. Only in extreme cases should a parent come directly to the principal.

Communication

If parents should have a concern or problem related to the school environment, they should contact the authority most directly involved in the situation before summoning a higher authority. For example, if there is a classroom learning or discipline problem, the first person to contact is the classroom teacher. If satisfactory results are not obtained, the proceeding order of contact is the principal and then the pastor.

Electronic School Newsletters

Every Friday, families will receive, through email, a Friday Bobcat Bulletin Newsletter. This is our primary means of communication with families. This will include weekly news, important dates, and supplemental flyers. The Friday Newsletter may also be found on Digital Academy and the St. Peter Website.

Flyers should be emailed as an attachment to the school office by 3:00 pm on Wednesday for approval. Late flyers will be posted the following week.

School Website: www.huronstpeterschool.org

There is much information on the St. Peter School website. Lunch menus, forms, the calendar, the school newsletter, teacher information boards, and pictures of recent activities can be found there. All information posted on the website requires the approval of the principal or principal designee.

Telephone Calls & e-mails

- Contacting Teachers or the Principal: Please leave a message with the office if the teacher or principal is not immediately available. She/he will return your call before or after school.
- All faculty members have e-mail. The address is firstinitiallastname@huronstpeterschool.org. Example: Joe Smith's e-mail is jsmith@huronstpeterschool.org
- Contacting Students: Only urgent telephone messages will be delivered to students during the school day. Please honor this policy.
- Students' use of Phones: Students may use the office phone in case of emergency and only with the permission of the teacher, principal, or secretary. Calls by children to their homes requesting forgotten books, homework, etc. do not fall under the category of an emergency and will not be allowed to become routine.

Change of Address, Email, and Telephone

To facilitate keeping our school office records complete and updated, we ask that you inform the office in the event of a change in address, email, telephone, or marital status. Either call to inform us or have a member of your family relay this in writing. Also, the emergency authorization form must be changed in case of a change in guardianship.

Notification of Emergency Closing/Delayed Starts

In the event of an emergency early dismissal, closing, or delayed start, parents will be notified through our Digital Academy notification system. Our Digital Academy notification system messages will be sent to the telephone numbers provided by parents. It is therefore important that parents make sure the school has current contact information.

School Year Calendar

An updated calendar is maintained on the school website, www.huronstpeterschool.org.

Student Communication Devices

Students are not permitted to use cell phones, smart watches, or other electronic equipment in any classroom, including early morning care, on the bus, on a field trip, or during special activities. The cell phones must be kept in the **student's locker between the hours of 7:50 am – 2:45 pm**. Cell phones may never be used for picture taking. Violation of this will result in the item(s) being confiscated. First offense, the item is confiscated and held in the office for the student to pick up at the end of the day. In a second offense and subsequent incidents, the item is confiscated and will be held in the office until retrieved by a parent and a detention will be issued. St. Peter is not responsible for lost or stolen items.

Transportation

Students are expected to use their regular means of transportation home from school, whether it be a car, bus, or walking. Students who occasionally do not use their regular means of transportation home must present written permission from their legal guardian to the principal. The school considers the adults in the home where the child resides to be the legal guardian(s) unless informed otherwise in writing. Please note that the Huron City school district does not permit students to ride any bus other than their normal one assigned at the beginning of the school year.

Bus Transportation

Children attending St. Peter are eligible for bus transportation through the public school district in which they live. The same standards for distance for public school transportation apply to our students' transportation. Contact the school district in which you reside to find out the particulars about your children's busing. For further assistance contact Huron City Schools. Students may be suspended from transportation privileges if not following the bus rules and/or the instructions of the bus driver.

Car Riders/Walkers

Students who walk to school or are dropped off and picked up by a car driver will always use the main church parking lot. Huron Street is to be used for school buses only.

