

# ***St. Peter Catholic School Handbook***

***310 N. 8<sup>th</sup> St.  
Upper Sandusky, OH 43351***



*revised*  
***2026 - 2027***

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## **Our Mission:**

St Peter Catholic School provides students with the keys to:

Learn to their full potential  
Love God and neighbor  
Live a faith-filled life of service  
So they may unlock doors to a better future

## **Our Beliefs:**

As Catholic School Educators, in partnership with parents, the primary educators of their children,

- ~We believe St. Peter Catholic School is not only a school, but a community of Faith;
- ~We believe those entrusted to us are not only students, but children of God;
- ~We believe we are not only educators, but Ministers of the Gospel;
- ~We believe the values we teach are not only character development, but a call to Holiness;
- ~We believe our course of study are not only academic pursuits, but a search for Truth;
- ~We believe the purpose of education is not only for personal gain and the development of society, but for the transformation of the world.

## **Goals**

1. To assist parents/guardians in the fulfillment of their role as the first and foremost educators of their children.
2. To provide a Christian atmosphere in which the pupils grow spiritually, intellectually, physically and socially.
3. To provide quality teaching that enables a child to grow in knowledge, thought and judgment now and as a future leader.
4. To recognize and work with the physical, intellectual and emotional endowment of each child's potential within the school. When the child's needs exceed this potential, to assist parents in providing help elsewhere.
5. To recognize individual differences with efforts toward building a positive self-image, a love of learning, and growth in individual creativity and knowledge.
6. To uphold the dignity and respect of self and others as they develop their awareness of their duties to God, neighbor and self.
7. To encourage students to take personal responsibility in working to their fullest potential and to advance as their abilities will allow in becoming Christian leaders.
8. To encourage self-respect among the children and acceptance of the individual differences of others.
9. To assist each child in developing self-discipline which will enable him/her to live a responsible life.
10. To encourage creative thinking.
11. To provide students with opportunities for technological development to help prepare them for their future.

## **Philosophy**

Education is primarily the privilege and the responsibility of the parents. Education consists of all the meaningful experiences that a child has from the first moment of life. The purpose of the school is to help the parents in certain areas of education and it is never meant to replace them.

At St. Peter Catholic School, the faculty, students and their parents join together to form a living Christian community in which people are bound together in mutual aid, responsibility and cooperation. As a Catholic School, St. Peter's fosters the integration of Catholic Christian values and morals along with learning and living.

St. Peter Catholic School believes in the dignity of all human beings. It endeavors to instill in every student respect for self, others, and God. St. Peter Catholic School proclaims a Gospel of hope, a Gospel which asserts the dignity and freedom of each person regardless of race, national origin, or creed.

## **Accreditation**

St. Peter Catholic School is fully accredited by the Ohio Catholic School Accrediting Association.

## **Nondiscriminatory Policy**

St. Peter Catholic School recruits and admits students of any religion, age, sex, race, color, ethnicity, or national origin to all the rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of religion, age, sex, race, color, ethnic, or national origin in administration of its educational policies, scholarships, or educational programs and athletic/extracurricular activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. All student records remain confidential and will only be shared with authorized individuals.

## **Confidentiality of Student Records**

This policy ensures that all student education records are collected, maintained, and used in ways that protect student privacy and comply with federal and state laws, including the Family Educational Rights and Privacy Act (FERPA).

Education records include any information that directly relates to a student and is maintained by the school or district. Examples include: Enrollment forms, grades and report cards, attendance records, discipline records, special education records (IEPs, evaluations), health records maintained by the school nurse, and parent/guardian contact information.

Access to student records is limited to: Parents/guardians of the student, eligible students (age 18 or older), school officials with a legitimate educational interest, including teachers, administrators, and support staff who need the information to fulfill their professional duties, and authorized individuals or agencies as permitted by law (e.g., state education agencies, law enforcement with proper documentation). All staff must access records only when necessary for educational purposes. Student records must be stored securely in locked cabinets or

password-protected digital systems. Staff must not leave student information unattended, displayed publicly, or accessible to unauthorized individuals. Discussions about students must occur in private settings and only with individuals authorized to know the information.

Parents/guardians have the right to: Inspect and review their child's records within a reasonable time after submitting a request, request corrections if they believe information is inaccurate or misleading, and provide written consent before the school releases personally identifiable information, except in situations allowed by law. The school may release information only: with written parent/guardian consent, specifying what records may be released and to whom and without consent, only when FERPA allows it (e.g., health or safety emergencies, court orders, reports to child protective services, certain school-to-school transfers). Directory information (such as student name, grade level, or participation in activities) may be disclosed only if parents have not opted out.

All school employees must: Maintain strict confidentiality of student information and report any suspected breach of confidentiality to administration immediately. Violation of this policy may result in disciplinary action.

Records must be kept and disposed of according to district retention schedules and applicable state laws. Disposal must be secure (e.g., shredding, deletion from secure servers).

This policy will be reviewed annually and updated to remain consistent with federal and state regulations.

## **Admission**

### Registration Policy

1. Contact the school office either by phone or email to request registration information.
2. Class size is limited to twenty-five students, or at the discretion of the Pastor and Principal.
3. Students with disabilities will be accepted for enrollment if the school is able to accommodate for the specified disability.
4. Once a student is enrolled in St. Peter School, that registration is secure each year thereafter, providing there is family and student cooperation with the policies of the school.
5. Entrance Level Kindergarten Registration will be as follows:
  - A. Transfiguration of the Lord parishioners' registrations will be taken starting January 1. Those with siblings already at St. Peter will be given priority.
  - B. Non-parishioners may register beginning February 1. Those with siblings at St. Peter School will be given priority.
6. If a waiting list becomes necessary, parishioners will always hold preference.
7. All completed paperwork must be provided to the school office before the child's first day in attendance.

## **Kindergarten**

Students entering Kindergarten are required to:

1. Be five years old by August 1
2. Present their birth certificate and Social Security card

3. Provide a record of all immunizations required by the State Department of Education
4. Present documentation of having had a physical exam
5. Be screened at the preschool clinic held in the spring
6. Early entrance (birthdays falling between August 1 and December 31) will only be considered with the recommendation of the school psychologist, successful completion of the screening procedure, and providing there is space in the class. Of-age students will have priority.

## **Withdrawal and Transfer**

Parents should notify the principal if their child is transferring to another school. Records will be transferred upon request of the receiving school. Records will be transferred only if all fees and tuition payments are up to date.

Parents are required to keep the school office current on address, phone number and legal guardianship of students.

Students transferring from other schools in the area will be accepted at the discretion of the Principal after a conference with the parents/guardians of the student, and with the student. It is highly recommended that the student transfer at the beginning of the school year to allow for an easy transition. If the school year has already begun, it is highly recommended that the student transfer at the beginning of a quarter for the same reason.

In the event that a student transfers to St. Pete's mid-quarter, the grades for each subject will be calculated in the following manner:

1. Total the points possible for all assignments dated before the first day in attendance.
2. Use the current quarter average percent from the student's transcript from the previous school to calculate the number of points the student would have earned for those assignments.
3. This will be entered as one classwork assignment for that student only.
4. This assignment will be called "Transfer Grade" with the appropriate amount of points entered.
5. The student will be excused from each assignment entered prior to their first day in attendance.
6. From the first day in attendance onward, grades will be entered as normal.

## **Tuition/Scholarships/Financial Aid**

Tuition is set yearly by the Pastor and Finance Council. Scholarships and Financial Aid are available to all families who choose St. Peter School for their children.

