

St. Peter in Chains School

2011-2012

Parent/Teacher/ Student Handbook



St. Peter in Chains School
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Mission Statement

The purpose of Catholic education at St. Peter in Chains School is to instill the values of the Catholic faith in the students so that they not only hear, but also embody and practice the mission of Jesus Christ and spread His message as it applies to life in the 21st century.

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

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

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

It is hoped that the careful adherence to the policies outlined in this handbook will provide a means for students, parents and teachers to work together in an atmosphere that is conducive to learning. Please acquaint yourself with the contents of this handbook, refer to it when necessary and call us whenever you have a question or suggestion. We are happy you are here! Have a successful school year.

Sincerely,
Faculty and Administration
St. Peter in Chains School
Phone 863-0685
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PHILOSOPHY

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

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

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

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

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

OBJECTIVES

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

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

MISSION STATEMENT

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

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

- The purpose of Catholic education at St. Peter in Chains School is to instill the values of the Catholic faith in the students so that they not only hear, but also embody and practice the mission of Jesus Christ and spread his message as it applies to life in the 21st century.

POLICIES

ADMISSION POLICY

St. Peter in Chains has a long and proud tradition of maintaining an excellent elementary grade school system. This system provides the parishioners and the community the opportunity to experience the mixture of a quality education with a truly Christian background for its young people. The task of maintaining such a system is always a struggle financially. In addition to the obvious increased expenses of labor, maintenance, fuel and energy, there is a basic need to pay educators in such a fashion that quality teachers and administrators continue with the parish and that the parish school is able to attract qualified and fully certified teachers in the future. It is the goal that we not establish an "average" learning environment but rather one that is superior. Class size and school capacity are a definite factor. The principal and pastor will set the classroom size.

The order of admission shall be as follows:

- | | |
|---------|--|
| FIRST: | Children of parishioners and non-parishioners who were students the previous year and who have met tuition requirements. |
| SECOND: | Children of parishioners and non-parishioners who have brothers and sisters already in the school. |
| THIRD: | Children of parishioners who were not students the previous year. |
| FOURTH: | Children of non-parishioners who were not students the previous year. |

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

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

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

1. Reading and Math test may be administered.
2. Interview with the principal or the designee.
3. Review of records from the previous school.
4. Probationary period of nine weeks.
5. A parent/teacher/principal conference may take place just before the end of the probationary period at the discretion of the parent or teacher/teachers.
6. Probation may continue beyond the first nine weeks.

TUITION

Please refer to the Tuition Policy included in the first day packet. For any questions regarding tuition please call the Parish Office at 863-3938 x 306.

NON-DISCRIMINATION

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

WITHDRAWAL FROM SCHOOL

Parents are to notify the Principal prior to the withdrawal date. All textbooks and materials belonging to the school must be returned to the homeroom teacher before date of withdrawal.

Parents must sign a "PARENT RELEASE FORM" before the student's records can be sent to the new school. This release form should be signed at the school to which the child is transferring.

STUDENT RECORDS WILL NOT BE FORWARDED TO ANOTHER SCHOOL IF TUITION OR DELIQUENT FEES HAVE NOT BEEN PAID IN FULL. Only health records will be forwarded.

STUDENT RECORDS

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

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

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

ATTENDANCE and DROP OFF PROCEDURE

School Day: Our school day is from 7:40 a.m. to 2:10 p.m.

Morning Drop Off Procedure: All students arriving by car must enter the parking lot for drop off and parents must exit through the alley onto Elvin Street. Please pull up allowing additional cars to enter the parking lot. Morning drop off begins at 7:10. Students are supervised in Wiegand Hall until 7:25 at which time they are dismissed to their classrooms. All students arriving by bus will exit their bus on Ridgelawn Avenue and enter through the side door of Wiegand Hall.

Afternoon Pickup Procedure: All students departing by car will be picked up on the parking lot next to Wiegand Hall. Please back vehicles in to available parking spaces for easy and safe exiting. Students riding a bus will board buses on Ridgelawn Ave. and Liberty Ave.

Please note:

- **No other location is an authorized safe area for pickup or drop off for our students.**
- **All doors are locked at all times with the exception of the side door of Wiegand Hall during morning drop off and afternoon pickup.**
- **Due to allergies and safety of our students animals are not allowed on the school grounds or in the school buildings before, during, or after school.**

ABSENCE AND TARDINESS

Students are expected to be in attendance on all days scheduled for instruction.

1. State law requires that you call the school to report your child's absence. If a call is not made to us by **8:00 a.m.**, the school secretary will call the home or place of business to assure us of the whereabouts of your child. We want to all feel comfortable that each child has been accounted for and is safe. Six tardies in a trimester will result in an unexcused absence. Twelve tardies in a trimester will result in a second unexcused absence.
2. State law also requires that a child arriving the day after an absence from school must present a note stating the reason for his/her absence. The note will be kept on file. If a student has an extended absence of 3 or more days a note from the doctor is required when the child returns to school. The child will not be admitted to class unless we receive the note. Continuity in the learning process is seriously disrupted by excessive absences. When a student in kindergarten through grade 8 misses nine days of school in any semester the parents and student will meet with the teacher and principal to discuss the child's attendance. These absences may affect the grading. If a student exceeds eighteen days of absences during the school year, the principal will evaluate the situation and appropriate measures will be taken. These measures may include outside tutoring, counseling, retention or involvement of juvenile authorities.
3. In the event of an absence the student is expected to make up any missed assignments. The matter of make-up must be determined on an individual basis with each teacher. Within the limits of a student's maturity, it is his/her responsibility to obtain, complete and return to the teacher any work missed by absence. Because it is in the best interest of the students, we will make every effort to provide homework to parents when requested. We ask that parents request homework assignments when calling in student absence. This will give teachers a greater opportunity to prepare the homework and send it to the office before the end of the day. You will want to call to ensure the homework is in the office before you make a trip to the school. **If homework is not requested, it will not be prepared by the teacher.** We have a strong commitment to protect instruction time, so we will not interrupt class time to obtain homework.

