



ST. PETER SCHOOL

KNOW · LOVE · SERVE

PARENT-STUDENT HANDBOOK

2022-2023

Mission Statement

Rooted in our Catholic faith, St. Peter School fosters faith in God, nurtures academic excellence, empowers students to reach their full potential, and supports a diverse community through acts of public service.

Belief Statements

- **SPIRITUAL FAITH FORMATION:** We will teach students to embrace the gospel and to grow in knowledge, love, and service of God.
- **ACADEMIC EXCELLENCE:** We will empower students to reach their full academic potential.
- **DEVELOPMENT OF EVERY STUDENT:** We will encourage students to reach their full potential spiritually, intellectually, physically, emotionally, socially, and morally.
- **SERVICE TO THE COMMUNITY:** We will volunteer our time, energy, and resources to help meet the needs of our community.

Fr. Craig Hovanec - Pastor

Mrs. Colleen Schager – Principal

Mrs. Rosalie Norton - Assistant Principal

Mrs. Misty Rooker - School Secretary

School Office Hours: 7:45 AM - 3:15 PM
School Phone: (440) 282-9909
Attendance Line: (440) 282-9909 x 205
Homework Request: (440) 282-9909; pick up @2:45 in the office
Tuition Inquiries: (440) 282-9103 x 116
School Website: www.stpeterlorain.org
School Email Address: sps@stpeterschoollorain.org
School Address: 3601 Oberlin Avenue, Lorain OH 44053
School Fax: (440) 282-9490

Mrs. Erin Toth - Director of Preschool

Preschool Office Hours: 7:30 AM - 3:30 PM
Preschool Number: (440) 282-9909 x 300
Preschool Website: www.stpeterlorain.org
Preschool Email Address: etoth@stpeterschoollorain.org

School Day Grades K - 8:

Morning Care: 7:30 AM - 7:55 AM (in the cafeteria)

Doors Open: 7:30 AM (cafeteria door #6)

No supervision is available prior to 7:30 AM. All students who arrive before 7:45 AM MUST go to Morning Care.

Morning Breakfast: 7:40 AM - 8:10 AM

Classrooms Open: 7:55 AM

Tardy Bell: 8:10 AM

Classes Begin: 8:15 AM

Lunch Hour: 10:50 AM - 11:20 AM Grades 3-4-5, Recess: 11:20 AM - 11:50 AM (11:20 AM - 11:35 AM grade 5)

11:25 AM - 11:55 AM Grades K-1-2, Recess: 11:55 AM - 12:25 PM

12:00 PM - 12:30 PM Grades 6-7-8

Staggered Dismissal

2:30 PM (Kindergarten)

2:35 PM (Grades 1 & 2)

2:40 PM (Grades 3 and 4)

2:45 PM (Grades 5-8) one class at a time and staggered

Extended Day Care: 2:45 PM -6:00 PM

Phone: (440) 282-9909 x 220

Emergency Closing: Facebook/Option C Text & Email; Watch television channels 3, 5, 8 & 19

School Calendar: The live Google calendar which is updated for the upcoming year and can be found on the website. This will be the main calendar for the 2022-2023 school year. All events and activities will be here.

Welcome to Saint Peter School

Saint Peter School is a faith community where students come to know Jesus Christ through the personal commitment and faith witnessed by a professionally skilled and dedicated staff, through prayer and participation in the Mass and Sacraments. Students are taught Christian principles and are guided in making correct moral decisions in their everyday conduct.

They are further motivated to develop their intellectual, emotional, spiritual and physical gifts to their fullest potential so as to better prepare them for their Christian role of service in this world.

School Philosophy and Goals

The members of Saint Peter faculty and staff believe that God created each person with purpose, dignity and potentialities: spiritual, mental, social, emotional, and physical. In a faith community, through relationships with others, enhanced by solid academic training, students can become informed, Christian contributing members of our world.

We believe that parents are the primary educators of their children. The school complements the family by building on the Christian formation begun at home for responsible behavior, justice and compassion for others, generous service in the local and global community and interest in life-long learning.

GOAL #1:

To develop articulate Catholic Christians committed to personal growth in faith, to the service of others, to active participation in the life and mission of the parish, and to the work of social justice.

To do this the students will:

1. Participate in religious education including sacramental and liturgical celebrations in such a way as to internalize the Catholic value system.
2. Attend Mass and receive the Sacraments on the weekends.
3. Value the place of religion in all human life.
4. Show respect for teachers, staff and other students.
5. Manifest an attitude of generosity toward all.
6. Expand their knowledge and concern to include local, national, and global needs.
7. Learn to volunteer their time in service to others at parish, school and in the community.

GOAL #2:

Through participation in formal and informal learning experiences, the children will develop their potential spiritually, academically, emotionally, socially, and physically.

The faculty and staff will:

1. Provide a challenging curriculum which demonstrates the integration of faith and culture within the learning experiences
2. Provide a variety of instructional techniques in order to meet student needs: including enrichment and remedial programs
3. Help the students demonstrate knowledge of concepts and skills related to the particular subject areas for application in life situations
4. Encourage the students to become cultured individuals through study and appreciation of the arts and sciences
5. Aid physical development and growth by promoting participation in the physical education program and athletics
6. Help the students apply principles of good sportsmanship

GOAL #3:

To develop in the students a feeling of positive self-worth, pride in personal achievements, and desire for self-discipline. The students will be guided to:

1. Recognize their unique giftedness and develop their talents and abilities as best as they can
2. Understand moral principles and personal responsibilities
3. Learn how to use leisure time profitably
4. Join extra-curricular activities
5. Participate in school activities that promote the development of healthy attitudes and self-image
6. Confront the inevitable changes in their own lives and society and cope with these challenges

GOAL #4:

To provide a learning community rooted in Catholic tradition, home-school cooperation, and academic excellence. The St. Peter faculty and staff welcome suggestions and cooperation from the parents, clergy, parish community and civic community to facilitate school goals, as well as collaboration with the Saint Peter PTO in promoting family activities and adult education.

GOAL #5:

To assure a faculty committed to ongoing spiritual and professional development so as to be witnesses of Jesus Christ and Gospel principles.

1. Faculty members are witness to a faith life and Christian values
2. Faculty members will continue to update their personal knowledge and expertise in religious and secular subjects

St. Peter School Non- Discrimination Policy

It is the policy and commitment of St. Peter School that it does not discriminate on the basis of race, age, color, sex, national origin, physical or mental disability or religion.

Saint Peter School Administrative Policies**Admissions****Preschool – Grade 8:**

1. All children of Saint Peter parishioners who qualify, by reason of academic ability, moral character, and personal conduct, are eligible for admission to Saint Peter School. Readmission is on an annual basis.
2. Children of Catholic non-parishioners without a parish school
3. Children of Catholic non-parishioners with a parish school

4. Children of those who are not Catholic
5. Children who meet the eligibility for the Edchoice Scholarship Program

Preschool: St. Peter Preschool is located in the Preschool building at the north end of the property. For more information, call the Preschool at (440) 282-9909 x 300

Kindergarten: Children must be five years of age by September 30 for admission to kindergarten. All incoming Kindergarten students will participate in Kindergarten screening.

Grades 7-8: Junior High students, who are parishioners and have just moved into the area, will be accepted. All others are considered exceptional cases, to be admitted at the discretion of the principal.

NO STUDENT WILL BE REFUSED ADMISSION OR PARTICIPATION IN EDUCATIONAL, OR OTHER SCHOOL ADMINISTERED PROGRAMS BECAUSE OF RACE, COLOR, RELIGION, OR ETHNIC ORIGIN.