The EdChoice Expansion Scholarship is available to all families and is awarded based on income level. The application process includes completion of the EdChoice Request Form and submission of Income verification online and paper copies of birth certificate and proof of address. This scholarship must be renewed annually by submitting the EdChoice Renewal Form

and current proof of address.

The Jon Peterson Special Needs Scholarship and Autism Scholarships are available to those students with a qualifying IEP or Service Plan. The application process includes completion of the respective forms and submission of proof of address and current IEP or Service Plan. Quarterly progress reports will be completed for each goal of the student's IEP. Award amounts are based on the special education category under which the student qualifies.

School Angel Financial Aid is available through Transfiguration of the Lord Parish. Parents/guardians must indicate on the annual Tuition Agreement whether they would like to apply for this financial aid. Award amounts are based on family size, annual gross income, and whether the family are parishioners of Transfiguration of the Lord Parish.

The Diocese of Toledo Scholarship Fund (SGO) is also available to families in need of financial aid. Parents/guardians must indicate on the annual Tuition Agreement whether they would like to apply for this scholarship. Scholarship amounts are awarded based on income level as listed in the EdChoise Scholarship system. Information on how to donate toward this scholarship fund can be found at [dotsgo.org](http://dotsgo.org).

Parents/guardians may choose to make tuition payments monthly (payments due by the 15th of each month August-May), by semester (payments due by the 15th of August and January), or to pre-pay at the beginning of the school year (payment due by the 15th of August). Tuition must be paid in full before the close of the school year or report cards will be held and records will not transfer to the next grade level. Payments can be made by cash, check, credit card, or ACH. Credit card and ACH payments can be made via the online system, Digital Academy.

## **Supplies**

Every child must carry his/her books to and from school in some type of protective bag, preferably a water repellent material, to protect books from weather or abuse. A fee will be charged for any damage to the books or loss of the books.

Along with care for books is care and respect for school property and the belongings of others. Students are expected to treat desks, equipment, materials, personal property of others etc. with respect. If damage occurs, the student may be held responsible. The purchase of necessary supplies for each student's use such as paper, pencils etc. is the responsibility of each student. A list of needed supplies will be sent home at the end of each school year for the coming year.

## **Dress Code**

All students are required to wear appropriate school attire at all times. Dress that is deemed inappropriate by the principal will not be permitted. If a student comes to school in inappropriate attire, the parent/guardian may be called to make arrangements for a change of clothes to be brought to the school. Extra clothes are kept in the office if a parent/guardian is unable to drop off a change of clothes. Our goal is to promote professionalism and modesty while at school. Be sure the student can bend and move without exposing any private areas.

- **TOPS:**
  - Sleeveless shirts or dresses are only to be worn during the 1st and 4th quarters unless under a sweater.
  - **Acceptable:** T-shirts, hoodies, sweaters, polos, button-down shirts, blouses, sleeveless shirts or dresses with straps that are at least 2” wide, tops containing positive words or pictures
  - **Unacceptable:** Crop tops, halter tops, undershirts, shirts with the arm holes torn out, clothing which exposes the chest, back or midriff, see-through and/or cutout clothing, sleeveless shirts or dresses with straps smaller than 2” wide, spaghetti strap dresses/shirts and sheer clothing, clothing with suggestive phrases, sexual innuendos, derogatory pictures or phrases including political messages, weapons, advertising of tobacco, alcohol, or drugs.
- **BOTTOMS:**
  - Shorts are only to be worn during the 1st and 4th quarters.
  - **Acceptable:** Skirts, shorts, dresses, or skorts with length equal to or exceeding a student’s mid-thigh, loose-fitting jeans, khakis, athletic pants, or dress pants that sit at or above the waist without showing undergarments, leggings if worn under a dress/skirt.
  - **Unacceptable:** Jeans with holes exposing the skin underneath, skirts, shorts, dresses, or skorts that do not extend to the mid-thigh, form-fitting leggings worn without a dress/skirt, bottoms with words or pictures on the seat, pajama pants.
- **SHOES:**
  - Shoes must be safe for in-school and recess.
  - **Acceptable:** Tennis shoes, sneakers, dress shoes, sandals with straps around the heel.
  - **Unacceptable:** Flip flops, crocks, slippers, shoes with built-in wheels, skates, or spinners.
- **MASS ATTIRE:**
  - Students should dress up on Liturgy days. We believe this is an important way to show respect for our Lord while we are in His house. Students are allowed to change after Mass.
  - **Acceptable:** Polos, button-down shirts, blouse, St. Pete’s tops, shirts with small logo/company name (e.g. Nike, Under Armor, Chaps, etc.), jeans, khakis, dress pants, dress shorts following the above length guidelines during the 1st and 4th quarters only
  - **Unacceptable:** Athletic shorts/pants, shirts with large words or pictures (with the exception of St. Pete’s shirts)
- **HAIR:**
  - **Acceptable:** Naturally colored hair/highlights
  - **Unacceptable:** Bright/unnatural colors as to distract from the learning process, hair tinsel which often falls out making a mess
- **OTHER:**
  - Permanent tattoos are not allowed.
  - No hats, bandanas, or other unapproved head coverings are permitted.
  - Sunglasses will not be worn in the building unless prescribed by a physician.

It is highly recommended that students keep an extra Mass attire outfit at school either in their locker or bookbag in the event that they need to change for any reason. After two warnings, points will be deducted from the student's religion grade. As a Catholic school, we strongly believe in the importance of modesty being considered in one's attire as our bodies are temples of God. If you have questions regarding the dress code, please feel free to contact the office.

## **Before/After School Transportation**

Parents/guardians bringing students to school in the morning are asked to enter the parking lot to the west side, circle around in the playground blacktop, and drop your child off by the sidewalk at the front of the gym. This will help prevent congestion and allow for traffic flow in the parking lot. They should enter through the Finley St. doors that lead down to the cafeteria. Cars may not drop off students on the street by the school or in the bus zone. When exiting the playground after dropping off your child, vehicles are asked to turn right onto Finley St. to keep a smooth flow of traffic. Parents may also park in the church parking lot and walk their child to the door. A faculty member will be present at the Finley St. doors to welcome students between 7:20am and 7:50am. Parents are asked to say good-bye to their children at the door, only entering the building if needing to stop in the office. An exception will be made during the first few days of school for parents/guardians of kindergarteners and new students to allow them to become acclimated.

At dismissal, students must cross the street at the corner of Finley St. and N. 8th St. Students are only dismissed at the corner. Parents/guardians may not walk children across the street in the middle of the road nor may they have a child get into a stopped vehicle on the street. If you are having someone else drop-off or pick-up your child, please inform them of these rules. An adult who is not the child's parent must be listed on the Authorized Pick-Up form when completing the beginning of year forms in Digital Academy. If a parent/guardian wishes to add someone to the authorized pick-up list later in the school year, the parent/guardian must email the school office with the person's first/last name and relationship to the child included in the request.

Bus students are released at 2:35pm and are escorted by a teacher to the shuttle bus which will transport them to the Union School parking lot to then board their assigned bus. They may not walk down to Union to get on the bus. This is a safety regulation to protect the students from the congestion in the bus parking area.

The safety of our students is always foremost in our minds, so following the rules is important. You might feel your child is old enough to handle more freedom, but please remember, there are many younger students watching everything we do. Parents/guardians must be the role models for the students.

## **Extended Day Program**

St. Peter's provides an Extended Day Program for St. Peter's students before and after school. The morning session is open from 7:00-7:40 AM. After school hours are from dismissal until 5:00PM. This program is available only on days that school is in session.

The Extended Day Program is structured with play time, snack time, and supervised study time.