Also please understand that dismissal time is very hectic and our primary focus must be on ensuring the safety of our students, so filling homework requests at the end of the day could compromise a focused and safe dismissal. These assignments should be picked up between **2:15 – 3:30 p.m.** in the school office.

4. Any student arriving between 7:40 a.m. and 8:00 a.m. or leaving between 1:50 p.m. and 2:10 p.m. is marked tardy. (Exceptions are made for bus delays or inclement weather, which delays travel.) If a student is consistently tardy or absent, parents will be contacted by the principal. If absences are excessive, the parent will be referred to court authorities. The new policy is three morning tardies = ½ day absent.
5. A student will be marked ½ day absent if he/she is here less than 5 1/2 hours during the school day (exclusive of lunch and recess). This does include doctor, dental, and orthodontist appointments.
6. A student arriving late for school must report **first** to the office. He/she will be given a tardy slip. The child must give the slip to the homeroom teacher. **PLEASE AVOID DOCTOR/DENTIST/ORTHODONTIST APPOINTMENTS DURING SCHOOL HOURS. STUDENTS LOSE VALUABLE LEARNING TIME.**
7. Family vacations during the school year are discouraged for educational reasons. Should circumstances necessitate family vacation during the school year, a written request for an excused absence is to be made to the principal at least one week in advance of the student's last day in class before the vacation begins. Excused absences will be granted if justified by the student's educational progress and attendance record. **Teachers will not prepare assignments in advance for students taking family vacations during the school year.** All work and tests will be made up after the student's return to school. Students will be allowed the number of days absent plus one to make up all work.
8. Students released during the school day leave from the school office. Students are not released from the classroom or playground. A note signed by the student's parent/legal guardian is required for a student to be released during the school day. The responsible party picking up the student must sign the "Early Release Log" in the school office when the student is released during the school day. **Upon returning to the building, the child and responsible party must report to the office.**

HOMEWORK GUIDELINES

The staff at St. Peter in Chains School believes that homework is an important part of the student's learning process. Homework helps to reinforce the work done at school. It helps to develop the student's study skills and self-discipline. The student will also develop his/her independent learning skills and ultimately become responsible for his/her own learning.

Students are required to use the assignment notebook that is provided by the school. It should be with them at all times and used to write down homework assignments after each class period. Homework can also be checked online.

MISSING ASSIGNMENT REPORTS

Conduct points are issued by the teacher for missing or incomplete work. The slip must be signed and returned the next day with the work. The teacher may give some credit for the late assignment. Failure to return both the work and the signed conduct slip may result in another conduct slip being issued.

How much time a student should spend on homework each night is often debated. Although this will vary from student to student, as well as type of activity, we offer the following guideline. As with all guidelines, common sense must prevail.

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

If an emergency arises and a student is unable to complete homework, the parent should write a note of excuse. This note should not be a request to omit the assignment, but should be a request for postponement for a very good reason.

AFTER SCHOOL ACTIVITIES

If children are involved in after school activities, the participants become the responsibility of the parent and the sponsor immediately at school dismissal time. All students will exit the building **WITH THEIR CLASS** and they will meet their sponsor or coach on the front steps of the gymnasium. In case of inclement weather, the designated meeting area will be in front of the office (to await the sponsor of the activity). Students become the responsibility of the parent and sponsoring adult. An adult is interpreted as twenty-one years of age or older.

CARE OF TEXTBOOKS

With the exception of Religion books, students use textbooks and workbooks purchased through the State of Ohio Auxiliary Service Program. Proper care must be taken of **ALL** books; that is, they **MUST** be covered at all times (**books cannot be covered with clear contact paper**) and carried to and from school in bags of some durable material. Students will be responsible for loss of and proper use of all textbooks.

LIBRARY BOOKS

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

LUNCH

St. Peter in Chains Catholic School will provide a catered hot lunch program for its students 4 days a week. On days when hot lunches are not being served or students do not purchase a hot lunch, they are to bring a bag lunch. If your child forgets his/her lunch, they may come to the office to call someone to bring them a lunch to school.

A calendar detailing the meals and an order form will be provided. You must order and pre-pay for each month's lunch. The students may have milk from school or bring a drink from home- but may not have pop. St. Peter in Chains Catholic School will participate in the Special Milk Program under the direction of the U.S. Department of Agriculture which gives students an opportunity to purchase white, chocolate or strawberry milk for their lunches at a reduced price.

Families who qualify may apply for free or reduced milk. Forms will be available at the beginning of the school year.

If students forget their lunch they may charge a peanut butter & jelly sandwich. The charge is expected to be paid the following day.

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

	<u>To Cafeteria</u>	<u>To Playground</u>	<u>To Classroom</u>
Grades K- 4	11:30	11:50	12:10
Grades 5- 8	11:55	11:35	12:15

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

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

No chewing gum is permitted at any time (before, during, or after school).

