



PARENT/STUDENT

PARENT/STUDENT HANDBOOK 2017-2018

MISSION STATEMENT

St. Peter in Chains School is a small parish elementary school in the Archdiocese of Cincinnati. The goal of the school is to instill the values of the Catholic faith by providing students with opportunities to participate in prayer and service, while instilling a strong academic foundation. The faculty serves to implement best instructional practices and to differentiate instruction in order to meet the needs of all students, empowering them to meet the challenges of the future.

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Dear Parents and Students of St. Peter in Chains School,

This handbook has been prepared for students and parents in hopes of clearly identifying the basic purpose and reason for the existence of St. Peter in Chains School.

The staff at St. Peter in Chains School appreciates the close communication that exists between school and home, and we dedicate our continued efforts to maintain and increase this communication.

It is hoped that careful adherence to the policies outlined in this handbook will provide a means for students, parents and school staff to work together in an atmosphere that is conducive to learning. Please acquaint yourself with the contents of this handbook, refer to it when necessary, and call us with questions or suggestions.

We are happy you are here! Have a successful school year.

Sincerely,
Administration and Staff
St. Peter in Chains School
Phone 863-0685
www.stpeterinchains.org
collinsm@stpeterinchains.org
schooloffice@stpeterinchains.org

PHILOSOPHY

Christian Education has a three-fold purpose according to "Teach as Jesus Did": The teaching of the message, the building of community, and providing a Christian service to God, Church, and neighbor.

St. Peter in Chains School has set forth goals, practices, and theories to accomplish this three-fold purpose.

The curriculum provides not only for academic excellence, but for its correlation with a commitment to Christ by the total person enriched by human culture. The school attempts to set an atmosphere permeated with the spirit of freedom, joy, and love which directs students' knowledge and understanding toward a positive contribution to mankind.

The essence of quality education is the recognition of the dignity and personal worth of each child in our instructional program. Every member of St. Peter in Chains School family may be expected to exert a positive influence on our environment; being more eager to find solutions in the light of Christian understanding and commitment.

The Administration and faculty promote professional growth through a system of dynamic and continuous assessment and re-evaluation.

OBJECTIVES

The specific objectives of the school follow the curriculum recommended by the State and the Archdiocese of Cincinnati.

1. To develop an appreciation for the spiritual and moral values of Christian life through instruction in religious truths and values as an integral part of each person's life and an active participation in the community and liturgical life of the school and parish.
2. To acquire knowledge and provide learning experiences necessary to gain mastery of the subject matter.
3. To promote good work habits and study skills that enable children to help themselves and to become aware of their personal worth.
4. To instill a sense of personal responsibility and self-discipline.

MISSION STATEMENT

The Mission of St. Peter in Chains School is in symphony with the philosophy of the Archdiocese of Cincinnati which is as follows:

In light of the Church documents, the schools of the Archdiocese of Cincinnati are committed to the education of children in partnership with parents who recognize that, for people in faith, the wisdom and culture transmitted by a school are enriched and put into perspective by the gospel message of Jesus.

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ADMISSION

The order of admission shall be as follows:

- FIRST: Children of parishioners and non-parishioners who were students the previous year and who have met tuition requirements, *and who register by the in-house registration deadline. This policy is no longer in effect after the registration deadline.*
- SECOND: Children of parishioners and non-parishioners who have brothers and sisters already in the school.
- THIRD: Children of parishioners who were not students the previous year.
- FOURTH: Children of non-parishioners who were not students the previous year.

NOTE: No student in any of the above categories is automatically admitted. Administration reserves the right to refuse admission to or to conditionally admit students who have proven to be a disciplinary difficulty at other schools.

Parents of children with summer birthdays should carefully consider their child's maturity before placement in St. Peter's Kindergarten. A screening is given in May to measure the student's readiness for Kindergarten. If there is a question regarding the child's readiness, the teacher will confer with the parents. The principal reserves the right to delay entrance to St. Peter's kindergarten and grade 1.

NEW STUDENT ADMISSION

The following procedure will be followed for all students who are seeking admission to St. Peter in Chains:

- Review of records from the previous school
- Reading and Math screening may be administered
- Interview with the principal or the designee (at principal's discretion)
- Probationary period of 45 days, which may continue at principal's discretion
- Parent/teacher/principal conference may take place before the end of the probationary period at the discretion of the parent, teacher, and/or principal

KINDERGARTEN ADMISSION

St. Peter in Chains offers a well- rounded kindergarten program and emphasizes skills including basic pre-reading, writing, number concepts, listening, following directions, and socialization. In order to be admitted to St. Peter in Chains School, children must be five years of age on or before July 30. Any exception to this must be approved by the school principal/designee. Each child who has registered for kindergarten will participate in a screening to determine readiness. If there is a question regarding the child's readiness, the teacher will confer with the parents. The New Student Admission policy (above) also pertains to all incoming kindergarten students.

NON-DISCRIMINATION

St. Peter in Chains School programs and activities are provided to all students without regard to race, color, national origin, or gender. This policy of non-discrimination is in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

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

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

St. Peter in Chains School does not discriminate on the basis of race, color, national or ethnic origin in admitting students to all its programs, or in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

TUITION POLICY

St. Peter in Chains Sunday Worship Subsidy and Tuition Information 2017 – 2018

Before the start of the 2016-2017 school year, in a response to our financial position, the leaders of Finance Council, EPIC and Pastoral Council came together to develop a plan to enhance our Parish community by adjusting tuition rates. We no longer have parishioner and non-parishioner rates but one tuition category which includes multi-student discounts and a Sunday Worship Subsidy. With the exception of families from St. Julie Billiart, whose tuition is managed by their Parish, the base tuition rates will apply to all families attending St. Peter in Chains School. Tuition is paid through FACTS Management Company. Information regarding this payment system is communicated annually.