Parents/guardians are required to pick up and sign out their children with the Extended Day Supervisor. Billing will be sent home every month. The Extended Day Program may be used on a regular basis or in an emergency by calling the school office. The Extended Day Program is only for students with no other supervisory option. Students will be sent to Extended Day if an adult is not present to pick them up on time after school, and the parent/guardian will be charged accordingly.

We kindly ask all families to respect the time of our Extended Day staff. If a child is picked up after 5:00 PM, a late fee of **\$1 per minute** will be charged. After **three late pickups**, Extended Day services may no longer be available for your child. Thank you for your cooperation and understanding.

## Course of Study/Curriculum

In a Catholic School, all learning can take place in an atmosphere of religious ideals while the basic skills are being taught and stressed.

St. Peter Catholic School follows the Course of Study set forth by the Diocese of Toledo. The Diocesan Course of Study is based on Ohio's New Learning Standards infused with the Diocesan Catholic Identity standards. It contains the diocesan philosophy and a listing of grade level indicators for each subject area.

Students are expected to meet the Diocesan curriculum standards in each subject area for each grade level. Our classrooms are designed for inclusion and instructional differentiation whenever possible to best meet the needs of each student. All students are expected to participate fully in religion class and other religious activities. Non-Catholic students do not participate in the reception of the Sacraments.

Title I Reading is available to eligible students in grades K-3. Students must test into the program to receive this service.

St. Peter Catholic School employs licensed tutors and an intervention specialist to assist with students who demonstrate need as deemed by the classroom teachers and principal.

St. Peter Catholic Schools offers 8th grade students the opportunity to take Algebra I and Spanish I for high school credit.

## School Structure/Available Services

The framework of St. Peter's educational structure is based on the individual needs of each student in grade K-8. The Primary Grades (K-2) are self-contained. Grades three through eight are departmental. St. Peter Catholic School does employ a music, technology, art, and physical education teacher. In addition, St. Peter School serves students with special needs by providing the following services:

- Intervention Services
- Aide Services
- Occupational Therapy
- Physical Therapy

- Speech Therapy
- Counseling
- Title I

## **Quarterly Individualized Education Program (IEP) Progress Reports**

The purpose of Quarterly IEP/Service Plan Progress Reports is to ensure that parents/guardians are regularly informed of their child's progress toward meeting the annual goals outlined. These reports support collaboration between school staff and families and help guide needed instructional adjustments.

Progress Reports will be issued four times per school year, aligned with the school's quarterly grading periods. Progress Reports will be sent home at the same time as general education report cards.

Each Quarterly Progress Report will include: The goal(s) being measured, a description of the data or methods used to measure progress (e.g., teacher observation, classwork samples, curriculum-based assessments, behavior tracking), a statement of the student's current level of progress toward each goal, whether the student is on track to meet the annual goal by the end of the cycle, and any instructional or service adjustments implemented during the quarter, if applicable

Teachers and service providers will collect data regularly to determine progress toward goals. Methods may include: Work samples, skill checklists, observational data, standardized or curriculum-based measurements, behavior logs, and/or specialized service provider notes (speech, OT, PT, counseling, etc.).

Parents/guardians may request additional copies at any time through the main office or the Special Education Department.

Teachers and service providers are available to discuss progress at any point during the year. Families may: Request a meeting to review progress, request clarification about data or instructional strategies, and request a team meeting if they believe revisions may be necessary.

## **Guidance Counselor**

A Guidance Counselor is available through the Mental Health & Recovery Services Board of Seneca, Ottawa, Sandusky, and Wyandot Counties and is contracted through Courtad-Holman Counseling, LLC. Parents/guardians or teachers may make referrals relating to study habits, behavioral or emotional difficulties, or any problems affecting the child's school performance. Parents may also request an appointment with the Guidance Counselor when necessary.

## **Library Books**

Each student has the opportunity to use the library weekly. Fees will be charged for lost or

damaged books. Students are encouraged to use the school library and well as the public library for resource material relating to school projects.

## **Physical Education**

Gym shoes are required for physical education classes. Students in grades K-8 are to have a pair of gym shoes kept at school or wear gym shoes on days they have PE class.

Grades 6-8 change clothes for PE and must take clothes home to be washed regularly. Students without gym shoes/clothes may not be allowed to take part in gym class and their grade may be affected by these missed classes.

## **Religious Education**

The prime purpose of the existence of St. Peter Catholic School is to partner with parents in the faith formation of their children. For this reason, the school becomes an extension of the home in the life of a child.

Faith, Knowledge, and Service form the heart of St. Peter Catholic School. Parents who send their children into our safe and faith filled school invest in an education not available in a public school environment. This formation of faith is the bedrock of a Catholic school and the outcome for a child of God is unequaled.

Christian education at St. Peter Catholic School is intended to make students become people of faith who can experience learning, loving, and living in the light of this faith commitment. Religious education such as instruction in truths and development of values is of primary concern. This religious education serves as the basis by which students can integrate their experience of learning, loving, and living at each stage of their development.

This integration thrives in a thoroughly Christian atmosphere where faculty and staff share and demonstrate, in their professional and private lives, this same commitment to personal excellence and growth in Jesus Christ.

## **Liturgy**

As a Catholic community, we acknowledge the centrality of the Eucharist in our lives as a unifying force and a grace-filled experience. The students of St. Peter Catholic School attend Mass weekly. Throughout the year, the students of each grade have the opportunity to plan and participate in Eucharistic celebrations. This provides for a greater familiarity with the Liturgy while increasing its meaningfulness for the students. This also prepares them to be able to participate as lectors, active participants, and lay leaders in their church.

Parents and friends are always welcome and encouraged to attend these celebrations held at 8:15am on Wednesdays.

In the event of a school delay on Wednesday, Mass will still be celebrated at 8:15 a.m. for the parish; however, students will not be able to participate that week. Mass planning will then resume according to the original School Liturgy Schedule.

## **Servers**

Students may begin assisting as Servers when they are in Grade Four. Fourth Graders will be trained upon permission of parents/guardians.

## **Bible**

Each student in grade four is presented with a Bible at a special liturgy at the beginning of the school year. Parents/guardians are asked to purchase the Bible which will be used in grades four through eight.

## **Sacramental Preparation**

Students who have been baptized Catholic will receive several sacraments throughout their school career. In recent years, Sacramental preparation has become more the privilege and the responsibility of the parents/guardians. Our Pastor and faculty will assist you by providing the opportunities for you to review the meaning of the Sacraments in your own lives, by suggesting methods of relating these ideas to your child, and by providing times for the reception of the Sacraments. Parents/guardians are required to attend the Sacramental Programs provided.

## **Sacrament of Reconciliation**

Students in Grade Two will be instructed for the reception of the Sacrament of Reconciliation. Prior to the reception of the Sacrament, a required Parent/Guardian Preparation class will be held. Grades 3-8 will celebrate this sacrament 3 times per school year typically towards the beginning of the year and during the Liturgical Seasons of Advent and Lent. Although non-Catholic students are unable to receive the sacrament, they are still encouraged to have a conversation with the priest about their sins and how to make better choices.

## **Sacrament of Eucharist**

To be eligible for the reception of the Sacrament of Eucharist, a Baptism Certificate must be presented. If the child was baptized at Transfiguration of the Lord parish, and you cannot locate the certificate, please see the parish business manager. If the child was not baptized at Transfiguration of the Lord Parish, and you cannot locate the certificate, please contact the parish where he/she was baptized. Second graders are prepared for the Sacrament of Eucharist. Prior to the reception of the Sacrament, a required Parent/Guardian Preparation class will be held.