Registration

Registration for new students begins in January with an announcement in the parish bulletin. At that time the following information is necessary:

1. Completion of the registration form
2. Child's Birth Certificate
3. Child's Baptismal Certificate (unnecessary if child was baptized at Saint Peter Parish)
4. Child's Social Security number
5. All legal documents of custody, where applicable
6. Completion of the Health Record Form (for Preschool and Kindergarten)

State Law requires the following immunization prior to admission to school:

- 4 D.P.T. (If 4th immunization was given before 4th birthday, a 5th is required)
- 3 Polio (Sabin) (If 3rd immunization was given before 4th birthday a 4th is required)
- 2 Rubella & Rubeola (must be given at 12 months or older)
- 2 Mumps immunization is also required. It must be given 1 year or older
- 3 Hepatitis B
- 1 Varicella (Chickenpox)
- Tuberculosis test is also recommended

The health record must be submitted on Orientation Day. Any child not properly immunized will not be admitted to school.

7. A copy of the child's most recent report card (grades 1-8)
8. A copy of the child's cumulative records and test scores from previous school

After evaluating a student's records, the school will notify the parents as to whether or not the student will be accepted.

Parental Responsibilities:

The registration of your children in Saint Peter School is considered an agreement on the part of the students and parents to cooperate with the philosophy and policies of the school. The Education of the child is a partnership between you, the parent/guardian and the school. If in the opinion of the administration the partnership is irretrievably broken, the school reserves the right to require you to withdraw your child.

Family/Teacher Communication Policy:

The purpose of this statement is to provide information and guidelines to parents and teachers on Family/Teacher Meetings and Family/Teacher Communication at Saint Peter School. The school and the family strive to be mutually supportive of each other so that the child's education can be effective.

Parents/Guardians are encouraged to:

1. Provide proper facilities and encourage conscientious completion of assignments
2. Insist that the regulations and principles of good behavior are respected and obeyed. Note their conduct and effort marks. Unsatisfactory marks or failing grades in a subject indicate a need for a conference with the teacher

3. Avoid criticism of teachers and school policy in front of children; discuss problems directly with the teacher
4. Encourage development of each child's individual talents and interests
5. Build religious celebrations and family prayer into the home environment
6. Take your children to weekly Mass and the sacraments
7. Volunteering, though not mandatory, is highly recommended and requested. A Volunteer form is available on the website or in the school office
8. Cooperate with the policies and requests reviewed throughout the handbook

Saint Peter School will have:

1. An Orientation meeting for parents.
2. Informational meeting for all parents/guardians at the beginning of the school year
3. Family/Teacher Conferences; one-to-one with the parents, children, teacher for the whole school in November.
4. Meetings for classes preparing for the sacraments of Penance, First Communion and Confirmation.
5. Meetings between families, teachers, and Special Educational Mobile Unit Staff.
6. Staff email addresses to facilitate communication.
7. Appointment with a class teacher at an agreed appointed time (must be scheduled in advance via email or phone).
8. School handbook to inform families about school matters, policies and procedures.
9. Occasional online surveys to track progress of the school.
10. An up to date website to facilitate learning and link information.
11. An email link sent for Option C system (grades, for important notifications about the school).
12. Weekly Communication, Website Post, and email regarding school activities.
13. Newsletter to keep parents up to date with school events/activities.
14. Letters and notes from the classroom teacher.
15. Homework Planner to facilitate short messages between parents and teachers.
16. Invitations to parents to all school activities & celebrations e.g. concerts/plays/Book Fair, etc.(if scheduled).

Email Communication:

Email communication is usually the quickest way to reach a teacher. All Saint Peter School teachers have an email address that is used for school communication. The address is the teacher's first initial, followed by their last name, then @stpeterschoollorain.org. The school website has all of the updated teacher/staff emails. A staff list is included at the beginning of the student handbook. Teachers check their email at least once daily on school days.

Students in Grades 2-8 have their own school issued email address. It is up to the individual teacher whether or not they allow students to submit work via email or to send emails to the teacher. This email address belongs to Saint Peter School. It can, and will, be periodically reviewed. It will be deleted when the student leaves Saint Peter School.

Office/Phone Communication:

The Office phone is 440.282.9909. The school secretary will only take messages for the principal and teachers. The message will be delivered and then the teacher can return the call. Teachers are able to get phone messages at lunch and afterschool. The office will not interrupt teaching to get a message to a teacher.

The Office email address is sps@stpeterschoollorain.org. Messages sent to this email will be answered promptly and forwarded as needed.

The family email address that is provided at Registration will be added to an email distribution list that will receive important updates from the school office.

Option C offers a safe and easy-to-use way to instantly text students and parents. The school can send reminders directly to students' and parents' phones and email addresses.

If parents wish to drop off lunches, sports gear, etc., or a message, this can be done through the office as it is important to keep class interruptions down to a minimum. A student will not be pulled out of class to communicate with a parent.

Parent/Teacher Meetings or Weekly Check-Ins

Aims:

- Inform parents of their children's progress
- Inform teachers how children are coping outside of school
- Establish an on-going relationship between home and school
- Help children realize that home and school work together for their benefit

Parent/Teacher Conferences:

- This is a required event. Families need to meet with their student's homeroom teacher
- Formal meetings take place in November
- Each meeting will be of fifteen-minute duration
- An online scheduling form will be sent out and families will mark available times on the conference day
- A schedule for each teacher will be created and families will be informed of their times
- Every effort will be made to facilitate a suitable time (especially for families with multiple children)
- *Optional:* You may meet with the specials teachers (Art, Technology, Library, Music, and Physical Education) at once or separately

Withdrawal

A family transferring a student from any grade except a Grade 8 graduate is required to notify the school office of the date of withdrawal. When the parents enroll at the new school they will be asked to sign a "Release of Records" permission form. This form will be sent by the new school to St. Peter School who will send back all health and academic records. **Payment of tuition and other fees must be completed before records will be forwarded.**

Tuition and Educational Fee

The Pastor, with consultation, establishes the amount of Tuition and Educational Fee to be charged each year in accordance with the Diocesan Tuition Guidelines for a parochial Catholic elementary day school.

Monthly tuition payments are due on the 1st of each month, based on 12 months. The first payment is due July 1st and by the 1st of each month thereafter. At least one-half of the tuition must be paid by December 1st and the total tuition paid in full by May 30th. **If tuition is not up to date and arrangements have not been made to pay it, all extra-curricular activities including sports, and clubs will be curtailed.** There is a \$20 fee for any check returned to the office for any reason such as non-sufficient funds, etc. A \$15 late fee will be assessed for any payment received at the office past the monthly 1st due date. All tuition must be paid in full for acceptance into the following school year. Please direct any tuition inquiries to 440-282-9909 x 116.

Financial Assistance: Parents who anticipate a need for financial assistance must complete and submit a financial aid form.

Educational Fee: Grades K-8: \$120.00. The Educational Fee covers the Diocesan Assessment Fee, duplicated materials, technology, maintenance, religion texts, and records. This fee is non-refundable, unless a student moves from the local area. Educational Fees are due by September 1st.

Dress Code changes in 2022-2023

Warm weather uniform

- Dress shorts (Bermuda style), SPS monogrammed Polo shirt, and sneakers
- Worn in August-September 31 & May 1 - June

PE School Uniform

- All students in grades K-8 will wear PE uniforms on his/her PE days
- SPS logo PE shorts & t-shirts only (August-September 31 & May 1- June)
- SPS logo PE sweatshirt & sweatpants during winter months (October - April)

Hair

- no coloring or dying for both girls & boys
- boys hair must be neat, trimmed above the collar, ears, and above the eyebrows

Girls Skirt length

- Skirts are to touch the top of the knee

Girls No leggings/jeggins unless worn under a skirt

Nails

- **Clear nail polish only**
- **No fake nails**

Body drawing/writing

- **No drawing or writing on hands, legs, & arms**

Uniform Violations

- **Dress code uniform violations will be enforced and consequences issued**

Boys:

Hair: Neat, trimmed and above the collar, ears and above the eyebrows. No distracting fad or unusual hairstyles, colorings, sculptures, no close shaving, spiked, mohawk or ridges are permitted. Facial hair is not permitted.