The Sunday Worship Subsidy is available to all families (with the exception of St. Julie's families). The subsidy will reduce tuition with the following guidelines:

Families with weekend Mass attendance** rate of 75% or greater will receive the full subsidy

Families with weekend Mass attendance** rate between 50% - 74% will receive half of the subsidy

Families with weekend Mass attendance** rate less than 50% will receive no subsidy

****The record of attendance will be determined by whether an envelope was placed in the collection at one of the parishes in our Pastoral Region – St. Peter in Chains, St. Julie Billiart, or St. Joseph. Please use an envelope even if you use online giving, so the record of attendance reflects actual attendance.**

The policy's expectation is that you are attending Mass *somewhere* every Sunday. There are weekends when families have a good reason for attending a weekend Mass outside of the pastoral region. The reasons might include: attending Mass with relatives who live outside of Hamilton, travel for sports, dance, or other extra-curricular activities, an area church with significant personal or family meaning. The thresholds were set at 75% and 50% (rather than 100% and 66%) in part to allow for such weekends. Even so, some families are away more than 25% of the time for various reasons such as those above. That frequency of travel need not disqualify such a family from receiving the Sunday worship subsidy provided they are attending Mass somewhere *and* the Business Manager and Pastor are aware of the family's circumstances. There will not be a general policy regarding this issue on account of the following two considerations:

1) Mass attendance is low in almost all parishes. That means it is likely that some, perhaps most, families that are not attending in Hamilton are not attending anywhere.

2) St. Peter's Parish is responsible for subsidizing the difference between tuition revenue and cost to operate. Some years this can be a substantial demand on the parish budget. If attending elsewhere prevents a family from making their primary contribution to St. Peter's the family might not be eligible for the subsidy. Going forward some parishes might choose to offset the difference in proportion to students attending the school enabling St. Peter's parish to extend the subsidy to families from those parishes.

If you frequently attend Mass outside of the Hamilton Catholic Pastoral Region, speak with Terry Jacobs regarding your circumstances. In consultation with the Pastor, she will determine eligibility for the subsidy on a case by case basis.

If you are travelling on weekends for consider using www.masstimes.org. It will allow you to determine the location of Catholic parishes near your hotel or the location of the event and give you the Mass times for those parishes.

We hope to work with you to improve the policy for tuition discount while continuing to give witness to the value of Sunday Mass in the parish.

How does it work?

All families will receive the full Sunday Worship Subsidy up front and your FACTS Tuition Account will reflect this, unless indicated otherwise on your FACTS Tuition Preference Form.

Participation at weekend Mass will be verified by putting your church envelope (that includes your name and address) in the collection basket. Extra envelopes will be available at all Pastoral Region Parishes, simply write your name and address on one of these envelopes and drop it into the collection basket.

Weekend Mass attendance will be tracked weekly and assessed three times per year. The assessment periods will be:

June-November December-February March-May

Any family not meeting their obligation at the end of an assessment period will have 1/3 of the applicable subsidy amount for that assessment period debited to their FACTS Tuition Account.

For families who are not Catholic, your family is welcome to attend weekend Mass and even start the process to join the Parish. If you should choose to follow Jesus Christ through membership in the Catholic Church, we would be happy to support you as you begin your journey.

For any questions regarding tuition, please call the Parish Business Manager at 863-3938 x 306.

STUDENT RECORDS

All school records are confidential and come under the protection of the “privacy act”. Student records are not released without a signed record release form. The natural parent/legal guardian will have access to student records unless those rights were lost through adoption, court order or the child reaching the age of eighteen. A divorce or change in custody does not change the rights of a natural parent to their child’s records.

The step-parent of the student does not have legal access to a step-child’s records unless:

- the step-parent has adopted the child
- the natural parent has given the power of attorney
- the natural parent shows the records to the step-parent

CUSTODY

The school office must be provided with any information regarding custody and visitation rights. A copy of the appropriate section of the divorce decree must be sent to the attention of the principal.

WITHDRAWAL FROM SCHOOL

Parents are asked to notify the principal at least one week prior to the withdrawal date. All textbooks and materials belonging to the school must be returned to the homeroom teacher and all fees must be paid before the date of withdrawal.

Parents must sign a Parent Release Form before student records can be sent to the new school. This release form should be signed at the school to which the child is transferring and should be submitted to St. Peter’s School at least one week prior to the date of withdrawal.

STUDENT RECORDS WILL NOT BE FORWARDED TO ANOTHER SCHOOL UNTIL TUITION AND FEES HAVE BEEN PAID IN FULL AND ALL BOOKS/MATERIALS HAVE BEEN RETURNED. Only health records will be forwarded.

ARRIVAL AND DISMISSAL PROCEDURES

SCHOOL HOURS

School hours are 7:40am to 2:10pm. Students may enter the building at 7:10am, and will be supervised in Wiegand Hall (gymnasium) until 7:25am, at which time they are dismissed to classrooms.