STUDENT CAFETERIA PROCEDURES

Students are expected to conduct themselves properly during lunch periods by practicing good table manners, being considerate of others, and by following these rules:

- 1. Enter and leave the cafeteria at a walk.**
2. Form and keep a single line at the service area.
- 3. Students are to be seated at their table and remain until finishing lunch. Primary students will raise their hand to ask permission to return their tray to the kitchen area. A designated person will wipe the tables.**
4. Students who pack will discard their items when they are dismissed from the lunch room.
- 5. Ask the teacher on duty if you need to use the restroom. Please use the sign out book provided.**
- 6. Birthday treats are to be kept simple and shared by all classmates after eating regular lunch.** Birthday party invitations may be given at school if all students in the class are included.
7. Conversation at the lunch tables is not only permitted but desirable; however, loud talking, yelling, screaming, etc. are not acceptable.
- 9. No student is to throw any object – no matter how small.**
10. Students are not to take food from the cafeteria.
- 11. Cafeteria violations will result in a student being issued a Cafeteria Violation Letter that will be sent to the parent notifying the parent of the consequences of the behavior.**

QUIET GUIDELINES

The following *quiet* guidelines, developed by the teachers, must be followed:

- 1. In classrooms:** Level appropriate to educational activity as long as it meets these criteria:
 - A. Educational emphasis
 - B. Not disturbing to other classes
- 2. In hallways:** Silence because of respect due to others in classrooms. Teachers are to escort classes to and from specials (art, music, gym & Spanish).
*Areas of concern - To and from gym, restrooms, music, cafeteria, and church
- 3. In cafeteria:** Normal speaking voices.
- 4. Library:** Quiet appropriate to activity and not disturbing to any other student.

COMMUNICATION WITH TEACHERS

Teachers are available for a certain length of time **AFTER** school; however, an appointment should be made if a conference is desired. Teachers' home phone numbers will not be given at any time through the office. Please do not call teachers at home. It may happen that a volunteer is unable to come to school at their scheduled time. That volunteer should notify the teacher. In this way, the activities planned by the teacher can be carried out without disruption. Teachers will also notify a volunteer parent if schedules change.

CUSTODY

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

CURRICULUM

RELIGIOUS EDUCATION

Religious education is the essence of the Catholic school. Through the transmission of Catholic doctrine and Christian living within the school, the school aims to assist parents in their task of moral and religious development of their children.

Religion classes are conducted for all students enrolled at St. Peter School. Grades are given based on class participation and retention of subject matter taught. Incorporated into each grade's class are Eucharistic Liturgies. Children have the opportunity to receive the Sacrament of Reconciliation during Advent and Lent. They receive practical instruction on all Church seasons.

All students are required to participate in the Religious Education Classes. Non-Catholic students are not permitted to receive the sacraments, however, they are expected to be reverent during all religious activities.

ACADEMICS

St. Peter's School offers a strong academic program as well as a well-rounded program in Art, Music, Computer Science and Physical Education for students K through 8. We follow the Archdiocese Course of Study in all subject areas.

Positive attitudes and a basic foundation in all academic subjects provide students with skills necessary to meet many challenges in today's society. Children are challenged to develop their individual abilities and talents to their greatest potential. Students work at grade level, above grade level, and below grade level depending on each student's need.

The encouragement and development of both responsibility and self-discipline are important aspects of the program. Teachers who are caring and responsive work together with the administrator to provide an atmosphere supportive of Christian principles and learning. Manners are expected and a good self-image is nurtured. Respect of the person, property, and beliefs of all members of the school community is emphasized.

The Kindergarten Program stresses total readiness of each child. The Kindergarten teacher emphasizes listening skills, basic pre-reading and number concepts as well as socialization skills in an effort to prepare each child physically, mentally, emotionally, and socially for entering FIRST GRADE. All kindergarten students must be 5 years old by September 30 to be admitted to St. Peter in Chains School.

STUDENT CLASS PLACEMENT POLICY

All classes are similarly grouped. In no way do we want to identify a given section as the best class, etc. These are the primary factors used in compiling student class sections:

Academics	Psychologist Input
Behavioral Concerns	Speech Therapist Input
Gender	Social Balance
Medical Concerns	Teacher Input
Personality	
Special Needs Student	

Parents who have serious concerns relating to any of the given factors in reference to their child may submit a written statement to be considered in the initial stages of planning. Letters must be submitted on or before the last school day of April.

For educational and individual developmental reasons, twins may be placed into different classrooms after the third grade.

Final placement of all students into class sections is the responsibility of the classroom teachers with final approval by the principal.

FIELD TRIPS

Several times a year each class has presentations by community resource persons as well as field trip experiences. These activities are a privilege, not a right, and are integral to assist the learning for life which must be expanded beyond the classroom. Since field trips are privileges, students shall be denied participation if they fail to meet academic or behavioral requirements. The school principal, and any school personnel will not be held responsible for any accident sustained at the event, or in the transportation of the student or students to and from the event. A completed and signed form provided by the school is required for students to participate in field trips. Telephone permission **WILL NOT** be accepted. Those not complying with the due date will not take part in a particular field trip. Parents who chaperone are responsible for those children with whom they are working. In order to focus attention on those children, parents are not allowed to bring younger siblings to school or on field trips.

WHO IS A VOLUNTEER

A “volunteer” as defined by the Decree means a catechist, scout leader, coach, server coordinator, etc., who functions in a regular, significant relationship with children. This includes student teachers and others in a similar capacity.

ALL VOLUNTEERS of St. Peter in Chains School must have completed the child protection decree. This Decree is two fold:

1. Fingerprinting (only at an archdiocesan site.)
2. Child Protection Class

Please visit the website @ www.catholiccincinnati.org for a complete schedule of classes and fingerprinting sessions.

FIRE, TORNADO AND LOCK DOWN DRILLS ARE CONDUCTED ACCORDING TO STATE GUIDELINES

Fire and tornado drills are conducted on a regular basis throughout the school year. Procedures for fire/tornado drills are posted in each classroom.

GYM CLASSES

If for some reason a child cannot take part in GYM classes for a given length of time or permanently, this must be indicated in writing to the Office. Students in grades K-3 are not required but encouraged to wear gym clothes. It is mandatory for grades 4-8 students to wear gym clothes.