Jewelry: Only jewelry permitted is a watch (**no smart watch**) or religious medal. No ear piercing & no earrings.

Shirt: White or navy blue School belles style pique knit polo shirt in long or short sleeves with the SPS monogram on the left chest. White shirt with navy monogramming or navy shirt with white monogramming. Banded waist is permitted; otherwise all shirts must be tucked in. Optional white dress shirt and tie.

Turtleneck: White School belles style fold down turtleneck with SPS monogram in block letters on the neck in navy.

Sweaters: Navy blue, gray, or red solid color Cardigan, or pullover or sweater vests in V-neck or Crew-neck style.

Sweatshirts: Purchased from School belles or Personal Stitch only with proper logo, navy blue sweatshirt with white SPS logo. No hoodies.

Pants: School belles or School belles style solid colored dress pants in navy or khaki. Plain twill pants or tough skins are permitted. No zippers and pockets along the sides and front, no elasticized leg openings, no sewn on pockets or rivets. **No jean style pants.** K-3 belts optional. Grades 4-8, belts must be worn if pants have loops. Black, navy blue, or brown dress belts.

Shorts: Navy or khaki School belles or School belles style walking shorts may be worn August/September/ and May. Shorts are to touch the top of the knee.

Shoes: Sturdy rubber soled, strap or tie shoes in black, brown, gray, navy or white. **No boots, high tops**, light ups, open toe, flip-flops, sandals or wheel shoes allowed.

Socks: Socks in solid black, white, navy or red. Socks must be worn over ankles. No-show socks are not permitted.

Dress Up Day: Dress pants (no jeans), shirt with collar. Top button may be opened. Multi-colored sweaters may be worn. A belt must be worn if the pants have loops. Socks and shoes must be worn.

Dress Down Day:

- Jeans (no holes or frays), athletic pants, joggers. Shorts may be worn in August, September, October and May and must touch the top of the knee
- Polo shirts, T-shirts, T-shirts with appropriate messages, or sports teams are allowed. Shirts must have sleeves
- Socks must be worn
- Shoes: Sandals with straps are permitted. No flip-flops, slides, wheel shoes, etc.

Girls:

Makeup: Light make-up may be worn in Junior High only. **CLEAR nail polish only, no fake nails.**

Jewelry: Small post or stud earrings **Only, no hoops**, one earring per ear. A necklace with a cross, crucifix and other Catholic symbols are permitted. No other jewelry is permitted, with the exception of a watch (**No Smart Watch**) or one religious bracelet.

Hair: No distracting fad or unusual hairstyles, sculptures, **No colorings or dying**, no close shaving, spiked, shaved, mohawk or ridges are permitted. No large or costume-like hair accessories.

Jumper: K-3 Plaid uniform V-neck jumper from School belles. Skirts are to touch the top of the knee. Jumper is worn with a white blouse (see below) or a white School belles style polo or monogrammed turtleneck.

Skirt: Grades 4-8 Plaid uniform kilt or kick pleat skirt from School belles. Skirts are to touch the top of the knee.

Blouse: Grades K-3 White tailored blouse with rounded or pointed collar.

Polo Shirt: White or navy blue School belles style pique knit polo shirt in long or short sleeves with SPS monogram in block letters on the left chest. White shirts with navy monogramming; and navy shirts should with white monogramming. Banded waist is permitted; otherwise all shirts must be tucked in.

Turtleneck: White School belles style fold down turtleneck with SPS monogram in block letters on the neck in navy.

Sweaters: Navy blue, black, red, gray, or white solid color Cardigan, or pullover or sweater vests in V-neck or Crew-neck style. No hooded or oversized sweaters.

Sweatshirts: Purchased from School belles or Personal Stitch only with proper logo, navy blue Crew-neck sweatshirt with white SPS logo. No hoodies.

Slacks: School belles or School belles style, plain twill solid navy or khaki colored dress slacks worn with a uniform polo shirt. Dress pants only. **No tight fitting pants, leggings, jeggings, yoga pants**, stirrup pants, hip-hugger pants, bell-bottom pants, **No jean style pants (khaki, navy, etc)** sewn on pockets, rivets. K-3 belts optional. Grades 4-8, belts must be worn if pants have loops. Black, navy blue, or brown dress belts.

Shorts: Navy or khaki Schoolbelles or Schoolbelles style walking shorts may be worn August/September and May. Shorts are to touch the top of the knee.

Undergarments: Undergarments should be white or flesh colored and should not be visible underneath the school uniform.

Shoes: Sturdy rubber soled, strap or tie shoes in black, brown, gray, navy or white. No boots, high tops, light ups, crocs, open toe, high heel, flip-flops, sandals or wheel shoes allowed.

Socks: Socks in solid black, white, navy or red. Socks must be worn at all times. Socks must be over ankles. No-show socks are not permitted. Tights and leggings can be worn with a skirt or jumper and must be solid black, white, navy or red.

Dress Up Day: Dress with sleeves, sun dress, jumper, skirt or slacks with blouse or sweater. Shoulders must be covered. **No jeans. No leggings/jeggings unless under a skirt.**

Dress Down Day:

- Jeans (no holes or frays), athletic pants, joggers: **NO leggings or tights unless under a skirt.** The length of the dress or skirt must touch the top of the knee. Shorts may be worn in August, September, and May and must touch the top of the knee
- Polo shirts, T-shirts, T-shirts with appropriate messages, or sports teams are allowed. Shirts must have sleeves
- Socks must be worn above the ankle
- Shoes: Sandals with straps are permitted. No flip-flops, crocs, slides, wheel shoes, etc.

Dress Code Violations

- Dress code violation form sent home
- A Demerit will be issued for a dress code violation
- 3 demerits will result in a detention

Safety Regulations

Walkers: Children who walk to school or ride their bikes are to go directly home when they are dismissed. Bike riders are expected to walk their bikes in and out of the school area. Children should have locks on their bikes.

Car Riders: See Dismissal Policy

If a student is to go home with another student, the office must receive written notice of this.

Health Policies

If your child has a fever of greater than 100°F or is experiencing Covid-19 symptoms like a persistent cough, loss of smell or taste, sore throat, shortness of breath, muscle aches and fatigue, the child must stay home from school and the parent must notify the school.

In the event of a non covid illness or accident during school hours, the child is sent to the Clinic or School Office where he/she is given First Aid. Through State funding a qualified nurse is in the Clinic Monday through Friday from 9:00 A.M. to 1:30 P.M.

If COVID symptoms begin while at school:

If a student or staff member show symptoms or have a temperature 100* F

or higher they will be immediately separated from other students and staff members, monitored by a staff member (school nurse) maintaining social distance and then sent home.

Immunization Policy:

Children who do not have evidence of proper immunization may be excluded from school after 14 days of the start of school.

Medication Policy:

In order to ensure the proper administration of medication in school, only three people may be authorized to dispense medication: 1. the Nurse, or Nurse Aide, 2. the Principal or 3. the School Secretary.

All medication must be kept in the clinic under strict supervision of the nurse.

In compliance with guidelines prescribed by the Ohio Association of School Nurses, Saint Peter School policy regarding administration of medicine is as follows:

A written order for medication including self-medication for Asthma must be obtained from the physician AND a written request to dispense from the parent or legal guardian before any medication may be administered by the School Nurse. The order must include name of medication, dosage, time and duration of medicine as well as possible side effects. The medication containers must have a label that includes the student's name, name of medication, dosage, route and time of administration and must have a current date. Medications must be stored, dispensed and administered in the Clinic room.

Concerning Allergies: If a child has an asthmatic attack during school hours he/she will be kept seated in a quiet secluded place in an upright position. The parent will be notified immediately and requested to bring medication.

If the allergy involves insect bites, emergency procedures should be discussed and formulated beforehand with the parent. After an insect bite the school office must notify the parent immediately, the Emergency Form pulled from the records and the Emergency Squad summoned. In the meantime, the School Nurse is to inject whatever injectable material the parent has supplied, provided she has been requested to do so, and has a written request from both parent and doctor on file.