ARRIVAL PROCEDURE

Car Riders

Students arriving by car prior to 7:25am must be dropped off in the parking lot and enter the building through the side door to Wiegand Hall (gymnasium). Please pull your car forward to allow additional cars to enter the parking lot and encourage your child/ren to be ready to exit the car quickly. **DO NO PASS OTHER CARS** in the line as this poses a safety risk for our children. If your child needs additional time or help to get out of the car, please park in one of the spaces in the back section of the parking lot so as not to delay others who are waiting in line.

Please exit through the alley onto Elvin Street. This will allow for a smooth traffic flow and will keep everyone safe.

Bus Riders

Students arriving by bus will be dropped off in front of the building on Ridgelawn Avenue, and will enter through the side door of Wiegand Hall (gymnasium). Students are to remain on the sidewalk as they walk around the building to the gym entrance.

DISMISSAL PROCEDURE

Car Riders

All students departing by car will be picked up on the parking lot next to Wiegand Hall. It is wise to back vehicles into available parking spaces for easy and safe exiting. Students will stand in the *safe zone* until they are met by parents. Parents are asked to walk with children to vehicles.

Bus Riders

Bus riders will board bus on either Ridgelawn Avenue or Liberty Avenue.

Please note: No other location is an authorized safe area for pickup or drop off for our students. Please do not drop off or pick up in front of the school or church during regular arrival/dismissal times.

SECURITY

All doors are locked at all times with the exception of the side door of Wiegand Hall during morning drop off and afternoon pickup. Visitors are required to enter at the front entrance and report directly to the office. All visitors/volunteers are required to sign in/out and wear a Visitor badge while in the building.

Animals are not allowed on the school grounds or in the school buildings at any time without approval of the school principal/designee.

DAILY ATTENDANCE

Students are required by Ohio law to maintain regular attendance and to be on time for school on all days scheduled for instruction.

State law requires that you call the school to report your child's absence. It is requested that you make this call by 8:00am. If a call is not received in the school office by this time, the school secretary/designee will call home or place of business to assure us of the whereabouts of your child.

State law also requires parents to notify the school in writing upon the student's return to school. This note should indicate the date/s of the absence and the reason for the absence and be submitted to the child's homeroom teacher. If a student has an extended absence of three or more days, a written excuse from the doctor is required. Otherwise, the student's absence may be recorded as unexcused.

Continuity in the learning process is seriously disrupted by excessive absences and/or tardies and may adversely affect student success. When a student misses nine days of school in any trimester, the parents and student may be required to meet with the teacher(s) and/or principal to discuss the child's attendance. If a student exceeds eighteen days of absences during the school year, the principal will evaluate the situation and appropriate measures will be taken, including tutoring, counseling, retention, expulsion, and/or involvement of juvenile court authorities.

Any student arriving late for school must report to the office to receive a tardy slip. The child must present the slip to the homeroom teacher.

Students arriving between 7:40 a.m. and 8:40 a.m. or dismissing between 1:10 p.m. and 2:10 p.m. will be marked tardy. Students who miss more than one hour (up to three hours) at any time during the school day will be marked ½ day absent.

Students released during the school day must dismiss from the school office. *A note signed by the student's parent/legal guardian is required for a student to be dismissed during the school day.* The parent/designee must report to the school office to meet the student. *Upon return to school, the parent/designee and the student must report to the office.*

Please avoid doctor/dentist/orthodontist appointments during school hours if at all possible as this causes students to miss valuable instructional time.

If absences are excessive, the student and parent will be referred to Butler County Juvenile Court.

Please note the following policy regarding tardiness to school:

<u>Number of Unexcused Tardies in a Trimester</u>	<u>Disciplinary Action</u>
3	Warning Letter to Parent
4	30 Minute Detention Before School (6:45-7:15am)
5	60 Minute Detention After School (2:15-3:15pm)
6	Meeting with Student/Parent/Teacher/Principal Two hour Friday School Detention 2:15-4:15pm \$25 fee to be paid on or before the detention
<u>Number of Unexcused Tardies in a Year</u>	<u>Disciplinary Action</u>
12	Meeting with Student/Parent/Teacher/Principal Student put on a Probationary Contract

Tardies due to illness or family emergency will be excused at the discretion of the principal when student presents a note from parent or doctor. Unexcused tardies include but are not limited to: running late, alarm clock didn't work, caught in traffic, etc.

FAMILY VACATIONS

Family vacations during the school year are discouraged and absences for this reason will be marked unexcused. Teachers will not prepare assignments in advance. All work and tests must be made up after the student's return to school. Students will be allowed the number of days absent to make up all work.

HIGH SCHOOL SHADOW DAYS

We ask that grade 8 students planning to shadow at a high school try to schedule their visit on a day when our school is not in session. If shadow days take place during our regularly scheduled school day, we suggest that only a maximum of two days are used to shadow. Shadow days will be excused if the student submits to St. Peter's a note written on school letterhead indicating that said student was shadowing and the date.

RELIGIOUS EDUCATION

Religious education and faith formation are core elements of St. Peter in Chains School. Through the transmission of Catholic doctrine and Christian living during the school day, the school staff aims to assist parents in the important task of the faith development of their children.

All students, including non-Catholics, are expected to participate in religious education instruction, which is included as a grade on the report card. Students are also expected to participate in weekly Liturgies. Catholic students will have the opportunity to receive the Eucharist at School Liturgies and the Sacrament of Reconciliation during Advent and Lent.

Non-Catholic students are not permitted to receive sacraments. However, they are permitted and expected to participate in all other faith activities.