## **Sacrament of Confirmation**

The Sacrament of Confirmation is a pivotal moment in Christian initiation, completing the grace of Baptism by bestowing a fuller outpouring of the Holy Spirit. Its primary purpose is to strengthen the faithful, deepen their union with Christ and the Church, and empower them to bear bold witness to the faith through words and deeds, transforming them into active participants in the Church's mission. Catholic 8th grade students prepare for the Sacrament of Confirmation on a weekly basis during their scheduled religion class time. The students will also be required to complete service hours and participate in retreats outside of school.

## **Homework**

The purpose of individual assignments for class and home are to strengthen the student's grasp of material and skills which are presented in class, and to develop better independent study habits. The assignment may be one to expand his/her capacities of initiative and creativity or to strengthen a skill through practice and drill.

Assignments that are given for homework are not always written assignments. They may center around study, memorizing, oral drill, or reading or re-reading which requires time of silence and concentration. Besides doing assigned homework, students are encouraged to read and work on projects related to their own interests.

Sports, and physical activity, and the arts, all exercise parts of the brain that increase learning potential.

On occasion, assignments may cover a longer period of time and cannot be completed in one evening, especially if attention is paid to neat and legible handwriting, correct spelling and proper sentence structure. Some assignments are not accepted because of lack of these qualities or because they are not in keeping with the student's ability. These assignments will be returned to be done over and will be graded according to the discretion of the teacher.

Parents/guardians should never do the homework, but should supervise homework. If possible, they should help with oral drills. Parents/guardians can encourage good study habits by providing an appointed time and a quiet place for homework. Homework should not require a long period of time if the above provisions are made. If an emergency situation occurs and a student cannot complete homework, the parent/guardian should write a note to the teacher with an explanation.

## **Make-Up Work**

Students will be given one day for each day of absence to make up their work. Students missing a part of a school day may be asked to make up any tests missed during that portion of the day upon their arrival. Students absent one day may be required to make up tests on the day of return at the discretion of the teacher. Although teachers work diligently to prepare lessons in advance, the various needs of the students can make it difficult for teachers to be certain what the students will be ready to learn several days in advance. Therefore, work will not be sent home in advance. Rather, work will be given to the student upon their return. Missing partial days (except for late bus) and/or leaving early will count against attendance.

## **Attendance**

Classes begin at 7:50 and dismiss at 2:40. Students may enter their classrooms at 7:40. Students are expected to be in their classroom and ready to begin at 7:50. Students who arrive after 7:50, except for late bus arrivals, will be marked Tardy. Students who arrive before 7:40, except for early bus arrivals, will be required to go to Extended Day. The Extended Day hours are 7:00am-7:40am and 2:40pm-5:00pm.

## Planned Absences

For any absences, excused or unexcused, that are planned ahead of time, please fill out a Planned Absence Request and turn in 1 day prior to the absence.

## Excused Absences

- **Illness of the child.**
- **Illness in the family necessitating the presence of the child.**
- **Quarantine of the home.** The absence of a child from school under this condition is limited to the length of quarantine as determined by the proper health officials.
- **Death of a relative.** The absence arising from this condition is limited to a period of eighteen school hours unless a reasonable cause may be shown by the applicant child for a longer absence.
- **Medical or dental appointment.**
- **Observance of religious holidays.** Any child shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.
- **Absences due to a student's placement in foster care** or change in foster care placement or any court proceedings related to their foster care status.
- **Emergency** or other set of circumstances in which the judgment of the approving authority constitutes a good and sufficient cause for absence from school.

Only fifteen (15) days of “non-doctor” excused absences will be permitted per school year. After 15 days, if no doctor’s excuse is presented, make-up work may not be allowed. (Any absence throughout the school year which is accompanied by a doctor’s excuse will not be counted in these 15 days). Parents/guardians will be notified after 10 “non-doctor” excused absences.

## Unexcused Absence

- Unexcused absence days for a student are defined as the number of days the student was absent for any reasons not listed as excused.
- **Family Vacation.** Parents are strongly requested to schedule family vacations during summer months or school recesses. If parents insist upon removing students from regularly scheduled classes, the school should receive one day advanced notice by submitting a Planned Absence Request to the school office. Vacations are considered unexcused absences.

## Leaving Early/Arriving Late

For the safety of the student, if he/she needs to leave school early, an adult listed in the Authorized Pick-Up form must sign him/her out in the office. In addition, if a student arrives at

school after the morning bell rings at 7:50am, a parent must sign them in at the office. The student will be given a tardy slip if the tardiness is not excused for an appointment, etc. Once a student is on school premises, he/she may not leave without permission from the principal.

## **Early Dismissal and Appointments**

Parents/guardians are discouraged from making medical appointments during school hours. When it becomes absolutely necessary for appointments during school hours, the student must bring a letter from the parent/guardian, preferably the day before the appointment. Students must be picked up at the office and the parent/guardian must sign the student out. When returning to school the same day after the appointment, the parent/guardian must sign the student back in at the office.

## **Excessive Absences**

A student will be considered having “excessive absences” when they accumulate 38 excused or unexcused hours absent per month or 65 excused or unexcused hours absent per year *unless* the absence is medically excused (i.e. doctor’s note). Being late to school, leaving school early, or leaving and returning midday for an appointment are all examples of time away from instruction. These missed hours contribute to chronic absenteeism, and if they are unexcused, will also count toward habitual truancy. The family will be notified in writing within 7 school days of the triggering absence including a copy of the student’s attendance report.

## **Habitual Truancy**

A student is considered “habitually truant” when they accumulate 30 consecutive hours absent without a legitimate excuse, 42 hours absent per month without a legitimate excuse, or 72 hours absent per year without legitimate excuses.

When a student is habitually truant, within seven school days of the triggering absence, the school will select members to form an absence intervention team and make three attempts to secure the participation of the student’s parent/guardian on the absence intervention team. Within 10 school days of the triggering absence, the student will be assigned to the selected absence intervention team. Within 14 school days after the assignment of the team, the school will develop the student’s absence intervention plan. Within seven school days after the plan is developed, the district shall make reasonable efforts to provide written notification to the student’s parent or guardian.

## **Parent Involvement**

### **Volunteers**

Parent/guardian help is welcomed and appreciated by St. Peter School. It is found to be very rewarding for both you and the school. It also means much to your child. Each year, volunteers are requested for cafeteria supervision, library aides, as well as other opportunities that come up during the year. Your time, energy and sacrifice are always appreciated.

All volunteers whose service brings them into contact with children are required to complete a

Protecting God's Children training, a background check, and an electronically signed Expectation Form through the VIRTUS online training and tracking platform. This must be renewed every 5 years.

The St. Peter's Parent team sponsors programs and activities which encourage parent/guardian, teacher, and student involvement for the benefit of the children and families of St. Peter School. The SPS Parent Team is open for membership to all parents/guardians and teachers.

### **Parent/Guardian Communication with Classroom**

\*Classroom related issues should be expressed to the teacher by email, written note, or phone call. The teacher will not be called from the room during class time to discuss the issue.

-Barring unforeseen circumstances, the teacher will respond within 48 hours.

-Parents/guardians and the teacher should work together to resolve the issue.

-If the problem cannot be solved by the parent/guardian and teacher working together, the principal will meet with them in an effort to solve the problem.

-If a classroom issue is addressed to a member of the Advisory Council, that member should recommend that the above mentioned procedure be followed first.

-Confidentiality will always be maintained.

-Anonymous issues will generally not be addressed.

\*School issues not related to the classroom should be addressed to the principal.

-If a non-classroom related issue is addressed to a School Advisory Council member, that member will contact the principal in an effort to resolve the issue.