In the event the child has been taught to administer his/her own shots and the nurse is not on duty, he/she may do so but other personnel authorized to give medication must be present as a witness.

Parents of a child having a known allergy to insect bites must supply a new Insect Sting Kit each year. It must contain a preloaded syringe of prescribed medication, with signed orders from the physician concerning its use. The kit must also include a signed request from the parent and guardian asking that the injection be given.

Concerning Contagious Diseases: Children returning to school following a contagious disease are recommended to have a doctor's permission and/or to return only when the period of contagion is past. If there is doubt or question that the illness is still contagious, the nurse will request a doctor's release form.

Concerning Dismissal for Illness or Serious Injury: If a child is ill enough to go home, the parent, the principal's office and the child's teacher are notified. If the parent cannot pick the child up, he/she must designate another responsible adult. No child may ever be sent home alone or to a home in which there will not be a responsible adult present. At no time is a child to be removed from school by a parent without permission of the school office. School personnel are always to know what time a sick child leaves and with whom.

In case of an injury judged severe enough by the school nurse or staff to warrant emergency room care, the parent is notified and expected to provide transportation. School personnel are never to transport children to the hospital because of insurance reasons. Such transportation is to be provided by the parent or guardian or Emergency Squad.

Over the counter medication must have proper paperwork on file to be administered. Please email nurse@stpeterschoolrain.org for the form.

****It is required that parents submit the emergency data information which directs the school's course of action in cases where parents cannot be reached. This form will be distributed and completed at the Parent Orientation Meeting. If any changes occur throughout the year the form is required to be updated. (This includes change of address or phone etc. throughout the year)****

Discipline and Code of Conduct

In all areas of learning, discipline must be considered in the development of children. The Code of Conduct is based upon the Gospel message of Jesus. Growth in self-discipline, a healthy responsibility for Catholic moral values, and a loving respect for the rights of all persons are encouraged and nourished by the Code of Conduct. Parents, faculty, and students work together to create a Catholic School environment. Students are expected to:

1. Show obedient, courteous, respectful behavior toward teachers and all adults.
2. Use appropriate and respectful language.
3. Speak kindly and respectfully to and about teachers, staff and other students.
4. Complete class assignments and participate in class.
5. Wear the full school uniform at all required times.
6. Respect school property and the property of others.
7. Refrain from chewing gum in school or on school grounds.
8. Refrain from deliberate disruption in the classroom or on school grounds.
9. Follow good manners and willingly clean one's place in the cafeteria.
10. Play in the assigned playground areas and abide by good sportsmanship on the playground.

Students are not permitted to bring or have at school items such as the following: real or toy guns, real or toy knives, sharp objects, matches, lighters, skateboards, water pistols, any electronic devices, and/or breath spray. If these items are brought to school, they will be taken away and sent to the school office. Parents will be contacted to take such items home.

At no time may students leave the school grounds for any reason whatsoever, including going out to lunch or going to fast food places. Leaving the school grounds without permission from parents and the principal is a very serious offense and will be dealt with on each occasion.

Code of Violations and Consequences

Any form of discipline should be a means of modifying or changing behavior. Students must learn that behavior has consequences.

Discipline will be administered when an individual's actions interfere with the rights of a teacher to teach or a student to learn. Students who lack self-discipline or who violate the rights of others can expect some type of disciplinary action. Each offense

will be dealt with on an individual basis according to the age of the child, the nature of the infraction, and the severity of the case. Repeated infractions will result in more serious consequences. Corporal punishment is never permitted.

Consequences may include any of the following:

1. Conferences
 - The supervising adult with the student
 - The teacher with the student
 - The principal calls parent
 - The principal and the teacher with the parent and the student
 - The pastor, principal and teacher with the parent and the student
2. Counseling
 - within the school
 - outside agencies
3. Mediation
 - Student, Teacher or Principal Mediation: conflicting students with a trained adult mediator
4. Demerits
 - Students will be cited with demerits for misbehavior or un-Christ-like attitudes.
 - Continued misbehavior or unacceptable attitudes may result in an accumulation of demerits, which then may become detentions.
 - Excessive accumulation of demerits serves as a means to help the staff and administration identify students whose conduct seems resistant to correction and could, therefore, cause the student to be dismissed from St. Peter School.
5. Detentions
 - are given per quarter for the following, but not limited to:
 - failure to observe school and classroom rules
 - disrespect shown to authority figures
 - annoying, bullying or harassing classmates
 - rude/discourteous behavior
 - excessive talking/loudness at inappropriate times
 - improper language

Detention is at recess or 30 minutes after school. A detention notice will be sent home to the parents to be signed and returned to the issuing teacher or staff member. Failure to have a signed detention form or failure to attend an assigned detention will result in an additional demerit. Detentions will be scheduled by the teacher or staff member issuing the detention. Parents will be notified in advance of the time when a detention is to be served and are responsible for picking up the student at the time designated. **Three detentions per quarter will result in an in-school suspension.**

6. Suspension (in-school suspension)
 - Suspension from school is issued according to the individual circumstances of each serious infraction of school regulations and will be either an in-school suspension or out-of-school suspension
 - Work missed on these days may not be made up
 - The student and Parent will meet with the principal following the suspension, before returning to class.
 - Suspensions are tabulated per year
 - **After 3 suspensions, a student may be expelled.**
 - Causes for immediate suspension may include:
 - ❖ Hitting or fighting with another student
 - ❖ Destruction or damage to school property
 - ❖ Violation of our Acceptable Use Policy
 - ❖ Carrying or having possession of any type of real or look-alike weapon
 - ❖ Extreme blatant disrespect toward an adult or another student
 - ❖ Extortion
 - ❖ Truancy
 - ❖ Violence
 - ❖ Any act of violence, including carrying concealed weapons will be an automatic suspension or expulsion

Because it is impossible to foresee problems which may arise, this clause empowers the principal to issue disciplinary measures for any action which violates the spirit and philosophy of the school even though not specified here.

7. Expulsion

- Expulsion of a student from school is a serious matter
- In some cases the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school.
- This decision is the right and responsibility of the pastor and/or principal.

Inappropriate Materials:

Lockers and desks may be checked at any time. They are school property. Possession and/or distribution of inappropriate materials which would cause injury to the individual or others is considered a serious infraction and will be handled on an individual basis.

1. *Weapons:* In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, the School expressly prohibits the use, transmission, attempted sales, possession, sale, or discharge of any real or look-alike 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, or possessed, carried or used as a weapon" (O.R.C. 2923.11A) Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any real or look-alike pistol, rifle or other device that uses air or gas propelled projectiles.

Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school or parish program after recommended consultation with the Diocesan Legal Office.

2. Controlled Substances, Prescription:

- A student shall not possess, use, transmit, attempt to sell, sell, conceal, or be under the influence of an alcoholic beverage, intoxicant, hallucinogen, controlled substance, or any of the drugs or abuse defined by the Ohio Revised Code on school grounds, or at any other time the student is subject to the authority of the school.
- A student shall not possess, use, transmit, attempt to sell, sell or conceal any real or look-alike drug or drug paraphernalia on school grounds or at any other time the student is subject to the authority of the school.
- The penalty for violating any of the above may be suspension and/or expulsion, and/or referral to law enforcement agencies and/or referral to a chemical dependency core team.

3. Respect and Care of School Property:

- One of the basic practices of Christian Community is respect for property: both one's own and that of others. Students are encouraged to take pride in their school building and classrooms. They are to handle equipment and materials with care. Students will be required to make financial or equitable restitution for any deliberate or careless damage caused to school property or to the belongings of another.

4. Publications:

- Written or audio-visual publications of a violent, scandalous or immoral nature are not permitted on school property and are cause for suspension if confiscated on a student or a student's desk or locker.

5. Smoking:

- Smoking or any use of tobacco is also prohibited and will be considered a reason for suspension and parental notification. Possession of cigarettes or other tobacco products warrants a suspension.