ACADEMICS

St. Peter's School adheres to the Archdiocesan Graded Course of Study and offers a rigorous, well-rounded academic program that includes religion, mathematics, language arts, science, social studies, physical education, Spanish, art, music, and technology skills. The curricular program, led by outstanding teacher instruction, will provide students with skills necessary to meet many challenges in today's society. Students work at/above/below grade level, depending on individual needs, and are encouraged and challenged to develop abilities and talents to their greatest potential.

In addition, the encouragement and development of virtue, responsibility, accountability, and self-discipline are important aspects of the program. Good manners are expected and a positive self-image is nurtured. Respect of person, property, and beliefs of all members of the school community is emphasized.

PHYSICAL EDUCATION

Students in grades K-3 are not required to wear gym clothes. It is mandatory for grades 4-8 students to wear the prescribed gym uniform (see uniform policy).

If a child is not able to participate in physical education class due to injury or illness, the student must present a note from his/her parent to the physical education teacher.

HOMEWORK GUIDELINES

Homework is an important part of the learning process. In addition to reinforcing content and concept, homework assignments provide student opportunity for independent practice, along with development of skills, self-discipline, study habits, responsibility and accountability. As the child matures, he/she will become competent in taking on the responsibility for his/her own learning.

Each student is required to write all homework assignments in an assignment notebook, and to bring the notebook home each night. Homework assignments will also be posted online daily.

Homework guidelines are as follows:

GRADE	TIME PER DAY	TIME PER WEEK
K	10 minutes	50 minutes
1-2	30 minutes	2.5 hours
3-4	45 minutes	3.5 – 4 hours
5-6	60 minutes	5 hours
7-8	90 minutes	7.5 hours

MAKE-UP ASSIGNMENTS

Upon return to school after an absence, the student is expected to submit all work that was assigned prior to the absence. The student is also expected to make up work assigned during the absence and will be given one day for each day absent to submit the work. Students in grades four through eight are expected to request all missing assignments from the teacher.

Parents and students have access to all homework assignments posted daily on the student management system (OPTION C). In addition, every effort will be made to provide necessary materials at the end of the school day when a child is absent. However, parents are required to request these materials by 8:00am when calling to report the student absence and pick up materials between 2:15-3:00pm in the school office. If homework is not requested, it will not be prepared by the teacher. We have a strong commitment to protect instructional time and will not interrupt class time to obtain homework.

MISSING ASSIGNMENTS

Conduct points may be issued for missing or incomplete work. The slip must be signed by the child's parent and returned *with the missing work* the next day. Failure to return both the work and the signed conduct slip may result in another conduct slip being issued.

If an emergency arises and a student is unable to complete homework, the parent is asked to write a note or send an email explaining the situation and requesting extra time for completion of the assignment.

AFTER SCHOOL ACTIVITIES

Students who are involved in after school activities will exit the building with their class and meet the coach/advisor on the front steps of the gymnasium, or in case of inclement weather, will meet the coach/advisor in front of the office. The students then become the responsibility of the parent and the coach/advisor.

CARE OF TEXTBOOKS

With the exception of religion books, students use textbooks and workbooks purchased through the State of Ohio Auxiliary Service Program. Proper care must be taken of all books. Books **MUST** be covered at all times (**books cannot be covered with clear contact paper**) and carried to and from school in bags of some durable material. Students will be held responsible for loss of and improper use of all textbooks, including any damage to the book.

LIBRARY BOOKS

Students are encouraged to use materials available in the library and are expected to assume responsibility for proper use and return of all materials. Damaged books will be assessed at the level of damage and whether the book can be re-circulated. For lost books, a reasonable amount of time will be given to locate misplaced/lost books before fees are assessed.

LUNCH

A catered hot lunch program is available four days/week. On days when hot lunches are not being served or students do not purchase a hot lunch, they are to bring a bag lunch. If a student forgets to bring lunch, he/she may charge a peanut butter and/or jelly sandwich for \$1.00. This charge is expected to be paid the following day.

A calendar detailing the meals and an order form will be provided. Orders must be completed and pre-paid by the monthly due dates. Students may purchase milk from school or bring a drink from home. Soda pop is not permitted.

Families may request a waiver of the milk fee. Forms are available in the school office.

Lunch menu is available on the website at www.stpeterinchains.org at the beginning of each month. Student's lunch times are:

	<u>To Cafeteria</u>	<u>To Playground</u>	<u>To Classroom</u>
Grades K- 4	11:35	11:55	12:15
Grades 5- 8	11:55	11:35	12:15

No student is to leave the school premises during the lunch period.

There is no eating during school hours, except in the cafeteria, unless permission is granted by the teacher.

No chewing gum is permitted at any time.

COMMUNICATION WITH TEACHERS

Parent-teacher communication is a vital part of the learning process and is highly encouraged. Staff email addresses are posted on the school website. In addition, parents may call the school office to speak directly to staff members or leave a voicemail. Every effort will be made to return communications in a timely fashion. In addition, teachers are available to meet with parents before/after school. However, advance notice is advised as the teacher may have a prior meeting or other commitment.

FIELD TRIPS

Field trips are sometimes taken in order to enhance classroom instruction and provide opportunities for students to become lifelong learners. A field trip permission form, provided by the school, is required to be completed and signed by a parent/guardian by the date indicated on the form. Telephone permission **IS NOT** acceptable. Those not complying with the due date will not take part in a particular field trip.

Field trips are a privilege, not a right, and students may be denied participation if they fail to meet academic or behavioral requirements. Parent chaperones are responsible to assist the teacher in monitoring student safety and behavior. In order to focus attention on those students, younger siblings are not permitted to attend.