\*If an issue is related to athletics, the lines of communication are first with the coach, then with the school athletic director, then with the principal.

## **Conferences**

Conferences are always welcome and encouraged. This is an important time for both the teacher and the parent/guardian to share expectations and concerns for the child. Conferences will be scheduled annually during the first semester. If a conference is desired at any other time, you may request a meeting through a note or a phone call to the teacher. Class time may not be used to confer with parents. Please do not expect teachers to confer with you in the half hour before school starts. This is a busy organizational time for the teachers and the students.

## **Bus Regulations**

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and ten steps from where the bus stops.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Pupils must go directly to their assigned seat.
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons. NO GUM

9. Pupils must not have or use matches or lighters on the bus.
10. Pupils must not have or use alcohol, tobacco, drugs or weapons on the bus.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at the assigned location, unless they have administrative authorization to do otherwise. Authorization is only given for emergencies or child care reasons.
14. Pupils must not put any object or any part of their body outside the bus windows.
15. Pupils must not bring glass or pointed objects, live or dead animals or aerosol cans on the bus.

Violation of these rules may result in disciplinary action, including the standard disciplinary sanctions and/or the loss of bus riding privileges.

## **Parent Busing Responsibilities**

1. Parents/guardians are responsible for the safety and discipline of students while going to and from the bus stop.
2. Parents/guardians need to have their children at the assigned bus stop prior to the scheduled arrival time for the bus. The bus schedule will not permit the driver to wait for tardy students.
3. Any variation from the assigned stop must be approved by the building Principal and requires a written request dated and signed by the parent/guardian.
4. If your child's bus is more than fifteen minutes late, call the Transportation Department at 419-294-1952.
5. Please do not discuss bus problems with the driver while he/she is on the route. Call the Transportation Department at 419-294-1952.
6. Parents/guardians will be responsible for any damage done to the bus by their child.
7. Students on the bus are under the authority of and directly responsible to the bus driver.

## **Report Cards**

Quarterly Report Cards are meant to inform parents/guardians of the progress of each child. Please send a note to the teacher and set up an appointment to discuss the report if you have any questions or need clarifications. Parents are strongly encouraged to check grades online regularly throughout the year. Your positive concern and response to your child regarding his/her grades are extremely important.

### Grading Scale

- A 93-100
- B 85-92
- C 73-84
- D 65-72
- F 0-64

- + = Outstanding Progress
- S = Satisfactory Progress
- N = Needs Improvement
- U = Unsatisfactory

## **Testing**

St. Peter School regularly assesses all students in grades K-8 with Diocesan-wide academic testing in the subject areas of math, reading, language and science. 8th grade Algebra I students will take the End of Course Exam in order to earn high school credit.

To ensure students are reading on grade level by the end of grade three, third graders must meet a minimum score on the reading test. Parents/guardians will be notified if their child is not on track to meet the minimum score and a Reading Improvement and Monitoring Plan will be developed for their child.

In accordance with Ohio law, all students receiving a state scholarship must participate in the state testing yearly beginning in grade three. St. Peter School uses the MAP test to fulfill this requirement. Should a child not earn the minimum required score on the test, an alternate assessment will be administered to verify that his/her reading skills are proficient. If a child does not pass that assessment either, parents/guardians will be notified to discuss educational options for the next school year.

Students in grades K-8 will take the Assessment of Religious Knowledge (ARK) test yearly.

## **Honor Roll**

Students in Grades Three through Seven are eligible for Honors.

First Honors- All A's

Second Honors- B Average with no more than one C

Progress Award-Student did not make First or Second Honors but did not go down a letter grade in any subject. There are no F's on the report card.

A "U" in any area on the Report Card disqualifies a student from the Honor Roll.

## **Promotion/Retention**

Students who have met the educational requirements of this school will be promoted yearly. These requirements are based on the Ohio Minimum Standards and the Toledo Diocese Curriculum. Parents/guardians of students not meeting these requirements will be notified by the school in reasonable time prior to the discussion to retain the child or place the child in the next grade.

When student data such as medical testing, psychological testing, achievement tests scores, school records, parent input, and teacher observation show retention is the better option for the child's educational needs, a meeting with parents/guardians will take place to assist with a smooth transition. Parents have the right to go against the advice of the school and request their child be placed in the next grade level. In that case parents must sign a form indicating their decision.

St. Peter School expects that each of its students will fully use the talents that God has given

them.

Diplomas will be awarded to Eighth Grade students who have successfully completed the course requirements in language arts, math, religion, science and social studies and/or met the minimum grade level requirements on the standardized tests.

## **Field Trips**

Field trips arranged by the school are privileges. Students can be denied participation if they fail to meet academic or behavioral requirements. A written permission slip signed by the parent/guardian is necessary before the child may accompany his/her class.

## **Playground**

Students must remain on the playground. No student is allowed to leave the school premises without the permission of the principal. Respect and obedience towards the playground supervisor, as well as respect for self and others will be demanded of all students. Consideration and safety of each student on the playground is the primary rule to keep in mind. Therefore, wild running, arguing, fighting, pushing and the use of hard balls are not permitted. Respect for others' clothing and property is also a concern. No one may take hats from others or pull on clothing. Snowballs may not be thrown on school premises. Food is not permitted on the playground.

## **Telephones**

The school phones are business phones. Students may not use the phones except for emergencies and with the permission of the principal. Students may not call home for library books, homework, band instruments or book bags.

## **Student Discipline and Termination**

The object of all imposed discipline is eventual self-discipline. It is the aim of the school to cultivate the Christian virtues of honesty, integrity, truthfulness, justice and charity and to assist the child in acquiring a sense of responsibility and respect for self and others, as well as a consideration for the rights of others. Parents & guardians are asked to support the school in expecting respectful behavior from their children off campus as well, as our students are representing St. Peter School.

The following disciplinary procedures may be enforced with regard to conduct unbecoming a Christian student including disrespectful or disruptive behavior, fighting, or any other violation determined by the principal to be a serious offense:

1. Parents/guardians will be informed if a student displays unacceptable behavior and will be warned of the possibility of suspension or expulsion.

2. After parents have been warned of suspension or expulsion, the following will be observed:

A. Due Process: A student will be given an opportunity to appear at an informal hearing before the Principal, or a disciplinary group, with notice of the reason and an opportunity to challenge the intended suspension or expulsion.

B. Parental Notice: Prior to this hearing, the student and parents/guardians will be provided with written notice of the intention to suspend for more than two days or expel him/her and the reasons for the suspension or expulsion. It is mandatory for Toledo Diocesan Schools to notify the Catholic Youth and School Services in the case of expulsion. One or two days suspension may be necessitated without the possibility of advance warning (e.g. a student under the influence of chemicals or drugs).

C. Group Notice: A disciplinary group with a plural membership will be formed, and function as a group to determine action on pending cases of suspension or expulsion. The Pastor as head of the School should be a member of the group. This allows for appeal if needed. Members will be the Principal and two teachers (one selected by the parents/guardian of the student and one selected by the school administration.) The rights of the parents/guardians to be present at this hearing should be safeguarded and their consultation must be considered.

## **Disciplinary Penalties–Infractions**

**General Conduct**–includes but is not limited to rough play, disrespect, excessive talking, misuse/abuse of school property, actions harmful to moral/spiritual welfare of other students and/or self, use of school property without permission, violation of acceptable use policy, disregard for school rules, use of personal electronic devices during school hours, profanity/vulgar language, leaving assigned area without permission, missing assignments/supplies.