6. Soliciting:

- A student may not sell items in school, e.g. candy for out of school organizations. All buying and selling of items must be cleared through the school administration.

7. Student Threats:

- We are all well aware of recent incidents of student violence in various parts of the country resulting in injury and/or death to others. Often these incidents followed students' having given some indication that they "would kill", "could kill", "wanted others dead", etc.

- St. Peter School has adopted the following, as policy regarding all threats seen, heard, emailed texted, etc.:
 - ◆ Any and all student threats to inflict any harm to self or others will be taken seriously
 - ◆ Whoever hears the threat should report it immediately to the nearest adult staff member
 - ◆ Consequences and actions will be taken based on the severity and seriousness of the threat

8. Harassment:

- The pastor, administration and staff of St. Peter School believe that all employees and students are entitled to work and study in school-related environments that are Christ-centered and free of harassment. St. Peter School will not tolerate harassment of any type. If harassment occurs, the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

Examples of harassment include, but are not limited to, verbal or written taunting; bullying; other offensive, intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group, emails texts, notes, photographs, etc.

St. Peter School Non- Discrimination Policy

It is the policy and commitment of St. Peter School that it does not discriminate on the basis of race, age, color, sex, national origin, physical or mental disability or religion.

Bullying, Cyber Bullying, Sexual Harassment and Sexual Violation Policy

St. Peter is committed to providing a safe, positive and nurturing educational environment for all of its students. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This includes physical and psychological aggression. St. Peter School will not tolerate comments, threats or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities on school property and all school sponsored functions on or off school property. Any student who believes he/she has been a victim of aggressive behavior should immediately report the situation to the principal or assistant principal. The student may also report concerns to a teacher who will be responsible for notifying the appropriate administrator. All complaints about aggressive behavior that may violate this policy will be promptly investigated. If the investigation finds an instance of aggressive behavior has occurred, it will result in appropriate disciplinary action.

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal (oral or written), electronically transmitted, psychological, or a combination of these.

Some examples of bullying are:

Physical: hitting, kicking, spitting, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact

Verbal: malicious teasing, insulting name calling, making threats

Psychological: spreading rumors, manipulating social relationships, coercion, shunning, extortion, intimidation

Cyber bullying can be particularly devastating to young people because cyber bullies more easily hide behind the anonymity that the Internet provides and cyber bullies spread their hurtful messages to a very wide audience with remarkable speed.

Some examples of cyberbullying are:

- Posting slurs, rumors or other disparaging remarks on a website
- Sending e-mails or instant messages that are mean or threatening
- Using a camera phone to take and send embarrassing/inappropriate photos of students

- Posting misleading or fake photographs of students on social media

Bus Conduct:

Students are expected to behave responsibly and respectfully at all times while boarding or on the bus. Written notification of any violation and disciplinary action will be sent to the parents. Written notification of failure to follow the rules and regulations of the

public school district, or of the bus driver, will result in a conference with the principal. The second written notification will result in suspending bus transportation for one week. Transportation for the week will be the responsibility of the parents.

Students are not permitted to ride any bus outside of their own school district even if the parent writes a note. Each school district is very strict in this regard. The principal does not have authority to change or interfere with this regulation.

Bus Violations

- Students will be issued a detention for a bus violation
- Students bus privileges may be lost due to habitual violations

Curriculum and Educational Policies

"We believe that every facet of life is important - spiritual, physical, intellectual, and emotional. We believe that every child is unique and valuable because his life comes from God."

Religious Formation

At Saint Peter School both faculty and priests consider the religious and moral formation of paramount importance and basic to all other subject areas. It is the aim of the school to create a community of Faith where instruction in religious truths and values complements, reinforces, and extends the formation efforts of the home. The integration of Christian living into the entire school program affords the student the fullest and best opportunity to attain the knowledge, spiritual depth and the commitment to the service of God which is the goal of Catholic education. The systematic religious instruction helps the students grow and deepen their relationship with Christ through understanding and prayer.

All students attend Mass every Tuesday at 8:30 a.m., strengthening our bond as a special Catholic-Christian community. This year we will stagger attendance at our school masses and live stream the mass to our virtual learners and classroom learners. Opportunities may be provided for communal celebrations of the Sacrament of Reconciliation in the course of the year. Parents are invited to all liturgical celebrations if they wish to attend. Catholic students are expected to attend Mass and receive the sacraments weekly when it is safe to do so. Non-Catholic students are encouraged to attend their respective churches.

Special attention is given to sacramental preparation as a means to further develop, nourish and sustain a Catholic way of life. In Grade 2, students are prepared for their first reception of the sacraments of Reconciliation and Eucharist. In Grade 8, students are prepared for the sacrament of Confirmation. Mandatory meetings for parents help to deepen their understanding of the sacraments so as to better guide their children to a mature faith.

Standard Program of Study:

Saint Peter School follows the Graded Course of Studies established by the Cleveland Diocesan Office of Catholic Education. The school is accredited by the Ohio Catholic School Accrediting Association.

Curriculum:

The curriculum includes Religion, Language Arts, (Reading, Phonics, English, Literature, Spelling, Handwriting) Mathematics, Social Studies, Ohio History, American History, Science, Health, Spanish, Physical Education, Music, Art and Technology. State and diocesan standards are followed for each area of the curriculum. Flexibility is allowed in the weekly schedule in view of the total coverage over a semester period.

Current resources and materials are used in all areas of the curriculum. Every classroom is equipped with state of the art SmartBoards, high resolution flat screen tv's, chromebooks, projectors and more, which provide the students and teachers with all Internet resources pertaining to specific curricular areas. This technology has multiple interactive capabilities.

Students are grouped heterogeneously within the class. Grades K-3 are self-contained classes. Within the classroom, students are divided into smaller groups, given cooperative learning activities or additional assistance to meet their individual needs and learning styles. It is a departmental program in Grades 4-8.

Saint Peter Accelerated Mathematics Program:

Saint Peter School offers an Accelerated Mathematics Program for students in Grades 7-8. Students of Grades 7 & 8 whose grades and state test scores demonstrate readiness for Algebra may be accepted into the Accelerated Mathematics Program.

The Program offers: GRADE 7: Pre-Algebra and GRADE 8: Algebra;

Enrichment Program:

St. Peter School provides enrichment in the regular classroom for students in many areas: Language Arts and Mathematics with a focus on critical thinking skills and cooperative learning activities. In addition, the following projects provide opportunities for talents to be developed: Geography Bee, Spelling Bee, Academic Challenge, and Technology. The Music program allows students in Grades 5-8 to join the instrumental band. The programs include concerts and competitions.

Cultural Enrichment Programs:

Cultural enrichment programs in the form of field trips, school assemblies, or classroom speakers are meant to broaden the interests of the students and to supplement the curriculum.

Field trips are educational excursions which are pre planned learning experiences, related to the curriculum, and followed up by evaluation. Written parental permission must be obtained prior to each excursion. Two field trips per year are permitted. The school reserves the right to refuse a student permission to participate in a field trip if his or her behavior is inappropriate or could jeopardize the personal safety of self or that of the group. In addition, guest speakers are occasionally invited to speak in a particular classroom or at an assembly.

Special Services:

With State Funds several Auxiliary Services are available for the student:

School Nurse: A nurse is on duty in the Clinic daily between 9:00 A.M. to 1:30 P.M.

School Psychology Staff: A school Psychology Staff member is available as needed for diagnostic services.

School Counselor Staff: A school Counselor Staff member is available as needed for counseling and behavior services. Services are provided in the Mobile Unit.

Intervention Services: Teachers instruct individual students and small groups of students. Selection is based on testing and teacher recommendation and requires parent recommendation. Services are provided in the Mobile Unit.

Speech/Language Therapist: The services of a part-time speech therapist are available for students who qualify. Following a screening procedure, children with speech communication difficulties receive specialized training in small groups. Services are provided in the Mobile Unit.