HEALTH AND SAFETY

1. All children attending St. Peter in Chains School must have proper immunization and booster shots as required by State Law.
2. Routine Vision and Hearing tests are administered at regular intervals. If you feel your child needs a test, you are free to request it.
3. Complete health records are maintained by the Hamilton City School Nurse.
4. If a child must have medication at school, either prescription or non-prescription, it is necessary that the parent complete the required form before it may be dispensed to the child. The medication must be brought to the school office by the parent and kept in the school office. The child must take the medication in the presence of a staff employee in the office. Parents are also required to personally collect the medicine if it is no longer to be given.
5. No child may carry on his/her person ANY medication and he/she may never give any medication to another child.
6. If a child becomes ill or is hurt at school, the parents will be called by school personnel. If the parents cannot be contacted, we will follow the instructions on the EMERGENCY CARD. It is imperative to keep all EMERGENCY CARDS updated. Please call the office with any changes throughout the school year.

7. ALL students entering the 7th grade must have a second dose of measles, mumps, and rubella vaccine. (This includes students who already attend St. Peter's and all incoming students.)
8. The State of Ohio requires an additional Tdap booster for incoming 7th graders before beginning their 7th grade year.

EMERGENCY SCHOOL CLOSING

Emergency school closings or delayed openings due to severe weather conditions or building problems will be broadcast over the following communications networks: **WMOH – 1450; WLWT – Channel 5 or 6 and Channel 12**. The announcement will be made on the early morning news as soon as a decision is made. Should early dismissal be necessary, this announcement will be made over the same stations. Please listen to your radio or TV station for this information. Bus transportation dictates our closing of school; therefore, if Hamilton City Schools are open we likely will also be in session. When there is cancellation of school, previously scheduled student activities will be canceled. It is permissible for the building to be used for student activities but there must not be required or compulsory attendance. Information regarding closing or delay of school can also be found on our web page.

VISITORS

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

INSPECTION OF SCHOOL PROPERTY

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

CELL PHONES

We realize that there may be a need for some students to carry cell phones to school. The student is to bring the **cell phone to the office** upon entering the school if they are in the main building (**grades K-6**). They will then pick it up on their way out of the school.

The **Junior High students** will give their phones to their **homeroom teacher** upon entering the building and collect it at the end of the day. If a student does not follow the procedure, the phone will be taken from the student and a parent will arrange a time with the principal for the phone to be retrieved. A second offense will result in further consequences related to the code of conduct.

LOST AND FOUND

Hats, coats, lunch boxes, boots, and all other personal property should be marked with a child's full name so that the lost article can be returned promptly. The Lost and Found is located in the school office. Lost and found articles not claimed by the end of each month will be donated to a charity.

CLASS INTERRUPTIONS

Parents shall not "drop in" on teachers or classrooms before, during, or at the end of the school day. Parents desiring to observe classes may do so by making arrangements through the principal.

Items for students are to be brought to the school office for delivery to the classroom. Students are not called away from class to receive telephone calls. Messages will be delivered to the classrooms.

COMPLAINT PROCEDURE

If a problem arises at school that you feel demands immediate attention:

1. Call the office to arrange a conference with the teacher.
2. Call the office to arrange a conference with the principal and/or teacher and principal.
3. If satisfaction has not been achieved then a conference with the principal and the pastor should be scheduled.

In order for any complaint to be properly handled, you must adhere to the above procedures. There will be no exceptions.

REPORT OF PUPIL PROGRESS

Interim reports will be sent to the parents of K-2 students. Please sign and return it within 3 working days. Dates of interims may be found on the school calendar.

Parents of children in grades 3-8 can access Edline to view their child’s progress. Teachers will continually update Edline with test scores, missing or late assignments, student memos or noteworthy dates for classroom events.

Parents as well as students should study the code used in reporting and evaluating the work performed. If unsatisfactory is indicated, the parent and child, along with the teacher, should take some action in an effort to bring about improvement in the specific area.

Report Cards will be issued at each trimester. After studying the report card carefully with your child sign the parent signature portion and return it to the homeroom teacher within 3 working days. The signature indicates that the parent has seen the card but not necessarily that he/she is satisfied with the work of the child. Try to discover the cause of the failure from the teacher by requesting a conference.

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

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

HONOR ROLL POLICY

St. Peter in Chains School Policy for establishing the Honor Roll is in Junior High only.

HONOR ROLL is based on a point system. There are **148 points** possible.

- HIGH HONORS:** Those students receiving 148 out of 148 points will be listed as having achieved **High Honors**.
- 1ST HONORS:** Those students receiving 139 to 147 points will be listed as having achieved **1st Honors**.
- 2ND HONORS:** Those students receiving 130 to 138 points will be listed as having achieved **2nd Honors**.

Students receiving a “3” (Needs Improvement) may not qualify for the nine week honor roll.

INCOMPLETE GRADES

In the event that a student receives an incomplete "I" on a report card, it is the responsibility of the student to consult with the teacher about completing the necessary work to receive a grade. If incomplete work is not made up within two weeks the "I" will be treated as a failure and the opportunity to make up the work is voided. Extenuating circumstances must be brought to the attention of the teacher and principal.

PROMOTION/RETENTION/PLACEMENT

1. Recommendation to retain a student will be made when staff believes it is educationally best. Parents will be notified as soon as the teacher is aware of the possibility of retention.
2. Students considered for retention may be referred to the psychologist by the teacher or parent for an evaluation or consultation. Areas to be considered would include academic, cognitive, social/emotional, and maturation.
3. A conference with the teachers, principal, parents, and other support personnel may be conducted after the evaluation.
4. No child will be retained in any grade level without prior consultation with teachers, support personnel, principal, and parents.
5. In grades 1, 2, & 3, retention will be based primarily on reading but math ability will also be considered.
6. In grades 4 through 8, retention will be based on the major academic subjects: Religion, Math, Language Arts, Social Studies, and Science. A child would be considered for retention when she/he does not maintain a satisfactory performance, which is defined as maintaining at least a D (70-76) average for the school year in the 5 major subject areas.
7. Written confirmation of the final decision as to whether a child will be retained will be given to the parents, a copy will be placed in the student's file after it is signed by the teachers, principal, and parents.
8. Placement in the next grade can result when the school and the parents agree that the student has not successfully completed the previous grade's course work but would not benefit from retention. Summer school or tutoring is necessary in the academic subject/s which the student did not maintain a D average. Proof of completed work is to be presented to the principal one week before school resumes in August.
9. Placement is not the same as promotion and therefore students being placed are not eligible for awards and ceremonies associated with promotion. These activities include but are not limited to scholarship and graduations.