Bicycles

Students are permitted to ride bicycles to school. Students must park and lock their bikes in the rack provided. Bicycles may not be used during the school day. Violations of safety and school rules after a first warning will result in the student being deprived of the right to ride a bicycle to school.

Skateboards & Scooters

Skateboards and scooters can be used as transportation to and from school. Skateboards and scooters will be parked in the school office. They will not be permitted to be used during recess to play. Bus children should not bring skateboards or scooters to school.

Field Trips

Field trips are extensions of curricular learning experiences outside of the school. Field trip plans and arrangements are under the direction of the classroom teacher with administrative approval. Students desiring to participate in field trips must submit written parental permission to the teacher. Lack of written parental permission will result in the child being excluded from the particular field trip. No calls will be made to a parent to accept over-the-phone permission to leave the school premises. The classroom teacher is in charge of the field trip. Only St. Peter School students may go on a trip. All other students and siblings should not accompany on a trip due to liability.

All adults transporting St. Peter School students on a field trip or activity will need to have on file the Volunteer Vehicle Affirmation as well as have been certified for the Virtus program. The Vehicle Form can be found on the school's website, included in the Back to Schools Form, and the office. For information on the Virtus program, please email safety@huronstpeter.org.

Any child under the age of 8 years or weighing less than 40 pounds who is transported by car "owned, leased, or otherwise under the control of a nursery school, kindergarten, or day-care center" shall be secured in a child restraint system that meets federal standards. In the State of Ohio, all front-seat passengers must wear safety restraints. Based on the best information presently available, preschool, kindergarten, and elementary students should not be transported in the front seat of a vehicle having dual airbags. The classroom teacher may not transport students.

Health and Safety

School Nurse

Nursing Services are arranged with the Erie County Health Department each year. The nurse conducts student vision screening, tests hearing, updates health records and is a consultant for other diagnostic and informational needs.

Immunizations

The laws of the State of Ohio require that all pupils be successfully immunized against the following:

1. DPT– Diphtheria, Pertussis, and Tetanus
2. MMR– Poliomyelitis, Measles, and Mumps
3. Rubella
4. Hepatitis B
5. Varicella (chicken pox)

A pupil must give written evidence that he or she meets or exceeds the minimum immunization requirements. By law, students not providing a record of immunizations within the first two weeks of entry into St. Peter's School will be excluded. Parents who chose not to immunize their children for various reasons must fill out an "Immunization Exemption" form to keep on file in the school office yearly.

Before entering the 7th grade, students must have documentation of a TDap (Tetanus, Diphtheria, and Pertussis) vaccine as well as a Meningitis vaccine. Please visit the school website for the most current list of vaccines and school physical forms.

Incoming preschool students must provide a yearly physical that the child is in suitable condition for enrollment in the program.

Emergency Medical Form

All parents, according to State Law, must complete an emergency medical form and have it returned to the school within the first two weeks of each scholastic year. The school must be informed immediately of a change in address or phone number. In an emergency, the procedure outlined by the parent on this form will be followed. No child will be released from school if he is ill unless the parent is notified and makes arrangements to pick up the child.

Injuries at School

Students who are injured while at school will be treated appropriately - we will wash the wound, apply a bandage, offer an ice pack, etc. If the injury appears to require more care, a parent will be contacted. For any reported head injury, whether it involves a cut or a swollen area or not, we will call to inform the parents that it did occur.

Communicable Diseases

Students with symptoms or diagnoses of communicable diseases remain at home until recuperated. If symptoms are detected while the student is at school, the school will contact parents and request that they take their child home. Students should stay home until fever-free for 24 hours without medication and/or vomiting within the last 24 hours.

COVID-19

Any information in this document is superseded by updated policies and procedures related to the pandemic as published on the school website www.huronstpetersschool.org.

Overseeing the Administration of Medication at School

It is diocesan policy to discourage the taking of any oral medication during the school day. There are unique circumstances that require the administration of medication to students.

A parent may bring medicine to school and give it to their child without a doctor's order.