Home-School Cooperation

Homework:

Homework is ordinarily assigned daily, but usually not on weekends or the eve of holidays and other special occasions. Long-term assignments may extend over weekends if not completed during the week. Assignments are an outgrowth of class work and are intended:

1. to supplement learning.
2. to review independently what was taught in class.
3. to provide an opportunity to use research skills.

Time allotment for homework depends on the type of assignment and the age and grade of the student. No definite time limit can be determined for all grades since students work at different speeds.

Parents should provide a suitable environment for study and homework, show interest, and give encouragement, but not perform home assignments. Occasionally parents need to check over the homework assignments. Failure to complete homework results in no credit in grades 3-8. If a parent feels that the homework is excessive, he/she is invited to discuss the matter privately with the teacher.

Option C:

Option C is a password protected website where parents and students may check on assignments and grades. For a log in please email sps@stpeterschoollorain.org.

Report Cards:

Report cards are issued quarterly to all students. Parents should take special note of EFFORT AND CONDUCT marks. Deficiencies in these areas indicate a lack of attention and poor class participation.

The numeric value for the grades given is as follows:

| Grade | Percentage | Point Value | Grade | Percentage | Point Value |
|-------|------------|-------------|-------|------------|-------------|
| A+ | 98-100% | (4.3) | C+ | 82-84% | (2.3) |
| A | 95-97% | (4.0) | C | 79-81% | (2.0) |
| A- | 93-94% | (3.7) | C- | 77-78% | (1.7) |
| B+ | 90-92% | (3.3) | D+ | 75-76% | (1.3) |
| B | 87-89% | (3.0) | D | 72-74% | (1.0) |
| B- | 85-86% | (2.7) | D- | 70-71% | (0.7) |

Progress Reports:

Interim progress reports are sent to all students in Grades K-8 at the halfway point in the quarter. Progress reports should be signed and returned to school within two days. Parents may log on to *OPTION C* and get weekly updates of student progress.

Honors System:

Scholastic honors are distributed each quarter with the report cards for Grades 4-8.

For grades 4-8 the honors policy is based on grades from all academic areas including Religion, Reading, Math, Spelling, English, Social Studies, Health, Science, Music, Band, Art, Physical Education, and Technology Education. If a student receives a D+ or lower in any subject (including specials) they will not receive honors. (A detailed breakdown of the class weight values is included with the first quarter report card and is based on instructional time.)

The method used to determine honors is: total points by grades and divide by number of subjects.

First Honors: 3.8-4.3

Second Honors: 3.5-3.79

Third Honors: 3.0-3.49

Promotion and Retention:

Promotion is based upon recommendation from the teacher in accord with the following principles:

1. Primary level: Progress satisfactory in grade level expectations in Language Arts and Math.

2. Grades 3-8 Pass major subjects, and if needed complete summer work provided by the teacher.
3. If a pupil has failed three or more major subjects' retention is recommended.
4. Grade 3 Students who receive the EdChoice Scholarship are required to meet the Reading Promotion Score set by the Ohio Department of Education in order to be promoted to grade 4. (3rd Grade Reading Guarantee)

Each case of retention is treated individually and thoroughly discussed by the teacher with the principal and parents. The final decision is made by the principal. Parents will be notified no later than interim of the third quarter if their child is in danger of failing.

Human Sexuality Program:

The Diocesan Curriculum is the official guideline for the Catholic Schools. St. Peter School integrates the curriculum into religion and health in grades K-8 aiming to promote a Christian attitude of respect for life and human sexuality.

Care of Books and Buying Supplies:

1. Families are financially responsible for the loss or damage to text books and library books
2. Children are expected to have the necessary items for class such as paper, pens, pencils, rulers, etc
3. Please check your child's supply list
4. Pencil Pouches are required for all grades, and are available for purchase
5. Agenda books are required for grades 2-8 and are available for purchase
6. Each class goes to the library once a week to check out a specified number of books. The children may keep the books for one (1) week and must return them in order to borrow more. There is no fine if a book is late, but if a book is lost, a fee will be charged to replace it. **Our librarian will deliver books to our students this year in see-through zip locked bags.**

Daily Routine

Tardiness:

A student is tardy if not present in the classroom at 8:10 A.M. Since classes start at 8:15 it is important that the student arrives a few minutes early to prepare for the school day and watch the morning announcements. Students who are tardy must report to the school office with their parent/guardian for a tardy slip before going to the homeroom teacher. **Habitual tardiness will not be tolerated. The amount of time that a student is absent from school due to tardiness (and early pick-up) will be counted in increments of 15 minutes. Thus if a student is tardy within the first 15 minutes of the school day, that will be counted as 15 minutes of unexcused absence and will accrue into hours if there are multiple tardies during the school year. Please contact the school office if you have questions regarding student tardy policy.**

Attendance and Absence:

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students' attendance. By using data to identify and support students who may need extra support and services, districts can target support to get students to school every day. In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes take effect. Schools cannot suspend or expel students for missing too much school. Districts will amend or adopt policies that outline their interventions and plans for students who miss too much school. Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian
- Development and implementation of an absence intervention plan, which may include supportive services for students and families
- Counseling
- Parent education and parenting programs
- Mediation
- Intervention programs available through juvenile authorities
- Referral for truancy, if applicable. Updated district policies and procedures should reflect the following

changes

Definition of Truancy and Excessive Absences:

1. Definition of 'habitual truant':

- Absent 30 or more consecutive hours without a legitimate excuse
- Absent 42 or more hours in one school month without a legitimate excuse
- Absent 72 or more hours in one school year without a legitimate excuse

2. Definition of 'excessive absences':

- Absent 38 or more hours in one school month with or without a legitimate excuse
- Absent 65 or more hours in one school year with or without a legitimate excuse

Regular attendance and punctuality are of prime importance in the learning process of the child. Irregular attendance causes a student to miss important material and can result in poor grades and/or lack of enthusiasm for school. Excessive absence will be addressed by the principal. **Additionally to maintain EdChoice Scholarship eligibility, a scholarship recipient student may not have more than twenty unexcused absences during a single school year. Any absence from school is unexcused unless it is for one of the following approved reasons. All excused absences must be documented as stipulated below.**

Excused Absence Policy:

As adopted by the State Board of Education from Rule 3301-69-02(B)(2) of the Administrative Code, an excused absence from school may be approved on the basis of one or more of the following conditions:

- *Illness or injury of the child.* The parent/guardian must provide documentation to the chartered nonpublic school. Any absence for illness or injury of the child which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.
- *Illness in the family necessitating the presence of the child.* The parent/guardian must provide documentation to the chartered nonpublic school stating the nature of the illness and the circumstances which require the presence of the child. Any such absence which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.
- **Quarantine:** The absence of a child from school under this condition is limited to the length of quarantine as determined and certified in writing by the Lorain County Public Health Dept.
- **If COVID symptoms begin while at school: If a student or staff member show symptoms or have a temperature 100* or higher they will be immediately separated from other students and staff members, monitored by a staff member maintaining social distance and then sent home.**
 - **For a COVID-19 illness a mandatory 5 days out of school.**
- *Death of a relative.* The absence arising from this condition is limited to a period of three days and must be documented in writing by the parent/guardian of the student. Any absence for this reason in excess of three days must be approved by the Chief Program Officer of the Ohio Educational Choice Scholarship Program.
- *Medical or dental appointment.* The parent/guardian must provide documentation to the chartered nonpublic school. The chartered nonpublic school may require a written statement from the physician or dentist upon request. (Unexcused if there is no medical note.)
- *Observance of religious holidays.* A child shall be excused for absences for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs. The parent/guardian must provide documentation to the chartered nonpublic school detailing dates of all absences for religious holidays.
- *High School visitation.* The parent/guardian must provide documentation from the school verifying the date and time of the visitation.
- *Emergency or other set of circumstances.* The parent or guardian must provide documentation to the chartered nonpublic school detailing the emergency circumstances. Any absence for this reason in excess of three days must be approved by the Chief Program Officer of the Ohio Educational Choice Scholarship Program.