No school personnel will be held responsible for any accident or injury that occurs on a field trip or in the transportation to/from the event.

VISITORS

State law requires that **all visitors** must first report to the office and sign in when entering the building. A visitor's pass will be issued. Please wear it so it can easily be seen. Visitors must return the pass and sign out when leaving.

VOLUNTEERS

Volunteers are encouraged and appreciated, and there are ample opportunities for parents/grandparents to assist at school. **All volunteers** are required to fulfill the Archdiocesan Child Protection Decree, which includes the following:

1. Attend a VIRTUS session. The session takes approximately 3 hours to complete. A trained facilitator leads these awareness sessions.
2. Submit to the online Selection.com background check and be cleared by the Archdiocese of Cincinnati.

3. Be up to date on the monthly VIRTUS Bulletins.

Please visit the website at www.catholiccincinnati.org for more detailed information.

EMERGENCY DRILLS

Emergency drills are conducted according to state regulations. Procedures for fire/tornado drills are posted in each classroom.

HEALTH AND SAFETY

- All children attending St. Peter in Chains School are required to obtain proper immunization and booster shots as required by State Law.
- Vision and Hearing screenings are administered at regular intervals by the school nurse in grades K, 1, 3, 5, 7. If there is a concern at home regarding a child's vision and/or hearing, a parent may contact the school nurse to request a screening.
- Complete health records are maintained by the school nurse.
- If a child becomes ill or is hurt at school, the parent/guardian will be called. If parents cannot be reached, the emergency contact will be called. For this reason, it is imperative to keep the child's emergency card updated. Please call or email the school secretary with any changes throughout the school year.
- The State of Ohio requires an additional Tdap booster for incoming 7th graders **before** the start of the school year.

MEDICATION

If a child needs to have medication at school, either prescription or non-prescription, it is necessary that the parent complete the required form before it may be dispensed to the child. The medication must be brought to the school office by the parent and kept in the school office. The child must take the medication in the office in the presence of the school nurse/designee. Parents are required to collect the medicine if it is no longer to be dispensed. No student may carry ANY medication on his/her person and may never give any medication to another child.

ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

Ohio Law allows schools to assist with the administration of medication if the medication is necessary for the student to be able to attend school and cannot be scheduled outside of school hours. The school nurse will consult with school administration to establish, review and revise policies and procedures for a comprehensive school health program, including medication administration protocols. If the

school does not have a nurse it is the responsibility of the principal to establish, review and revise policies and procedures for a comprehensive school health program, including medication administration protocols.

1. The administration of any drug (prescription or over-the-counter) must have the order of the physician and the permission of the parent/guardian.
2. Written request must be obtained from the physician and the parent/guardian before any medication 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.
3. Medication must be in original containers (child proof) and have an affixed label including the student's name, name of medication, dosage, instructions for administration, and time of administration.

4. The school nurse and designees are responsible for the monitoring of medications.
5. No child may carry on his/her person ANY medication and he/she may never give any medication to another child. Physicians may order that a student carry an asthma inhaler for self-administration. If this happens with your child, the form for “Dispensing Prescription Medications” must be used.
6. The medication will be kept in the Office and the student must come to the office for the required dosage.

The Medication Authorization Form is available in the school office and on the school web-site.

EMERGENCY SCHOOL CLOSING

Parents will be sent an email and or text through OPTION C (according to parent preference) should there be a school closing or delayed opening due to severe weather conditions or building problems. In addition, the information will be posted on the school website and broadcast over the following communications networks: WCKY-1530; WLW- 700; WLWT – Channel 5, and Channels 9, 12, 19, 64. Should early dismissal be necessary, this announcement will be made over the same stations. Please listen to your radio or TV station for this information. Bus transportation dictates our closing of school. **Students will be dismissed according to the “Plan for Emergency Early Dismissal” form completed by parents in August.** If Hamilton City Schools are delayed or closed, we will do likewise. Any exceptions will be announced on the school website and the news stations listed above. When there is cancellation of school, previously scheduled student activities will be canceled.

INSPECTION OF SCHOOL PROPERTY

School properties may be inspected by school authorities in the interest of maintenance, health, and safety. Desks and lockers, though assigned to pupils, are school property and may reasonably be inspected. The location of drugs, narcotics, liquor, weapons, poisons and missing properties is a matter relating to health and safety and may be regarded as a reasonable purpose for inspection by school personnel. Such an inspection may also be part of an attempt to rid the building of fire hazards.

ELECTRONIC DEVICES

We realize that there may be a need for some students to carry cell phones to school. Students in grades K-7 are required to **bring cell phones to the P.E. teacher** upon entering the school or to the school office if tardy and pick up phones at dismissal.

Eighth grade students are required to turn in cell phones to the **homeroom teacher** upon entering the building and collect phones at the end of the day. If a student does not follow the procedure, the phone will be confiscated and returned to the parent/guardian. A second offense will result in further consequences related to the code of conduct.

Other electronic devices are not permitted without a parent note **and** approval by the principal.

LOST AND FOUND

The Lost and Found is located in the school office. It is recommended to write the child’s full name on hats, coats, lunch boxes, boots, gym clothing, and all other personal property so that lost articles may be returned promptly. Lost and found articles not claimed by the end of each month will be donated to a charity.

CLASS INTERRUPTIONS

Parents may not “drop in” on teachers or classrooms before, during, or at the end of the school day. Parents wishing to observe a classroom may do so by making arrangements through the classroom teacher.

Items for students are to be brought to the school office for delivery to the classroom.