As students accumulate any combination of these infractions, they will be subject to the following escalation of consequences:

1. Warnings x3
2. Loss of Recess x2
3. Phone Call to Parents x2
4. Visit to Administration x2
5. Meeting with Parents x1
6. Lunch Detention x3
7. In School Suspension x3
8. Out of School Suspension

The above escalations will reset each quarter for conduct grading purposes.

**Serious Conduct Infractions**–includes but is not limited to fighting/severe rough play, bullying/physical or verbal assaults, cyberbullying or any defamatory comments about the school, faculty, or other students, possession of weapons, cheating/plagiarism, stealing.

Serious conduct infractions will be subject to St. Peter School’s discipline policy described in the Discipline section of this handbook.

## **Classroom Conduct**

Courtesy, respect, and kindness at all times, in all places to all people is our school wide policy and is enforced throughout the school day. Students are expected to conduct themselves in a manner that provides for a learning situation both for themselves and others. Rudeness, talking out of turn etc. are not permitted at any time, any place, to any person. Students are not permitted to chew gum on school premises during school hours. Students are not permitted to eat during classes, except with permission of the teacher.

## **Halls and Stairs**

Students may not run in the halls or on the stairs at any time. They are expected to respect others by changing classes as quietly as possible and avoiding any kind of disturbance.

## **Harassment**

In keeping with its philosophy, St. Peter Catholic School recognizes the dignity of every human being. Therefore, the school will not tolerate at any time, in any situation, for any reason the harassment by word or action of any member of the St. Peter community, whether on or off school property.

## **Threat to School Safety**

Any student who acts in such a way as to threaten the safety of him/herself or any other person in the school building or is in possession of, or brings onto school property, any article or substance that endangers him/herself or any other person in the school will be subject to suspension and/or expulsion.

## **School Property**

Students are expected to respect school property at all times. If school property is lost or damaged, its value will be appraised and a bill will be sent to the student's parents/guardians.

## **Search and Seizure**

The administration of the school and/or their designate retains the right to search students, student lockers, student possessions and/or seize possessions if reasonable suspicion exists.

All discipline matters will be handled with respect for the dignity of the individual and in the spirit of reconciliation. Rules for all areas of the school day may not be listed in this book. Be assured that your child will be informed and reminded periodically of all school rules and the consequences of breaking those rules.

We feel that a child's education is an extremely important aspect of his/her life. Self-discipline is one of the goals of our school. Hopefully, the parents/guardians and the school working together as a team will help achieve the goal of every child being a success in school, behaviorally as well as academically.

The following rules shall apply to the search and seizure of school property assigned to a specific student and/or any items brought onto school property or to a school related activity.

1. General searches of school property may be conducted at any time by school authorities and may be assisted by law enforcement authorities.
2. The school will cooperate fully with police investigations, including but not limited to the use of canine patrol programs.
3. Where it appears to school authorities that it is necessary to prevent immediate harm, either to a student himself or to others, a student, like any other citizen, may be questioned or searched. Any search of a person shall be done in private.
4. There shall be reasonable suspicion for school authorities to believe that the possession of certain items constitutes a rule violation.
5. Lockers are the property of St. Peter School and students are assigned lockers for storage of items.
6. Searches may be conducted at any time.
7. Firearms, weapons, smoke bombs, drugs, tobacco, vapes, or other possessions reasonably determined to be a threat to the safety or security of oneself or others shall be seized by school authorities and the student and parents involved shall be notified.
8. Items which are used to disrupt or interfere with the education process will be removed from the student's possession.

The use or possession of alcohol, drugs, tobacco, vapes, or weapons on school property or at any school related event is prohibited. The consequences of such misconduct will result in suspension or expulsion. Vape detectors in restrooms and surveillance cameras located in the halls, gym, cafeteria, and outside the school will be used to monitor behavior on school property and/or adjacent property. In accordance with FERPA, access to surveillance camera tapes and material is prohibited.

## **Terror Alerts**

St. Peter School follows the procedures of the Upper Sandusky Public Schools in relation to Terror Alert Levels.

## **Disaster Drills/Bomb Threats**

Students will follow all directions given by the teacher. SILENCE and ORDER must be observed during the entire drill. This includes the time during the drill as well as the time returning to the classroom after the drill.

Fire drills will be conducted throughout the school year. Tornado drills will be held in the fall and spring. In case of bomb threats the school will be evacuated until safety has been confirmed by the proper authorities. Safety Drills will be conducted yearly.

## **Hazardous Weather**

St. Peter School follows the Upper Sandusky Schools announcements with regards to delays and cancellations. In case of hazardous weather, a text message and email will be sent to parents via Digital Academy in the event that school closes. On delay days, students should not come until the designated time. Extended Day will be open at 9:00 a.m. during delays, but not during

cancellations. School start time on delay days is 9:50am. If there is a delay on a Mass day, the students will not attend Mass that day. The school Liturgy schedule will continue to be followed without alteration.

## **Online Learning Make-Up Day Policy**

In accordance with Ohio law, this policy establishes a plan for the implementation of Online Learning Makeup Days to make up instructional hours lost due to allowable school closures. St. Peter School adopts this plan annually no later than August 1.

Use of this Online Learning Makeup Plan is optional. St. Peter School may elect to use this plan to make up the equivalent of up to three (3) missed school days per school year under the circumstances permitted by law.

Online Makeup Hours are instructional hours delivered through remote, online instruction in lieu of in-person instruction when school is closed due to allowable circumstances. These hours serve as an alternative to extending the school year or adding additional instructional days.

St. Peter School may implement this Online Learning Makeup Plan only under the following legally authorized circumstances:

1. Disease epidemic
2. Hazardous weather conditions
3. Law enforcement emergencies
4. Inoperability of school buses or other equipment necessary to the school's operation
5. Damage to a school building
6. Temporary utility failure rendering a school building unfit for use

This plan shall **not** be used for:

- Staffing shortages
- Parent-teacher conferences
- Professional development days

Teacher-Directed Synchronous Instruction:

To the extent possible, St. Peter School will provide teacher-directed synchronous instruction, meaning:

- Teachers and students interact in real time.
- Instruction is delivered through an approved virtual learning platform.
- Lessons align with curriculum pacing guides and state standards.

- Instructional time will approximate the length of the regular school day.

If synchronous instruction is not feasible due to the nature of the closure, teachers will provide structured asynchronous learning activities with clear expectations and timelines.

Attendance Requirements:

Students will be considered present for an Online Makeup Day when they:

- Participate in scheduled synchronous sessions; or
- Complete assigned learning activities within the established timeframe.

Documentation of Participation:

Attendance will be documented through:

- Virtual platform login records
- Submission of assignments
- Participation logs
- Teacher verification of engagement

Student Outreach:

If a student does not participate:

- Teachers will attempt contact via email and/or telephone.
- Building administration and support staff will follow up as necessary.
- Documentation of outreach efforts will be maintained.

Equitable Access to Instruction:

St. Peter School is committed to ensuring equitable access to quality instruction during Online Makeup Days.

Students with Disabilities:

- Services will be delivered in alignment with Individualized Education Programs (IEPs) and Minor Adjustment Plans to the greatest extent possible.
- Intervention specialists and related service providers will provide virtual support, accommodations, and modifications as required.

Vulnerable Student Populations:

- St. Peter School will provide additional outreach and support for economically disadvantaged students, homeless students, and students in foster care.
- Printed materials may be made available if necessary.

Technology and Connectivity:

St. Peter School will:

- Provide Chromebooks to students who do not have access to appropriate technology.
  - The parent/guardian is responsible for completing the Technology Checkout Agreement before a student is permitted to take their Chromebook off campus.
- Provide technical support to students and staff during Online Makeup Days.