DISCIPLINE PROCEDURE FOR ST. PETER IN CHAINS SCHOOL

St. Peter in Chains students must show respect to teachers, all school personnel, and fellow students in order to support the integrity of the instructional process. Mutual courtesy is to be extended to all in imitation of Christ.

The goals of the discipline procedure are:

- to reduce the incidents of inappropriate conduct
- to conserve learning/instructional time
- to provide parents with timely notification when their child breaks a rule
- to distinguish degrees of misconduct and attach proportional sanctions
- to liberate well-behaved students from the distractions caused by others

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

CODE OF CONDUCT

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

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

Conduct Point System

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

Class I – (Expunged at each trimester) Will result in the issuance of one (1) conduct point slip. An accumulation of three (3) conduct points will result in a detention.

1. Class disruption/minor misbehavior elsewhere
2. Copying a parents signature (grades K-3)
3. Failure to follow teacher/adult directions
4. Chewing gum in the school or on school grounds before, during, or after school hours.
5. Consumption of food/drink outside the lunchroom without permission
6. Loitering
7. Failure to produce assignments when requested.
8. Failure to bring required materials to class
9. Failure to follow dress code.

Class II – (Expunged at 2nd trimester) Will result in the issuance of a three (3) conduct point slip and a detention. Teacher will contact a parent (prior to student’s arrival home, if possible) on day of issuance.

10. Hurtful acts, words or other behavior such as name-calling, intimidation, shunning committed by one or more children against another
11. Use of demeaning, profane, or inappropriate words or gestures
12. Violation of safety rules
13. Lying, cheating, plagiarism
14. Violations of internet acceptable use policy
15. Misbehavior on outings or off-grounds while in uniform.
16. Forgery
17. Repeated violations of dress code

Class III – Will result in the issuance of a five (5) conduct point slip and a detention. Teacher will attempt to contact parent (prior to student’s arrival home, if possible) on day of issuance.

18. Defiance of school personnel or one in authority
19. Disrespect, misuse, and/or destruction of school and/or another’s property
20. Leaving school grounds/field trip without permission
21. Fighting/Disorderly conduct/Unruliness
22. Sexual harassment (repeated persecution by besetting with sexual annoyances, threats, or demands)
23. Sexual misconduct (public displays of affection)

Class IV- Will result in immediate suspension and issuance of fifteen (15) conduct point slip. Teacher will contact a parent (prior to student’s arrival home, if possible) on day of issuance.

24. Theft of a serious nature
25. Possession of and/or use of alcohol, drugs, tobacco
26. Possession of weapons or their simulations
27. Actual or threatened physical or sexual assault against the dignity of another person.
28. Violation of safety rules with malicious intent with major consequences (e.g. rock thrown, eye injury)

(6) conduct points - homeroom teacher phones parents/guardians. Conduct Report Form Level 1 completed by teacher after the phone call, mailed to parent, and a copy kept on file in principal's office.

(9) conduct points – homeroom teacher phones parents/guardians. Principal arranges a conference to be held as soon as possible involving principal, student, his/her parent/guardians, and the teachers. Conduct Report Form Level II completed. The student will be placed on a **one-day in-school supervised suspension** doing schoolwork provided for him/her, turned in the next school day. **The student will meet with the principal** prior to returning to class. Credit will be given for all work done the prior day and homework the prior night. Student is ineligible for extracurricular participation for one week

(12) conduct points - Principals Advisory Group* meets to develop a course of action in the form of a **contract to be followed by the student** which will include a **two-day out-of-school suspension**. No credit will be given for class work, tests, and quizzes falling due or administered during the suspension period. Conduct Report Form Level III completed. **The principal will meet with the parent and student to sign the contract. A student's failure to abide by the contract will jeopardize his/her continued enrollment at St. Peter in Chains School.** *composed of one teacher each from primary, intermediate, and junior high grades; appointed by principal to serve a term of one school year. Student is ineligible for extracurricular participation for an additional week (no concurrent ineligibility).

(15) conduct points, the parent/guardian will be notified, by phone and in writing, informing them of their child's accumulation. A meeting is to be held as soon as possible to include the principal, the student, his/her parents/guardian, and the teachers. The principal will detail the chronology of accumulated points; principal will detail the ways in which the behavioral contract of preceding level, if any, has been violated. Conduct Report Form Level IV will be completed. **The principal will impose a three-day out-of-school suspension. No credit given** for missed work, tests, quizzes as in (12) above. **Student is ineligible for extracurricular participation for four weeks (no concurrent ineligibility). Principal may move for expulsion unilaterally or may convene the Discipline Committee* for further deliberation. Principal and Pastor will consider committee's recommendation, make a decision, and inform parents and Archdiocesan superintendent of the outcome of the process.**

Archdiocesan school policy #308.02 f states "Parents who believe their child has been expelled from the school for insufficient reason have the right to appeal, in writing, to the Superintendent." (1996)

*composed of three individuals with no children enrolled in the day school selected by the principal each August to serve a one year, renewable term. Expulsion Committee will conduct a hearing and make a recommendation to the principal.

Procedure for Sending Home Conduct Point and Detention Slips

- The white and pink copies are sent home and the yellow copy is kept by the teacher. The signed white copy is returned the following morning to the homeroom teacher and the pink copy is kept by the parent. The teacher places the signed white copy in the attendance folder in the morning. The white copy is filed in the school office.
- Failure to return a signed conduct point slip or detention slip the next school day results in a detention.