In those special cases where a student needs to take prescribed oral medication during the regular school day while at school, but a parent cannot personally administer it, the following shall apply. The policy pertains to non-prescription (over-the-counter) as well as prescription medication.

1. Parents should first consult with their child's physician to see whether the medication schedule can be adjusted so that the medication can be taken at times other than during school hours.
2. Whenever a student must take medication during school hours a "Request for Medication Administration in School" form must be on file in the school. A copy of this form is available on the school website. This form must be signed by both the parent and the doctor.
3. Medication is to be brought by the parent/guardian to the school office for safekeeping in the same container in which the drug was dispensed by the prescribing physician or pharmacist. If you request it, the pharmacy will provide a second bottle with the same label for use at school.
4. For each medication, the container should be labeled with the following information: student's name, name of the physician, date, name, and telephone number of the pharmacy, name of medication, dosage, and frequency, and any special handling and storage directions.
5. At each school or location, all medications are to be kept in a secure and safe storage unit not accessible to students.
6. Students carrying inhalers for asthma must have a request form completed by a physician and parent. Students should inform the teacher if using the prescribed dose does not relieve their symptoms.
7. Students carrying an Epi-Pen must have a backup Epi-Pen in the office.
8. The parent or legal guardian is responsible for seeing that the school is supplied with an adequate supply of medication.
9. Any unused medication not claimed by the last day of school each year will be destroyed by school personnel.
10. It is the responsibility of the parent or legal guardian to instruct the child to report taking the medication at the designated time. Efforts will be made by school personnel to communicate a student's medication needs to teachers or other appropriate staff members.
11. A log shall be kept for each medication in the file, on which the school personnel will note at that time each occurrence of overseeing the student taking his medication.
12. New request forms must be submitted each school year and whenever the medication or dosage is changed, which remains the parent's responsibility.

Strict adherence to the above rules is necessary to protect the student, school, and the person(s) designated to administer the medication.

Safety Drills

Fire drills are practiced and recorded ten times during the school year. Tornado drills are also held periodically. In case such a hazard should strike, parents are asked to secure the child's transportation home immediately. A lock-down/evacuation drill is also required to be held by December of the school year. If we have evacuated the school, parents will be contacted with pick-up instructions for their student(s).

Anti-Harassment, Intimidation, and Bullying Policy

St. Peter teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees, and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, must promote mutual respect, tolerance, and acceptance.

Harassment, intimidation, or bullying behavior by any student/school personnel at St. Peter is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“Harassment, intimidation, or bullying,” by House Bill 276, means any intentional written, verbal, graphic, or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stops that a reasonable person under the circumstances should know will have the effect:

- Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging students’/personal property
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

St. Peter will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee, or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school-sponsored events, or from any computer not on school property.

Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee, or volunteer. Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks
2. Threats, taunts, and intimidation through words and/or gestures;
3. Extortion, damage, or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:
 - Posting slurs on Websites where students congregate or on Web logs (personal online journals or diaries)
 - Sending abusive or threatening instant messages;
 - Using camera phones to take embarrassing photographs of students and posting them online; and,
 - Using Web sites to circulate gossip and rumors to other students;
 - Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Procedure for the Alleged Victim

1. Communicate to the harasser that the individual expects the behavior to stop if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, or principal to help.

2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

- Tell a teacher, counselor, or principal; and
- Write down exactly what happened, keep a copy, and give another copy to the teacher, counselor, or principal including:
 1. What, when, and where it happened
 2. Who was involved
 3. Exactly what was said or what the harasser did
 4. Witnesses to the harassment
 5. What the student said or did, either at the time or later
 6. How the student felt; and How the harasser responded

Complaint Procedure

St. Peter expects students and/or staff to immediately report incidents of bullying to the principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying incident occur. “A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident by a policy if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and compliance with the procedures specified in the policy.” (ODE Model Policy, Rev. 03, 05/14/07 #2.2.11.)