Staff will receive necessary access to instructional platforms and support resources to facilitate online instruction. (e.g. Google Classroom, Digital Academy, etc.)

Communication Procedures:

St. Peter School will notify staff, students, and families when an Online Makeup Day is implemented through:

- Email notifications
- Text alerts
- Social media platforms

Notification will specify:

- That the closure will be an Online Makeup Day
- The instructional schedule
- Expectations for attendance and participation
- Technology support contact information

Staff and Teacher Communication:

During Online Makeup Days:

- Teachers will be accessible via email, telephone (as appropriate), and the virtual learning platform.
- Office hours will be established and communicated to students and families.
- Administrative staff will remain available to support instruction and operations.

Plan Adoption and Annual Review:

This Online Learning Makeup Plan shall:

- Be adopted no later than August 1 of each school year.
- Be reviewed annually and revised as necessary.
- Be implemented only when authorized by the principal or pastor.

## **Safety Patrol**

Grades 5-8 have the responsibility of Safety Patrol under the guidance of their homeroom teacher. They assist students crossing the street before and after Mass as well as every day after school.

## **Missing Children's Policy**

In compliance with the attendance laws of the State of Ohio, parents/guardians must notify the school by phone or written note when a child is absent. Other siblings in the family may not verbally report an absence, but they may bring the written note. Parents are asked to call the school office at 419-294-1395 before 8:00AM the day of the absence. An answering machine is available to take messages before office hours.

In case of extended absence (hospitalization, communicable disease, or physical impairment) the school must be informed of the date of the child's return. Otherwise, the school must be notified daily.

When the school receives no notice of the child's absence, the school must notify the parents/guardian of the child's absence. If the parents/guardian cannot be reached at home, the school must contact them at their place of employment.

A written note is required when the students return to school. The phone call reporting the absence does not eliminate the need for this note.

## **Mandatory Reporting of Child Abuse or Neglect**

School personnel are considered mandated reporters, including teachers, administrators, counselors, school nurses, custodians, and other staff. They are required by Ohio law to immediately report any suspicion of child abuse or neglect to the local Public Children Services Agency (PCSA) or law enforcement in the county where the child resides or where the incident occurred.

Key Points for Mandatory Reporters:

1. Reasonable Suspicion: A report is required based on reasonable cause to suspect abuse or neglect, even if evidence is not conclusive.
2. Where to Report: Reports can be made directly to Wyandot County's PCSA or by calling Ohio's 24/7 child abuse hotline at 1-855-OHCHILD (1-855-642-4453). Reports can also be directed to local law enforcement if needed.
3. Confidentiality: The identity of the reporter is kept confidential, and anonymity is an option when making the report.

4. Types of Abuse: Reports may involve physical, emotional, or sexual abuse, neglect, or situations where a child's safety is at immediate risk.
5. Support: School staff can seek assistance from supervisors, school counselors, or social workers to navigate the reporting process.

## **Water Bottles**

Students are welcome to bring a water bottle to school. The water bottle should contain water only. There should be no flavored water, drink mixes, Gatorade, or any liquid other than water because it can make clean up more difficult if spilled.

## **School Health Program**

The health promotion of all St. Peter's students is the basis of the school's health program. This program involves health instruction in all grades, emphasis on staff's use of safety measures, and health services to detect and work with student health needs in cooperation with parents/guardians and health professionals.

The services of a registered nurse are available at St. Peter School two days a week. Parents/guardians and students are welcome to talk with the nurse regarding any concerns or questions about health relating to the school experience.

## **School Physical Examination**

All students are required to have documentation of a school physical examination completed upon entry into St. Peter School. Examination forms will be provided to parents/guardians at the time of Kindergarten registration. School physical examination forms transferred to St. Peter's from other schools are acceptable.

## **Immunizations**

Records of your child's immunization dates are kept on the school health records. Students without the required immunizations are not permitted by Ohio State Law to attend school. If your child received any immunizations while in school, please send the information to the school office so it can be recorded. The school nurse will notify parents when a child is lacking any of the immunizations required for school attendance by state law. Immunizations are available at the Public Health Department for a nominal fee.

## **Emergency Forms**

It is required by Ohio State Law that Emergency Care Authorization Forms be renewed yearly and kept on file for each student. This is for the safety of your child in the event that you cannot be reached in an emergency. The forms are sent home at the start of each school year. Two contact people with phone numbers are required.

## **Sick and Injured/Emergency Care**

Sick or injured children are given care by the school personnel. The family will be notified if the child needs to be sent home or have further medical attention. In the event of serious concern

and the family cannot be contacted, care will be given as directed by the family on the Emergency Medical Authorization Form. The expense of the EMS (if needed) is the responsibility of the family.

Children who become ill during school hours will be sent home only after contact has been made with the parent(s) or the person(s) named on the emergency contact form.

WHEN A FEVER OR VOMITING IS INVOLVED IN A STUDENT'S ILLNESS, THE STUDENT MUST BE FREE FROM VOMITING OR FEVER FOR 24 HOURS BEFORE RETURNING TO SCHOOL, per recommendation of the Wyandot County Health Department.

## **Medication**

If a student must take medication during school hours, parents/guardians are required to send to school the completed and signed form, "Request for Administration of Medication". The medicine should be sent in its original container labeled with the child's name and the exact name and dosage of the medicine. This pertains to all medication taken at school, including aspirin or ointments. A signed and completed physician's request is required for prescription drugs. Any prescription drug must be in its original container from the pharmacy. You can notify the school office if more forms are needed. Students may not keep medicine. All medicine must be kept in the Nurse's Office. Students may keep cough drops with the classroom teacher's permission.

With the exception of diabetes care, provided they have completed the requisite training, the following staff are authorized to administer medication and treatment to students:

- A. Principal
- B. Teacher
- C. School Nurse
- D. Secretary
- E. Aide
- F. Others designated in IEP if applicable

## **Vision and Hearing Screening**

Vision and hearing tests are given yearly to students in all grades. Students whose parents/guardians or teachers request screenings at other times can be additionally tested. The nurse will notify parents/guardians if a child does not pass the hearing or vision test and needs to be examined by a doctor.

## **Scoliosis Screening**

Scoliosis is an abnormal curvature of the spine resulting in growth abnormalities which can cause serious problems. Scoliosis screening is routinely done for each student in Grades 5 and 6. The school nurse will inform you if your child does not pass the scoliosis test and needs to be seen by a doctor.

If, for personal reasons, parents/guardians of students in Grades K-4 wish to have a child tested for scoliosis, they may request the nurse to do so. Parents whose children are under current treatment for scoliosis are requested to notify the school nurse.

## **AIDS**

Ohio Department of Health Guidelines and Recommendations for Elementary and Secondary Schools (K-12)

Based on current evidence, casual person-to-person contact, as would occur among school children and staff, poses no risk in the transmission of AIDS. Children with AIDS should be allowed to attend school in a regular classroom setting provided:

1. The health status of the child, as determined by his/her physician, allows participation in regular school activities
2. The child behaves acceptably, i.e. does not bite individuals or exhibit other violent behaviors. Although very unlikely, significant human bites may inoculate trace amounts of blood into the bloodstream.
3. The child does not have open sores or skin eruptions that cannot be covered.

In accord with Diocesan policy, students with AIDS seeking enrollment in a school of the Diocese should be permitted to attend in the least restrictive setting. The decision of the continued attendance of a student with AIDS will be a local decision based on the individual case. A student who is excluded from school because of risk to himself or others should be assisted in attaining appropriate educational programs.