DETENTION PROCEDURE

Detentions are issued by the staff as part of the conduct reporting system. Detentions are served before or after school and will be served within two days after the student receives a detention. If serving detention is an inconvenience to the student and/or family, he/she should obey the rules and there will not be an assigned detention. The principal's decision will be final in all behavioral and academic related matters.

1. For a before school detention, **Intermediate and Jr. High** students must be in the designated room by 6:40 a.m. and remain until 7:20 a.m.

2. For after school detention, **Intermediate and Jr. High** students must be in their designated room by 2:15 p.m. and remain until 3:15 p.m. **Primary** students must be in their designated room by 2:15 p.m. and remain until 2:45 p.m.
3. Students are not to leave school grounds prior to the beginning of the detention period.
4. Students are not permitted in the school building (hallways, classrooms, lockers, etc.) after their detention has been served.
5. Students having more than one detention assigned for a given day will have the additional detention assigned on the next day.
6. Disruption during the detention period will result in the student being assigned an additional detention.
7. Failure to serve a detention without an excused reason will result in an additional detention being assigned. Should either of these two detentions not be served the student will be suspended.
8. Students requesting a change of date for serving a detention must bring a written request from a parent or guardian stating the reason a change is needed.
9. The teacher who gives the detention will monitor the detention.
10. When detentions no longer serve as a means of changing behavior the student will do service work in the school. This service work may be assigned on a Saturday.

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

The principal and/or Principal's Advisory Group may refer any activity deemed to be of a criminal nature to the police. The police, in turn, may either cite the student into the Butler County Juvenile Court or, for first-time non-violent offenders, into the Juvenile Diversion Program, ordinarily a ninety-day course of counseling. Referral to Juvenile Court in lieu of the Diversion Program or outright release is reserved for repeat offenders and more serious violations including 1) an offense that would be a felony if committed by an adult 2) assault 3) sex offenses 4) weapons offenses.

Ineligibility for Sports and Other Parish-sponsored Activities

Participation in school or parish-sponsored activities (e.g. field trips, enrichment activities, out-of-uniform days, and other extracurricular activities including athletics) is a privilege, not a right, and is limited to students whose in-school conduct earns him/her the privilege. Therefore students render themselves ineligible for the above activities according to the following table:

9 conduct points - ineligible for one week from the date of issuance.*

12 conduct points - ineligible for an additional one (1) week to begin immediately after the first period of ineligibility (no concurrent ineligibility)

15 conduct points - ineligible for four weeks

Upon receiving written notice, the student will deliver said notice of ineligibility bearing the principal's signature to the coach or activity moderator at the team's or group's next practice or meeting. The coach/moderator will certify having upheld the ineligibility by signing the notice and returning it to the principal at the conclusion of the period of ineligibility. Furthermore, for sports, the principal will inform the CYO president of the impending ineligibility. Coaches/moderators who fail to cooperate may be suspended from service. While conduct points do not carry over to the next school year, an ineligibility will carry over (e.g. when a student earns an ineligibility in May or June, it will be carried out in fall sports/activities.) A suspension automatically disqualifies a junior high student from attending the next CYO social.

PROCESS FOR SUSPENSION

Suspension statement – No student shall be suspended from school for more than two consecutive weeks. Each case will be judged individually, taking into account all known circumstances surrounding the offense. Should circumstances warrant, other disciplinary action may be used in place of or in addition to suspension.

ONE, TWO, OR THREE DAY SUSPENSION

The principal will notify the parents by phone that the student will be suspended the following day for one, two, or three days. If contact cannot be made immediately, suspension will be delayed until such communication to the parent can be made. At the discretion of the principal, the student may be removed from regular classes pending parental contact. A one day suspension will be served in school. More than a one day suspension will be served out of school. The student will be supervised in a classroom by a teacher in the main building.

ROLE OF THE PARENTS

- Supply encouragement regularly to your child and his/her education.
 - a) Provide rest, food, shelter, proper dress, and school supplies for your child.
 - b) Encourage learning and good study habits.
 - c) Check homework and ask about daily events.
 - d) Provide emotional support for your child.
 - e) Promote good interpersonal and social skills.
 - f) Help your child set realistic goals and work together to achieve these goals.
- Insure promptness and regular attendance at school.
- Be part of a team effort with teachers and support school policies.
- See Christ in teachers, staff, and treat them accordingly.
- Refrain from gossip and public criticism, especially in the presence of children. Hold the teachers and the school's rules in high regard. Your child will react accordingly. Criticism of school personnel only reinforces the lack of respect and responsibility that is common in our society. It also encourages children to do what they want without consideration for the general good of the school.
- Set a good example for your children.
 - a) Provide a Christian home life for your child.
 - b) Attend Mass regularly
 - c) Participate in religious and parish functions.
- Insist that your child behave in a manner that does not deny another student his/her right to learn. Be aware that children may act differently in different situations and under different supervision.
- Be aware of outside influences that could negatively affect your child. Examples: movies, music, TV, video games, peer groups, etc.
- Inform the school of any unusual circumstances that might impact your child's learning and influence his/her behavior.
- Communicate with the teacher first in the event of any question or problem.
- Recognize that the school is part of the parish community. The privilege of receiving an education at St. Peter in Chains is funded by all members of the church community.

ROLE OF THE STUDENT

- Give your best effort each day and be willing to learn.
- Behave in a manner that allows all students an opportunity to learn.
- Accept responsibility for your own actions and their consequences.
 - a) Know, understand, and practice classroom rules.
 - b) Be honest, do your own work.
 - c) Respect the property of St. Peter in Chains School, others, and your own.
 - d) Think for yourself, be proud of yourself, and strive to make wise choices.
- Be prepared each day with completed assignments, proper dress, necessary supplies, and a positive Christian attitude.
- See Christ in teachers, staff, and fellow students, and treat them accordingly.
- Let teachers know if you have a problem that could interfere with your learning.
- Recognize that attendance at St. Peter in Chains School is a gift from your parents and parish members, and a PRIVILEGE.
 - a) Be proud of your school and get involved constructively.
 - b) Represent St. Peter in Chains School in a proper manner.