The principal upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports about the prohibited incident within the spirit of Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended.

The principal may appoint an investigator. The complainant completes an Anti-Harassment/Bullying Complaint Form. Any evidence of the harassment, including but not limited to letters, tapes, and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. The investigator, with the approval of the principal, or the principal designee, has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to complete an Anti-Harassment/Bullying Witness Disclosure Form. Information received during the investigation is kept confidential to the extent possible.

St. Peter prohibits retaliatory behavior against any complainant, witness, or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

Investigation Procedure

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carries special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred. The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

Resolution of the Complaint

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and decide on any appropriate additional steps that may include discipline. Before the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser, and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

MANDATORY REPORTING OF ABUSE OR NEGLECT

During in-person, blended, or online learning, educators and school personnel continue to be mandatory reporters of suspected child abuse or neglect. The suspicion alone of child abuse and neglect constitutes a required report. The law requires a mandated reporter to make a report if he or she believes a reasonable person also would suspect abuse or neglect given the same circumstances. The reporter does not have to provide proof when making a report of abuse. A report of suspected abuse or neglect should be made even if the reporter believes it already has been reported. The reporter may have additional information that was not previously reported to the child protective services agency.

DIOCESE OF TOLEDO POLICY ON GENDER-RELATED MATTERS

The Catholic Church has always believed that her first mission given to her by Christ Jesus is the salvation of souls. The Church must be true to its own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to the truth, charity, and justice based on the Gospel; and must always strive to be respectful of persons and understanding of the struggles present within and among the people of God. It would be inconsistent with the Church's mission to teach, promote, or encourage anything contrary to the teachings she has received from God and which the Magisterium has clearly and consistently articulated. For this reason, the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events, or activities that would promote such views, in any form or format whatsoever.

With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their bodies and gender as they were created, and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings. For a fuller catechetical treatment of this topic, see Catechesis Regarding Human Dignity and Gender-Related Matters. In Catholic parishes, schools, and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the principles of Catholic doctrine. Therefore, in every parish, school, and institution, all paid employees and unpaid volunteers will:

- Treat all people with sensitivity, respect, and compassion.

- On a case-by-case basis, consider compassionately any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be the following questions:
 - What is the specific request of the adult, student, and/or parent(s)/guardian?
 - Is the request in keeping with the teaching of the Catholic Church?
 - Is the parish, school, or ecclesiastical organization reasonably able to provide for the request?
 - Require that names and pronouns be by the person’s biological sex.
 - Maintain names in records according to the person’s biological sex.
 - Confirm that uniforms and gender-specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
 - Require that participation on athletic teams and extra-curricular activities be according to biological sex.
 - Consult the Office of Marriage and Family Life with extenuating circumstances.

Sports

Our students are encouraged to take advantage of the opportunity to participate in competitive sports. St. Peter School offers CYO sports in the Fall and Winter to students that attend St. Peter School or children of families that are parishioners of St. Peter Church. If a particular sport is not offered through St. Peter's CYO program, students can participate at Sandusky Central Catholic or with their public-school district residence program.

The St. Peter parish CYO program typically offers the following sports, though availability is based on the number of students interested in participation.

Current opportunities include:

Affiliation with CYO (Catholic Youth Organization)

Activity	GradesStarts	
Volleyball (Girls)	4-6	Early August
Basketball (Boys & Girls)	4-8	Late October
Cheerleading	4-8	Late October

Affiliation with Sandusky Central Catholic/Huron City Schools

Activity	GradesStarts	
Cross Country (Boys & Girls)	4-8	Early August
Football (Boys)	5-8	Early August
Volleyball (Girls)	7-8	Early August
Wrestling	Biddy - 8	Late October
Basketball (Boys & Girls)	7-8	Late October
Swimming (Boys & Girls)	7-8	Late October
Track (Boys & Girls)	7-8	Spring

Miscellaneous

Care for Property

Respect for and care for the property are two essential habits and marks of good citizenship that students should acquire. Students or their parents are financially responsible for any destruction of property.