Saint Peter School also requires that parents or other persons responsible for the child must call the school in the event that a child will be late. We ask that these calls be received by 8:30 AM.

A current designated telephone number must be supplied to the school to report the absence to the parent in the event we do not receive a call reporting the absence. If there is no answer at that telephone number, the other parent will be notified at his/her place

of employment. Accordingly, the school must be given a work telephone number. If a parent/guardian cannot be reached, the emergency numbers provided on the Emergency Medical Form may be called in order to locate the student.

When returning to school, ***the student must present a written excuse to the homeroom teacher stating the date(s) of absence, the reason for absence, and the signature of the parent.***

After an absence it is the student's responsibility to request from the teacher all missed work. When a student is absent for two or three days, please contact the teacher as soon as possible to make a request for work. All work must be made up by the number of days absent.

Returning to school after a non-covid illness

A student must be fever free for at least 24 hours without meds and all symptoms must be subsiding.

If homework is to be sent home with another student, this should be indicated in the note/phone call made to the school. Work may be picked between 2:45 P.M- 3:15 P.M. ***Teachers may not be interrupted during the school day to take care of homework assignments.***

In **urgent cases only**, children may be excused for necessary dental work, eye examinations, etc. Students are required to present notes from the doctor when requesting permission to leave the class. These are first presented to the office for approval and then given to the classroom teacher. When the students leave class during the school day for an appointment, the student must be picked up at the school office and be signed out by the responsible adult who is taking them.

Family Vacations:

Family vacations should coincide with school vacation dates. In situations where absence cannot be avoided, the office and teachers are required to receive written notification in advance. Teachers will not provide advance assignments for vacations. Within one week upon returning, students are responsible, under the supervision of their parents, for the completion of work missed after an absence. Work that is not made up will be marked as incomplete and graded accordingly. Please remember that family vacations are unexcused absences.

Standardized tests missed because of a vacation cannot be made up. Parents are requested to avoid any absenteeism during scheduled testing times. Consult your school calendar for the testing dates.

When parents, but not children are on vacation the office must be informed of:

1. the adult in charge of the children
2. emergency phone numbers
3. other pertinent information regarding the children

Lunch Policies:

All students remain at Saint Peter School for lunch. No child may leave the school grounds without permission of his/her parents and the approval of the principal. All students will eat lunch in the cafeteria; they may not go to any of the local eating places.

Cafeteria Program: Saint Peter School is fortunate in having a cafeteria which participates in the government standardized lunch and breakfast program.

Breakfast

- Served from 7:40 AM - 8:10 AM
- Breakfast cost is \$1.50, reduced breakfast is .30¢

Lunch

- Lunch cost is \$2.75, reduced lunch is .40¢, milk is .50¢
- ***Fast food and carbonated drinks are not permitted.***

Student Technology Acceptable Use Policy

Saint Peter School makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating Saint Peter School students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

Definition of school technology system: The school systems and networks (system) are any configuration of hardware and software. The system includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies
- email accounts
- servers
- computer hardware and peripherals
- software including operating system software and application software
- digitized information including stored text, data files, email, digital images, and video and audio files
- internally or externally accessed databases, applications, or tools (Internet- or District-server based)
- school provided Internet access
- school filtered public Wi-Fi
- new technologies as they become available

Acceptable Use: **All technology devices should primarily be used for education purposes only and not for recreational or gaming purposes.** Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources in accordance with Student Code of Conduct.

Privilege: Access to the Saint Peter School computer/network/Internet is a privilege, not a right.

Access to communication system: Access to the school's electronic communications system, including the Internet, shall be made available to students for instructional purposes. Each school computer/device and Wi-Fi (available for school devices only) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA. Saint Peter School accepts federal government E-Rate funds for Internet connections and therefore according to CIPA, we must employ Internet filtering software and directly monitor all of our networks. Although the school supervises students using our networks, it is impossible to control all materials. We believe that the valuable information accessed on the school networks far outweigh the possibility that the user may procure material that is inconsistent with the mission of the school. Saint Peter School makes no guarantee that the functions or services provided by or through the school network will be error free or without defect. The school will not be responsible for financial obligations arising through the unauthorized use of the system. Saint Peter School will not be responsible for personal property used to access the school computers or networks (wired/wireless).

Inappropriate Use: Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- cyber bullying
- threatening, pornographic, harassing, defamatory or obscene material
- other inappropriate use of technology such as e-mail, social networking, web pages, blog posts, web posts, or discussion forum/replies posted to the Internet
- copyrighted material, plagiarized material or materials protected by trade
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property)

Vandalism or Mischief: Do not vandalize by modifying, destroying, or abusing in any way the software or hardware of our technology equipment. Tampering with, altering the technology with the intent to cause trouble/mischief, or theft of components from technology

systems is a violation of this policy and may be regarded as criminal activity under applicable state and federal laws. Any case of technology vandalism or mischief may cause revocation of technology privileges and other school discipline actions. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities.

If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

Outside of School: Families bear responsibility for the same guidance of Internet use as they exercise with other informational resources. Parents should be aware of their child's Internet history, the web sites that he/she visits, the social media he/she uses (Facebook, Twitter, Instagram, etc.), and the apps that he/she has downloaded; they should be aware of the digital footprint that is being left behind by their student. Some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. It is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a parent/guardian would be liable.

Social Media: This policy provides guidance for the student use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a public or semi-public manner. Even if the account is unlisted or private; violations may occur. **Social Media is not to be used at any time on campus before, during, or after school, at school sponsored events, or on school field trips.** Any use at these times will result in the device being taken, a detention being issued, and the parents being notified. Any inappropriate posting to any social network, such as Facebook, Twitter, Instagram, Snapchat, etc., whether school related or not, may result in disciplinary action against the student. The school administration and technology coordinator have the discretion in determining the propriety of any posting as it pertains to our school mission.

Modification of Computer: Modifying or changing Saint Peter owned computer/device settings and/or internal or external configurations without appropriate permission of the technology coordinator is prohibited. This includes but not limited to updates, software, and games.

Students Access: Computer/Network/Internet access is provided to all students unless parents or guardians request in writing to the school principal that access is denied. Students Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following:

1. Respect and protect the privacy of others
 - Use only assigned accounts
 - Decline to view, use, or copy passwords, data, or networks to which they are not authorized
 - Avoid distribution of private information about others or themselves
2. Respect and protect the integrity, availability, and security of all electronic resources
 - Observe all network security practices as posted
 - Report security risks or violations to the technology coordinator
 - Refrain from wasting, destroying, or damaging data, networks, or other resources that do not belong to them
 - Conserve, protect, and share these resources with other students and Internet users
 - Never access the internet/wireless from a personal device at Saint Peter School
 - Never override the Internet content filtering system
3. Respect and protect the intellectual property of others
 - Refrain from copyright infringement (making illegal copies of music, games, or movies)
 - Avoid plagiarism
4. Respect and practice the principles of parish and school community
 - Communicate only in ways that are kind and respectful toward both teachers and students
 - Report threatening or discomfoting materials (cyber bullying) to a school administrator, teacher or technology coordinator
 - Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as

- messages that are pornographic, threatening, rude, discriminatory, or meant to harass)
- Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works)
- Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct
- Avoid sending spam, chain letters, or other mass unsolicited mailings
- Refrain from buying, selling, advertising, or otherwise conducting business
- Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds

School Email and Communication tools: Email and other digital tools such as, but not limited to, Google Apps for Education blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to the above mentioned rules. The Saint Peter School email account is the preferred account that is to be used for communication by the student. Students are not permitted to access their personal email accounts at school. It is also the manner in which students access Google Apps for Education, Technology Class Logins, and set up their Grade Lock account. Students agree to check the SPS email account at least three times per week during the school year.