ROLE OF STAFF

- Will be their professional best each day.
- Will recognize and use motivational techniques.
- Will use consistent classroom rules.
- Will pursue ongoing professional development.
- Will recognize and respond to the uniqueness of each child in a positive way.
- Will see Christ in students, staff, and parents and treat them with fairness, consistency, and respect.
- Will encourage open and free flowing communication with students and parents, responding to academic and behavioral issues in a timely manner.
- Will always respect the confidentiality of each child and their parents.

HOW TO PREVENT SCHOOL BULLYING

(Adapted from “Preventing Bullying: A Manual for School and Published by the U.S. Dept. of Education)

Because of the recent incidents of school violence, bullying has become a matter of concern for a number of school stakeholders.

What Is Bullying

Bullying among children is commonly defined as intentional, repeated hurtful acts, words or other behavior—such as name calling, threatening, and/or shunning—committed by one or more children against another.

Bullying may be physical, verbal, emotional, or sexual in nature. For example:

- Physical bullying includes punching, poking, strangling, hair pulling, beating, biting, and excessive tickling.
- Verbal bullying includes hurtful name-calling, teasing, and gossip.
- Emotional bullying includes rejecting; terrorizing; extorting; defaming; humiliating; blackmailing; rating or ranking of personal characteristic such as race, disability, ethnicity, or perceived sexual orientation; manipulating friendships; isolating; ostracizing; and peer pressure.
- Sexual bullying includes many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact and sexual assault.

Bullies attend school less frequently and are more likely to drop out of school than other students. Several studies suggest that bullying in early childhood may be an early sign of the developing of violent tendencies, delinquency, and criminality.

Student Interventions

Students may not know what to do when they observe a classmate being bullied or experience such victimization themselves. Classroom discussions and activities may help students develop a variety of appropriate actions that they can take when they witness or experience such victimization. For instance, depending on the situation and their own level of comfort, students can do the following:

- Seek immediate help from an adult and report bullying and victimization incidents to school personnel.
- Speak up and/or offer support to the victim when they see him or her being bullied (e.g., picking up the victim's books and handing them to him or her).
- Privately support those being hurt with words of kindness or condolence.
- Express disapproval of bullying behavior by not joining in the laughter, teasing, or spreading of rumors or gossip.
- Attempt to defuse problem situations either single handedly or in a group (e.g., by taking the bully aside and asking him or her to "cool it").

Parent Interventions

The best protection parents can offer their children who are involved in a bully-victim conflict is to foster their child's confidence and independence and to be willing to take action when needed. The following suggestions are offered to help parents identify appropriate responses to conflict experienced by their children at school:

- Be careful not to convey to a child who is being victimized that something is wrong with him or her or that he or she deserves such treatment. When a child is subjected to abuse from his or her peers, it is not fair to fault the child's social skills. Respect is a basic right: All children are entitled to courteous and respectful treatment. Convince your child that he or she is not at fault and that the bully's behavior is the source of the problem.
- It is appropriate to call the school if your child is involved in a conflict as either a victim or a bully. Work collaboratively with school personnel to address the problem. Keep records of incidents so that you can be specific in your discussion with school personnel about your child's experiences at school.
- You may wish to arrange a conference with a teacher, principal, or counselor. School personnel may be able to offer some practical advice to help you or your child. They may also be able to intervene directly with each of the participants. School personnel may have observed the conflict firsthand and may be able to corroborate your child's version of the incident, making it harder for the bully or the bully's parents to deny its authenticity.
- Offer support to your child, but do not encourage dependence on you. Rescuing your child from challenges, or assuming responsibility yourself when things are not going well, does not teach your child independence. The more choices a child has to make, the more he or she develops independence, and independence can contribute to self-confidence.
- Do not encourage your child to be aggressive or to strike back. Chances are that it is not his or her nature to do so. Rather, teach your child to be assertive. A bully often is looking for an indication that his or her threats and intimidation are working. Tears or passive acceptance only reinforces the bully's behavior. A child who does not respond as the bully desires is not likely to be chosen as a victim. For example, children can be taught to respond to aggression with humor and assertions rather than acquiescence.
- Be patient. Conflict between children more than likely will not be resolved overnight. Be prepared to spend time with your child, encouraging your child to develop new interests or strengthen existing talents and skills that will help develop and improve his or her self-esteem. Also help your child to develop new or bolster existing friendships. Friends often serve as buffers to bullying.

TRANSPORTATION

Students shall not violate any rules established by the Hamilton City, Fairfield, Talawanda, New Miami, Edgewood, Lakota, or Ross Districts for the purpose of safety and student control while riding school buses.

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

In the event it is necessary to refuse a student bus transportation, the principal will notify the public school officials, the bus driver, and the parents, of the action, together with a written resume of the misconduct. Until such time as the school authorities have received assurance from the parents of the future good conduct on the part of the student and the bus driver has been so advised, the driver shall not permit the student to board the bus.