Students are not called away from class to receive telephone calls. Messages will be delivered to the classrooms.

COMPLAINT PROCEDURE

If a concern arises at school that needs immediate attention, the following procedure is required:

1. Contact the teacher.
2. Most issues are resolved by speaking to the teacher. However, if satisfaction has not been achieved, contact the principal.
3. If satisfaction has not been achieved at this level, contact the pastor.

REPORT OF PUPIL PROGRESS

- Parents of students in Grades 2-8 may access the online student management system (OPTION C) to view student progress. Teachers will continually update OPTION C with test scores, missing or late assignments, student memos or noteworthy dates for classroom events. Parents and students should review grades. If unsatisfactory is indicated, the parent and child, along with the teacher, should take some action in an effort to bring about improvement in the specific area.
- Report Cards will be issued online after each trimester. Parents will be notified by email that report cards have been posted online.

The following grading scale is the policy for St. Peter In Chains School.

A+	98, 99, 100	C+	82, 83, 84
A	95, 96, 97	C	79, 80, 81
A-	93, 94	C-	77, 78
B+	90, 91, 92	D+	74, 75, 76
B	87, 88, 89	D	72, 73
B-	85, 86	D-	70, 71
		F	Below 70

HONOR ROLL POLICY

Students in Grades 7-8 are eligible for Honor Roll.

HONOR ROLL is based on their grade point averages.

HIGH HONORS: Those students earning a 4.0 GPA will be listed as having achieved **High Honors**

1st HONORS: Those students earning a 3.75-3.9 GPA will be listed as having achieved **1st Honors**.

2nd HONORS: Those students earning a 3.5-3.7 GPA will be listed as having achieved **2nd Honors**.

Students receiving a “2” (Needs Improvement) may not qualify for the trimester honor roll

Students receiving 3 or more conduct points may not qualify for the trimester honor roll.

INCOMPLETE GRADES

In the event that a student receives an incomplete grade on a report card, it is the responsibility of the student to consult with the teacher about completing the necessary work to receive a grade. If incomplete work is not made up within two weeks, the opportunity to make up the work will no longer be granted and all incomplete work

will be given a score of zero. Extenuating circumstances may warrant an exception and must be discussed with the teacher.

PROMOTION/RETENTION/PLACEMENT

Recommendation to retain a student will be made when the teacher believes it is not in the child’s best interest to move to the next grade level. Parents will be notified as soon as the teacher is aware of the possibility of retention.

In grades 1, 2, & 3, retention will be based primarily on poor performance in reading and/or math. In grades 4 through 8, retention will be based on the major academic subjects: Religion, Math, Reading, Expression, Social Studies, and Science. A child will be considered for retention if she/he fails two or more major academic subjects.

Placement in the next grade can result when the school and the parents agree that the student has not successfully completed the previous grade’s course work but would not benefit from retention.

Placement is not the same as promotion and therefore students being placed are not eligible for awards and ceremonies associated with promotion. These activities include but are not limited to scholarship and graduations.

Summer school or tutoring is necessary in the academic subject/s the student failed for the year. Tutoring must take place for a minimum of 12 hours per subject by a certified teacher. Documentation of completed work, hours of instruction, and tutor credentials must be submitted to the school office at least one week before school resumes in August.

DISCIPLINE PROCEDURE FOR ST. PETER IN CHAINS SCHOOL

Students are expected to demonstrate respect to all adults and students in order to support the integrity of the instructional process. Mutual courtesy is to be extended to all in imitation of Christ.

School rules will be enforced in a firm, consistent manner. All adults are encouraged to claim the role of enforcing school rules; it is not solely the job of the classroom teacher. The teacher or staff member observing inappropriate behavior will address it.

CODE OF CONDUCT

- Display Christian behavior at all times
- Show respect for others and their property
- Follow directions the first time they are given
- Bring required materials to class
- Obey all rules and procedures

Violations of St. Peter in Chains Code of Conduct will result in disciplinary action as described below. The consequences do not cover every possible situation and, therefore, the principal and staff reserve the right to employ other measures if they are deemed more appropriate. The issuance of “conduct points” (see below) is weighed by the adult’s assessment of the offense in question, the student’s intent and past performance, and circumstances surrounding the offense under consideration. Please note that these lists are not all-inclusive.

Conduct Point System

Unacceptable behavior is assigned to one of four categories, Class I, II, III, and IV, each with its own sanctions. The following lists serve as guides and are not all-inclusive.

Class I – (Expunged at end of each trimester) Will result in the issuance of one (1) conduct point.
Minor misbehavior

Copying a parents signature (grades K-3)
Failure to follow directions
Failure to produce assignments when due
Failure to bring required materials to class
Failure to follow dress code

Class II – (Expunged after 2 trimesters) Will result in the issuance of three (3) conduct points.

Hurtful and/or inappropriate language, acts, or gestures
Violation of safety rules
Lying, cheating, plagiarism
Violation of internet acceptable use policy
Misbehavior at school related activities
Forgery (4-8)
Repeated violations of the Code of Conduct

Class III – Will result in the issuance of a five (5) conduct points.

Defiance
Abuse and/or destruction of property
Leaving school grounds/field trip without permission
Bullying
Unruliness

Class IV- Will result in issuance of fifteen (15) conduct points.