Lost and Found

Mark your child's name on all clothing, boots, gym bag, etc. All items that are found are placed in the lost and found box in the cafeteria. Valuable items will be kept in the office. After two weeks, unclaimed articles or money may be donated as appropriate.

School Pictures

Each fall, children will have their pictures taken. Parents can purchase a set of the child's pictures. Purchasing pictures is completely optional. Students are not required to wear his/her uniform on Picture Day.

Birthday and Birthday Parties

For their birthday, children may bring to school a treat that is consistent with the new Federal and State of Ohio guidelines. Treats should be handed out in the afternoons after students have eaten lunch. Foods to be avoided are those with refined sugar and artificial sugars, such as cookies, cupcakes, candy, soda pop, Kool-Aid, etc. See the Acceptable Snack list in the Appendix. Invitations to birthday parties may only be handed out in school if the **ENTIRE** class is invited. If you're only having certain children over for a party, please mail these invitations yourself.

Items Not Permitted At School

Gum in itself is a harmless commodity. In schools, its disposal creates many problems. Therefore, chewing gum on school property and at school functions is subject to a period of detention which will be at the discretion of the teacher. Evening functions are included under this ban. We respectfully request parents to refrain from gum-chewing on the premises to motivate students.

For a variety of reasons, such as safety and good order, certain items are not permitted at school. These items include but are not limited to the following: Portable electronics, Tape players/iPods, Trading cards, Hard balls (tennis, baseballs, etc.), Weapons, and/or look-a-likes including pocket knives. Anyone bringing these items to school will forfeit them to the administration until a parent comes to pick them up.

Weapons Policy

In furtherance of the overall philosophy, goals, and objectives of the Catholic educational experience, the Diocese of Toledo has proposed a policy that expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish. This policy includes but is not limited to, any firearm, knife, deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon (O.R.C.2933.11A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle, or other device that uses air or gas-propelled projectiles. Violations of this policy may warrant notification of the police, among other disciplinary actions.

Asbestos Notification

By EPA regulations, this school has been inspected for materials that contain asbestos. A record of inspections, an explanation of the location of friable asbestos-containing materials, and a copy of relevant EPA regulations are available in the files in the principal's office.

Opportunities

School Advisory Council

Diocesan guidelines state that each parish school has a formally constituted advisory group. It is the responsibility of this group to offer counsel to the pastor and principal on matters concerning the school. School Advisory Council members are elected/appointed each spring for a three-year term to represent the school parents in contributing to school decision-making and policy information. They are to serve as the liaison between the school and the parish community.

PTO

St. Peter Parent Teacher Organization is a volunteer organization whose membership is open to all school parents, school staff, and parishioners of St. Peter Parish. The purpose of this organization is to provide a vehicle of communication, involvement, and support for serving the educational needs of our children to unite us as a community.

Vehicle Affirmation

Volunteers and parents who are transporting students in their vehicles must sign a form from the Diocese that verifies a valid driver's license, level of liability insurance, and the fact that their insurance is the primary insurance in the event of an accident or injury while transporting students. This form needs to be filled out only once per school year by a driver unless there are changes. If there are changes in a volunteer's driver's license status or insurance coverage level since last signing the Volunteer Vehicle Affirmation form, the driver should inform the school of such changes. The form is available online.

The following forms can be found online through Digital Academy and presented to parents with the online Back to School Forms

Acceptable Use Policy
Acceptable Snacks
Administration of Medication at School
Equipment Loan Agreement (Chromebook)
Google Apps for Education (GAFE) Policy
Harassment, Intimidation, or Bullying Reporting Form
Internet Use Agreement
Permission to Publish
Student Personal Convenience Absence Form
Transcript Request Form
Volunteer Vehicle Affirmation Form