Unauthorized attempts to access another person's email account or to use another's name, email, or computer address or workstation to send email messages is prohibited.

Authorized Users Only: Access to electronic resources is intended for the exclusive use of its authorized users. Any problems that arise from the use of an account are the responsibility of the account holder. Misuse may result in suspension of the account privileges. This may include, but is not limited to:

- Trespassing in another's work or files; students agree to respect the privacy of other users
- Giving out your password or the passwords of others
- Attempting to login to another's account
- Failing to notify the supervising teacher of a security problem
- Giving another's password to a third party or misrepresenting ownership of a password
- Users shall not intentionally seek information on, obtain copies of, modify files, other data, or passwords belonging to other users, or misrepresent other users on the networks
- Accessing the wireless network without the express permission of the technology coordinator
- Bypassing the Content Filter without the express permission of the technology coordinator or supervising teacher. (The filter sometimes blocks valid educational material and access can be granted. The supervising teacher may bypass the filter for the student, however students should never learn the password or enter it themselves, as it is a direct violation of CIPA.)

Subject to Monitoring: All Saint Peter School network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, transmitted through or stored in the computer system, will be treated no differently than any other electronic file. Saint Peter School reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of Saint Peter School for any purpose. School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. **Administrators and Faculty have the right to take and access any electronic devices brought onto school property.** This is to maintain system integrity and to ensure that users are acting responsibly. Administrators/Faculty may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

Additional Rules: Since technology is an ever changing field at any time, the school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties outlined below. The school reserves the right to seek financial restitution for any damage caused by a student.

Consequences for Violation: Violations of these rules may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. Students will face disciplinary action, up to and including a meeting with the student's parents and possible expulsion.

Students may be required to make full restitution to Saint Peter School for resources consumed. In addition to school disciplinary action appropriate legal action may be taken.

Parental Consent for Online Programs

Use of Online Applications: In order for Saint Peter School to continue to be able to provide your student with the most effective web- based tools and applications for learning, we need to abide by federal regulations that require a parental agreement as outlined below.

Saint Peter School would like to utilize the following computer software applications and web-based services, Google Apps for Education (Grades 2-8), Reading Wonders (K-5) Option C (Grades 3-8) Typing Agent (Grades 2-8), Code.org (1-8), My Math (K-8), Renaissance Learning (Star Reading/Accelerated Reader) (K-8), Xtra-Math(2-5) , Storia (4), AIR Testing (3-8), Storybird (5-8), TinkerCAD (5-8), Razz Kids (K-3), and any additional online programs throughout the school year; which are not operated by Saint Peter School, but by third party providers.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as Saint Peter School to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the website operator.

Signing and checking the Saint Peter Master Agreement will constitute consent for Saint Peter School to provide personal identifying information for your child consisting of first name, last name, email address and user name to the following web-operators: Google Apps for Education, Gradelock, Typing Agent, Code.org, My Math, Renaissance Learning, Xtra-Math, AIR Testing, Storybird, TinkerCAD, Razz Kids, and any additional online programs configured throughout the school year. (Notice will be sent home).

Cellular Phone/Electronic Device Policy

Cell Phone: All families agree to this policy when agreeing to the student handbook. Students are allowed to have a Cellular Phone provided that the parent has checked the appropriate box on the master agreement form that states a cell phone is required in school.

1. From the time of arrival to school during regular school hours, until exiting school campus cell phones must be turned off and out of sight in the book bag or backpack.
2. Cell phones will be collected by homeroom teachers for students in grades 5 - 8 and returned before dismissal.
3. If a student needs to call home, the call must be made in the office, on the office phone or he/she may bring his/her book bag to the office, take out the electronic device and use it in the office.
4. Calls are always monitored for the security of the student.
5. If the student does not have a cell phone on campus, he/she is still permitted to use the office phone to contact Home.
6. If the student is participating in an on or off campus after-school activity, or traveling to or from a school sponsored activity via bus, the student cell phone may not be used unless a teacher is asked and the call or text to a parent is made in the teacher's presence. The cell phone can be used only to contact a parent/guardian.

Cell Phone Violations

- Unauthorized use of a cell phone will result in confiscation of the cell phone and a detention.
- The cell phone will be returned to the parent (or surrendered to law enforcement officers if it is believed to be used in a threatening manner) and phone possession privileges will be decided by the parent and administration.
- Random searches for electronic devices may be made at any time. Any phone possessed by a student may be confiscated and held in the principal's office.
- Cell phones may not be used for photography or videography purposes. Unauthorized uses will result in a detention or suspension depending on the severity of the violation and based upon our Acceptable Use Policy.

Electronic Devices: At this time Saint Peter School is not a Bring Your Own Device school. We have a computer lab and several carts of Chromebooks for student use. The use and possession of personal electronic devices (except a scientific calculator and a Cell Phone (if allowed)) is prohibited. This includes but is not limited to Smart Watches, Laptops, Chromebooks, Tablets, iPads, and game systems. All of these devices will be taken and held in the office for a parent to retrieve. Other discipline actions may be taken.

If one of these devices is needed for a school project an exemption must be received in advance of bringing the device to school. The exemption form needs to be formalized in writing by the teacher, parent, student, technology coordinator, and principal.

Photography and Videography Policy

Schools need and welcome publicity. Children's photographs add color, life and interest to articles promoting school activities and initiatives. Making use of photographs for publicity materials and to promote the school in the press can increase pupil motivation and staff morale, and help parents and the local community identify and celebrate the school's achievements. However, photographs must be used in a responsible way. Schools need to respect children's and parents' rights of privacy and be aware of potential child protection issues. At Saint Peter School every reasonable effort will be made to minimize risk by following the guidelines detailed below and by securing parental consent for public use of photographs and videos. This policy applies to the use of photographs in school publicity materials, websites, and social media and in the press. Its implementation is the responsibility of all staff. Saint Peter School will not display images of students on websites, in publications or in a public place without such consent.

The Family Educational Rights and Privacy Act requires that Saint Peter School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information (images) from your child's education records. However, SPS may disclose appropriately designated "directory information" without written consent. The primary purpose of directory information is to allow SPS to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a musical production; the annual yearbook; honor roll or other recognition lists; graduation programs; and other programs and media.

Directory information contained in an education record that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

By checking the appropriate box on the master agreement page I grant Saint Peter School the unlimited right to use and/or reproduce photographs*, likenesses or the voice of my child in any legal manner and for the internal or external promotional and informational activities of Saint Peter School. I also agree to allow my child to be interviewed and/or photographed* by representatives of the external news media and Saint Peter School in relation to any and all coverage of Saint Peter School in which he/she is involved. I also agree to allow my child's work and/ or photograph* to be published on the Saint Peter Schools website/Intranet Web pages and in SPS publications. I further understand that by signing this release, I waive any and all present or future compensation rights to the use of the above stated material(s) including, print, electronic and online media. "Photograph" in this Release Form is intended to only refer to photos and videos of your child alone. Group photographs and videos (two or more children), with no additional identifying information, are considered Directory Information. Times that require consent:

- Individual or small group pictures for printed materials, websites, or social media. (Students may be identified. Social Media will always be only first names no last names.)
- Publicly printed photos by the media or the Diocese of Cleveland. (Students may be identified.)
- Photos that are shared with the Parish, Teachers, PTO, Students, or Families

Times where student photos/videos may be used with no consent (without written formal request for non-release of Directory Information See FERPA):

- In school slideshows, in school projects, and non-public materials (such as the yearbook)
- School musical production recordings and group photos
- A group of 2 or more students who are not identified in the picture (such as class composites)
- The face of a student who does not have consent may be cropped or blurred out
- Where no face is seen (working on a computer)

Student Photography/Video: Students are not permitted to use their own devices to photograph/video other students and themselves. Videos and photographs will be taken on school issued devices only. Students and parents will be able to request and download digital copies of the approved photos from events. This will ensure that photos/videos of students who do not have consent do not get shared.