Fighting
Theft
Possession of and/or use of drugs, alcohol, or tobacco or look alikes
Possession of weapons or their simulations
Sexual harassment
Actual or threatened physical or sexual assault
Violation of safety rules with malicious intent
Chronic misbehavior that disrupts the educational process

The following consequences will be imposed when conduct points are accrued:

3 Conduct Points

Student assigned a 30-minute detention (2:15-2:45pm)

5 Conduct Points

Student assigned a 60-minute detention (2:15-3:15pm)

8 Conduct Points

Student assigned a 60-minute detention (2:15-3:15pm)

10 Conduct Points

Student assigned a 2-hour Friday School detention (2:15-4:15pm). A \$25 fee is assessed to be paid in the office on or before day of the detention. Student ineligible for extra-curricular activities for two days. Parent and student required to meet with teacher(s) and principal.

13 Conducts Points

Student assigned a 2-day out of school suspension and placed on behavioral contract. Student and parent required to meet with principal upon student's return to school. Student ineligible for extra-curricular activities for one week.

15 Conduct Points

Student assigned a 5-day out of school suspension. Student and parents required to meet with principal upon student's return to school. Student ineligible for extra-curricular activities for four weeks.

18 Conduct Points

Student expelled and may be referred to juvenile court, depending upon the cause of the expulsion.

The principal and/or pastor is/are the final recourse in all disciplinary situations and may waive or add to any disciplinary rule for just cause at his or her discretion. The pastor will not render a decision until consultation with the principal occurs.

In addition, the principal may involve the police for any activity deemed to be of a criminal nature. The police may either cite the student into the Butler County Juvenile Court, or for first-time non-violent offenders, into the Juvenile Diversion Program, ordinarily a ninety-day course of counseling. Referral to Juvenile Court is reserved for repeat offenders and more serious violations, including but not limited to an offense that would be a felony if committed by an adult, assault, sex offenses, and weapon or drug offenses.

PROCEDURE FOR CONDUCT/DETENTION SLIPS

- When a conduct slip is sent home, the parent is asked to sign it and return it to school the next day.
- Failure to return a signed conduct point slip or detention slip the next school day results in an additional conduct point.

PROCEDURE FOR DETENTION

Detentions are issued by the staff as part of the conduct reporting system. Detentions are served after school and will be served on the scheduled date.

Students are not to leave school grounds prior to the beginning of the detention period.

Students are not permitted in the school building (hallways, classrooms, lockers, etc.) after a detention.

Students having more than one detention assigned for a given day will serve the additional detention the following day.

Students requesting a change of date for a scheduled detention must bring a written request from a parent or guardian stating the reason a change is needed. This request must be approved by the principal.

PROCESS FOR SUSPENSION

The principal will notify the parents. If contact cannot be made immediately, the suspension will be delayed until such communication to the parent can be made. At the discretion of the principal, the student may be removed from regular classes pending parental contact.

INELIGIBILITY FOR ATHLETICS AND OTHER PARISH-SPONSORED ACTIVITIES

Participation in school or parish-sponsored activities (e.g. athletics, field trips, enrichment activities, out-of-uniform days, and other extracurricular activities) is a privilege, not a right, and is limited to students who maintain good behavior and academic performance. Students who are failing one or more subjects may be ineligible for athletics and other extra-curricular activities. This will be reviewed on a case by case basis, with the final decision being made by the principal. Coaches/moderators who fail to cooperate may be suspended from service. A suspension automatically disqualifies a junior high student from attending the next CYO social.

BUS TRANSPORTATION

Students shall not violate any rules established by the public school districts for the purpose of safety and student control while riding school buses.

Reports of misconduct will be filed by the bus driver with the principal. After appropriate action has been taken, this report will be forwarded to the parents and public school officials. A second written report within the same school year may result in the loss of the privilege to ride the bus for a specified length of time.

In the event it is necessary to refuse bus transportation to a student, the principal will notify the public school officials, the bus driver, and the parents of the dates of suspension from bus transportation. The bus driver will not permit the student to board the bus during this time.

The school bus driver's main job is to focus his/her attention on driving the bus in order to transport children safely to and from school. All students are held to the student code of conduct when riding the bus. In addition, all students are expected to:

- Board and dismiss from the bus in a safe, orderly manner.
- Sit in the seats assigned by the bus driver, and remain seated until the bus stops.
- Speak in quiet tones.
- Keep feet and arms out of the aisle.
- Not throw objects inside the bus or out the windows, and not litter the bus.
- Keep all body parts inside the bus.
- Make room courteously for possibly three (3) passengers to a seat.
- Obey the bus driver at all times and treat the driver with respect.
- Practice the common courtesies and behave in a way that will insure the safety of other students riding the bus.

Students must ride only their assigned bus. The only exception will be students who are transported to a babysitter and have received permission from their dept. of transportation. Hamilton students will need to complete a babysitter form available in the school office. The bus companies wish to remind parents that deviation from the assigned bus stop must be approved in advance with a note signed by the parent and the school office.

If a child who usually rides the bus wishes to ride in a car, a note granting such permission by the parent must be given to the child's teacher and the office.

Students choosing to exit from the bus through the emergency exit door will be suspended from school and considered for expulsion. If the act occurs within Hamilton City Limits the Hamilton Police Department will be notified. This violation and dangerous act will not be tolerated.