## **Food Allergy Protection**

Known food allergies must be indicated on the child's emergency medical form when updated each year by the parent/guardian. The school nurse compiles this information and informs faculty and staff of students with food allergies with appropriate emergency care information including the location of emergency medication (e.g. epi pen) and proper administration of the medication.

## **Diabetic Care**

Students with Diabetes will have an Individualized Healthcare Plan (IHP) and Emergency Action Plan (EAP) written by the school nurse with the parents, staff, and prescriber. The EAP tells school staff how to recognize an emergency situation and how to take care of the student in that situation. The diabetes care to be provided may include any of the following:

- A. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels
- B. Responding to blood glucose levels that are outside of the student's target range
- C. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed

- D. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses
- E. Providing oral diabetes medications
- F. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the student's treating practitioner's order
- G. Following the treating practitioner's instructions regarding meals, snacks, and physical activity
- H. Administering diabetes medication, as long as the conditions described below are satisfied

With regard to the administration of diabetes medication, the diabetes medication may be administered by the school nurse, or in the absence of a school nurse, such medication can be administered by a school employee who is trained in diabetes care.

A student's diabetes medication will be kept in an easily accessible location.

A student with diabetes will be permitted to attend to the student's diabetes care and management, in accordance with the student's treating practitioner's order, during regular school hours and school-sponsored activities only if:

- A. The student's parent, guardian, or other person having care or charge of a student provides a written request that the student be permitted to attend to the student's diabetes and management while at school
- B. The student's treating practitioner has authorized such self-care and determined that the student is capable of performing diabetes care tasks

A student with diabetes is permitted to perform diabetes tasks in a classroom, in any area of the school or school grounds, and at any school-related activity. The student must have access to a private area for performing diabetes care tasks if the student or the student's parent, guardian, or other person having care or charge of a student makes such a request.

A student with diabetes is permitted to possess on the student's self at all times all necessary supplies and equipment to perform diabetes care tasks. If the student performs any diabetes care tasks or uses medical equipment for purposes other than the student's own care, the school will revoke the student's permission to attend to the care and management of the student's diabetes.

In accordance with Ohio law, St. Peter School and its employees shall not be liable for damages in a civil action for injury, death, or loss to person or property that allegedly arises from providing care or performing duties under this policy unless the act or omission constitutes willful or wanton misconduct. Additionally, a school nurse or other licensed health-care professional shall be immune from disciplinary action by any regulatory board for providing care or performing duties under this policy if the care provided or duties performed are consistent with applicable professional standards.

## **Students with Seizures Care**

The school nurse or other designated employee of the school will create an individualized seizure action plan for each student with an active seizure disorder diagnosis. The plan will be

developed in collaboration with a student's parent or guardian and the student, when appropriate. The plan will include the following:

- A. A written request signed by the parent, guardian, or other person having the care or charge of the student to have one or more drugs prescribed for a seizure disorder administered to the student
- B. A written statement from the student's treating medical practitioner that provides the drug information

Individual seizure action plans are only valid for the school year in which they are written and shall be renewed at least annually at the beginning of each school year. A physical copy of the plan will be maintained in the school nurse's station.

The school nurse will provide written notice summarizing the existence and content of the plan to all school employees, contractors, and volunteers who regularly interact with the student, have a legitimate educational interest in the student are responsible for the direct supervision of the student, or provide transportation to the student to and from school or a school-related activity. The notice and the seizure plan will be maintained confidentially.

The school nurse or building administrator will coordinate the student's care while at school and school-related activities and will ensure that appropriate staff, contractors, and volunteers who receive notice of the plan are also trained in the care of students with seizures. The nurse or administrator will also identify each individual who has received training to administer drugs prescribed for the treatment of seizure disorders.

## **Head Lice**

In the event that head lice is found on a student, the following steps will be taken:

1. Communicate with the parent/guardian that head lice was found and that treatment must be started immediately if greater than 20 nits are found. The student need not be sent home early.
2. All families will be notified that there was a case of head lice indicating in which class it was found, and families will be encouraged to check their children's hair at home. No names will be given in this communication to protect the student's privacy. Additional information will be provided to educate families on head lice treatment and control.
3. Head checks will be conducted on the student's classmates and any other person who has been in close contact with the student.
4. A note from the student's healthcare provider indicating proof of treatment is required for the child to return to school in order to prevent further spread.

## **Endowment Fund**

An Endowment Fund has been established to assure the continuance of St. Peter School. The school benefits from the yearly interest while the principal remains intact. Thus, any donations made to the fund are not one-time donations, but continue to secure the interest for many years to come. Contributions for memorials may be made to the fund at any time.

## **Fundraising**

St. Peter School takes part in several fundraising events through the course of the year. All events must be approved by the School Advisory Council and /or the principal and are for the direct benefit of the school. All families are expected to support and participate in these events, as they do benefit all of the families at St. Peter Catholic School.

## **Cafeteria**

St. Peter School participates in the Federal Lunch Program. Students are encouraged to take advantage of the specially prepared well-balanced meals sold each day. Milk is included with the price of the lunch. Milk will be sold to those bringing their own lunch if they want.

A menu is sent home monthly. If a child cannot eat what is offered, he/she is asked to pack a lunch that day. Pop may not be brought in the packed lunch. If sending a packed lunch, those food items should not be something that requires a microwave. The faculty, staff, and volunteers are busy making sure students get through the lunch line smoothly, opening items for students, and monitoring behavior during lunch. Therefore, they will not be able to warm up food for students.

One week or two week lunch tickets are available. Drink tickets are also available. Money for these tickets should be put in an envelope and marked with the students' name, amount and the purpose for the enclosed money.

Students who do not have lunch money or a lunch ticket may charge the cost of their lunch up to three times. After the 3<sup>rd</sup> charge, a reminder note will be sent home to the parents. All charges must be paid in full by the end of the year.

Families are encouraged to take advantage of the Federal Lunch Program's free and reduced lunches when eligible. Applications are sent home at the beginning of the school year and are available through the school office at any time. If a parent is laid off during the school year or another financial problem arises, you may apply at that time. This is highly confidential. The students use the exact same tickets as everyone else, and only the director and principal know who is in the program.

## **Money**

Normally it is not necessary for students to carry money at school. Any required money, such as lunch money or fees, is collected in the morning. All money sent to the office should be in an envelope with the students' name and purpose for the money clearly marked on the envelope. The school is not responsible for money carried by any student.

## **Collections**

No collections of money are to be taken up by the students, or selling of things to other students without the permission of the principal.

## Parties

If a special occasion calls for some type of celebration, permission must be obtained from the principal. This includes parties in the classroom. To prevent hurt feelings, please do not distribute party invitations at school unless the whole class is invited.

## Alumni

Alumni will include any student who meets any ONE of the following criteria:

1. A student who has completed 4 years at St. Peter School consecutive or nonconsecutive.
2. A student who completed 6th grade at St. Peter School regardless of number of years attended (through the graduating class of 2028).
3. A student who completed 8th grade at St. Peter School regardless of number of years attended (class of 2029 and on).

## Athletics

When forming 4th, 5th, and 6th grade volleyball teams for the Junior City League, we will prioritize player selection in the following order:

1. **Students of St. Peter School** – Current students enrolled at St. Peter School will have the first opportunity to join the team.
2. **Parish Members** – If additional spots are available, children who are registered members of Transfiguration of the Lord Parish will be given the next opportunity to participate.
3. **Other Public School Students** – If any remaining spots exist after accommodating the above groups, students from public schools who wish to join will be considered.

Team size will be determined at the discretion of the coach. This policy ensures that our school and parish community members are given priority while also allowing for broader participation when space permits.