CONTACTS

Hamilton City Schools	(Desi Robinette) (Sallie Burkhardt)	887-5060
Talawanda City School	(Mike Sokol)	273-3150
New Miami Schools	(Sheri Pohl)	863-1390
Edgewood City Schools	(Shane Swartz)	863-5288
Ross Schools	(Peggy Lehmann)	738-2900
Fairfield Schools	(Bill Westerbeck)	829-6603
Lakota	(Jeff Robertson)	755-5828

DRESS CODE

Students are expected to come to school **looking clean and neat**, dressed in a manner that is accepted as being modest and in good taste for a serious learning environment. We must keep in mind the word uniform means “the same”. Inappropriate dress will result in the student being sent to the office to correct the problem. Simple violations will be corrected by the student (wash off makeup, remove nail polish, etc.). Other violations and repeated violations will result in conduct points.

The dress code is to be followed on all school days unless an exception is made by the principal. When students are out of uniform, designation of changes will be given. Students should not assume they have total freedom of dress on these special occasions. Parents are expected to support the school’s policy by ensuring their son or daughter complies with the dress code.

The principal retains the right to amend this handbook. Parents will be will be given prompt notification if changes are made.

GENERAL GUIDELINES

Since no list can be exhaustive, the principal will modify this code as needed. In addition, the principal/designee will have final ruling on issues pertaining to dress code.

- Pants, shorts, and skirts are to be worn at the waist. Sweatpants or wind pants may be worn under the jumper or skirt to and from school and during outdoor recess (October 15 through April 15) but must be removed when in the building.
- Body piercings and/or tattoos are not permitted.
- Uniform shorts may be worn from March 15 through November 15.
- If a t-shirt is worn under the knit shirt, it must be solid white with no printing.
- No long sleeve shirts under short sleeve blouses or knit shirts.
- Attire may not be soiled, tight, torn, or frayed.
- Students are required to wear a name badge.
- Headbands are highly discouraged in Kindergarten because of distraction.
- Banded shirts may be worn in all grades.

ITEM	BOYS	GIRLS
Pants & Shorts (Must be hemmed)	Navy Blue Parochial, Dress or Twill Fabric. If belts are worn they must be navy, brown, or black. Not acceptable are jeans, outside stitching, rivets or cargo pants	
Jumpers, Skirts	N/A	Uniform Plaid Grades K-3 Jumper Grades 4-8 skirt NO shorter than 2 inches above the knee.
Blouses/Shirts/Knit Shirts	Solid White Cotton, Polyester or Broadcloth. Long or Short Sleeve. Button Down or Lay Down Collars. Tucked in at all times, unless wearing a banded polo.	
Knit Shirts	2-3 Buttons with a collar. Long or Short Sleeve. Solid white with or without school logo. Solid green with school logo only. Tucked in at all times , unless wearing a banded waist polo.	
Turtlenecks	White Only May only be worn with a uniform sweater or sweatshirt.	
Sweaters - Crew Neck, Cardigans, Sweater Vests, V-neck	Navy Blue or Green Only! NO oversized garments	
Sweatshirts, Fleece	St. Peter uniform sweatshirts and fleece from Schoolbelles or Educational Outfitters ONLY. Current 8 th graders may wear their class sweatshirt.	
Shoes	Shoes must be of a sturdy nature and include a closed toe and flat heel. Dress shoes or gym shoes must be worn and may not include lights. Shoes must be in good condition. Laces are to be tied. No boot styles may be worn (i.e. cowboy, army, hiking, etc.) No sandals or shoes without backs may be worn.	
Socks	Plain Solid White, Navy, or Black Crew & ankle Socks	Plain Solid White, Navy, or Black Crew & ankle Socks, Knee Socks or tights. White, Navy or Black cotton leggings can be worn under the skirt or jumper (not to be worn alone)
	Socks must be visible above the shoe. ***NO emblems/logos on socks are permitted.	
Jewelry	One simple silver or gold chain (with or without an acceptable charm). One watch, one ring.	One pair of post style earrings may be worn, one in the lower lobe of each ear. One simple silver or gold chain (with or without an acceptable charm). One watch, one ring.
	NO COSTUME JEWELRY!	
Hair *Sculpting involves using gel; therefore, NO GEL may be used.	No facial hair. No sideburns below the middle of the ear. No hair fads or designs. Hair must be neatly trimmed and may not cover the eyebrows or touch the ears or collar. No dyed or bleached hair, except minimal highlighting. Hair Sculpting and head shaving are not permitted.	No hair fads or designs. Hair may not cover the eyebrows. No dyed or bleached hair, except minimal highlighting. Hair Sculpting and head shaving are not permitted.
	NO COSTUME JEWELRY!	
Make-Up	No make-up or nail polish.	No make-up. Clear nail polish only.
St. Peter in Chains Spirit Wear ONLY	Comes in a variety of colors & designs, purchased from approved vendors & may be worn on designated Spirit Wear days only	
P.E. Uniform	Designated t-shirt & shorts from Educational Outfitters with school logo (grades 4-8) are required.	

St. Peter in Chains School has designated the following information as directory information and will release this information for students in Grades Five through Eight to the Archdiocesan School Office for distribution to Catholic high schools in the archdiocese, unless the parent/guardian has submitted a Request to Restrict Directory Information form to the school office prior to August 1, 2017 or at the time of registration, if registered after August 1, 2017.

Student name

Student address

Home phone number

Grade level

Gender

Parent e-mail

Parents who wish to restrict directory information should realize that their students will not receive information regarding high school enrollment, information events and testing. This information is available from the individual high schools.

Request to Restrict Release of Directory Information

I choose to withhold permission to release any directory information for _____ to the Archdiocesan
(child's name)

School office for distribution to Catholic High Schools within the Archdiocese. I understand that s/he may not receive information regarding high school enrollment, events or testing.

I further understand that I must renew this restriction annually.

Parent Signature

Date