BUS TRANSPORTATION

1. The school bus driver's main job is to focus his/her attention on driving the bus in order to transport children safely to and from school.
2. Passengers will get on and off the bus in an orderly, safe manner without pushing, hitting, or yelling at other students.
3. To prevent injury to students in the event the bus is forced to stop suddenly, passengers will remain seated until the bus stops.
4. Passengers will keep feet and arms out of the aisle in order to prevent injury to other students.
5. Passengers will not throw objects inside the bus or out the windows. Thrown objects can result in harm to other passengers and/or pedestrians or vehicles.
6. The bus driver must be able to hear traffic sounds outside the bus. Therefore, passengers will talk in normal tones.
7. When bus windows are open, no passenger will extend his/her arms or any objects out of the open window.
8. Neither smoking nor lighting of matches or lighters is permitted because of the danger of fire to the occupants.
9. Children will sit quietly, making room courteously for possibly three (3) passengers to a seat.
10. The bus driver may assign seats to one or all students on the bus.
11. Passengers will obey the bus driver at all times.
12. Passengers will practice the common courtesies and behave in a way that will insure the safety of other students riding the bus.
13. Bus drivers will submit written reports of misconduct when safety of other students is jeopardized.
14. Passengers will NOT use crude and/or obscene language and/or gestures.
15. Fighting may result in immediate loss of privilege to ride the bus for a specified length of time.
16. **Students must ride only their assigned bus.** The only exception will be students who are transported to a babysitter and have received permission from their dept. of transportation. Hamilton students will need to complete a babysitter form available in the school office. The bus companies wish to remind parents that deviation from the assigned bus stop must be approved in advance with a note signed by the parent and the school office.
If a child who usually rides the bus wishes to ride in a car pool, a note granting such permission by the parent must be given to the child's teacher and the office.
17. No child will be kept after school without the parent's knowledge and consent. Those remaining for extra-curricular activities will be the responsibility of the parents and/or the sponsoring supervisor upon dismissal.
18. Students choosing to exit from the bus through the emergency exit door will be suspended from school and considered for expulsion. If the act occurs within Hamilton City Limits the Hamilton Police Department will be notified. This violation and dangerous act will not be tolerated at anytime from any school district bus.

BUS CONTACT

Hamilton City Schools	(Desi Robinette) (Sallie Burkhardt)	887-5060
Talawanda City School	(Terry Williams)	273-3150
New Miami Schools	(Janice Sullivan)	863-1390
Edgewood City Schools	(Shane Swartz)	863-5288
Ross Schools	(Ron Mandery)	738-2900
Fairfield Schools	(Bill Westerbeck)	829-6603
Lakota	(Jeff Robertson)	755-5821

DRESS CODE

Students are expected to come to school **looking clean and neat**, and dressed in a manner that is accepted as being modest and in good taste for a serious learning environment. The dress code is conservative to avoid constant revision due to fads in clothing styles. We must keep in mind the word “uniform means the same”. Inappropriate dress will result in the student being sent to the office to correct the problem. Simple violations will be corrected by the student (wash off makeup, remove nail polish, etc.). Other violations will be corrected by the student receiving a conduct form. Hopefully this will not happen, but again we do expect students to conform to the policy. This dress code is to be followed on all school days unless an exception is made by the principal. When students are out of uniform, designation of changes will be given. Students should not assume they have total freedom of dress on these special occasions. Students are required to be in regular school uniform before and after gym classes. **Parents are expected to support the school’s policy by ensuring their son or daughter complies with the dress code.**

GENERAL GUIDELINES

- Since no list can be exhaustive, the principal will modify this code as needed. Pants, shorts, and skirts are to be worn at the waist. Sweatpants or wind pants may be worn under the jumper or skirt to and from school and during outdoor recess (October 15th through April 15th) but must be removed when in the building.
- These items are not permitted: Clogs, sandals, ankle or wrist bracelets, make-up, costume jewelry, painted nails, tattoos and body piercing.
- Shorts may be worn from April 1st through October 31st.
- If a t-shirt is worn under the knit shirt, it must be solid white with no printing.
- No long sleeve shirts under short sleeve blouses or knit shirts.
- Girls skirts must not be too tight around the waist. They must be buttoned at all times. No rolling of the skirt waistband.
- Boys and girls pants must be worn at the waist.
- Boys and girls pants may not be soiled, tight, torn or frayed.
- Regular white or navy crew socks are to be worn in grades K-5. No stripes, designs, or emblems.
- * Grades 6, 7 & 8 may wear white, navy or black ankle socks. They must be seen above the shoe.
- Students at St. Peter School are required to wear a name badge.
- Head bands are to be **simple**; (**simple means** narrow, plain solid color, no bling, bows, flowers). Simple school plaid head bands may be worn.
- Headbands are highly discouraged in Kindergarten because of the distraction.
- Banded shirts may be worn in all grades.

ITEM	BOYS	GIRLS
Pants & Shorts (Must be hemmed)	Navy Blue Parochial, Dress or Twill Fabric. If belts are worn they must be navy, brown, or black. Shorts may be worn slightly below the knee. Not Acceptable are jeans, outside stitching, rivets or cargo pants	
Jumpers, Skirts	N/A	Uniform Plaid Grades K-3 Jumper Grades 4-8 skirt NO shorter than 2 inches above the knee.
Blouses/Shirts/Knit Shirts	Solid White Cotton, Polyester or Broadcloth. Long or Short Sleeve. Button down or Lay-Down Collars. Tucked in at all times. Students in grades 4-8 wearing the Banded Waist Polo in white or green from Educational Outfitters will not have to tuck in shirts.	
Knit Shirts	2-3 Buttons with a collar. Long or Short Sleeve. Solid white with or without logo. Solid green with logo only. Tucked in at all times , unless wearing a banded waist polo.	
Turtlenecks	White Only! Can Only Be Worn with a Uniform Sweater or Sweatshirt.	
Sweaters - Crew Neck, Cardigans, Sweater Vests, V-neck	Navy Blue Only! NO oversized garments	
Sweatshirts, Fleece	Green or Navy Blue with St. Peter Logo. Grade 8 may wear their class sweatshirt.	
Shoes	Because of the steps in the buildings, shoes must be of a sturdy nature. Dress shoes or gym shoes must be worn. Shoes must be in good condition. Laces are to be tied. a. No boot styles may be worn (i.e. cowboy, army, hiking, etc.) b. No sandals or shoes without backs of any kind may be worn. c. Only flat-heeled shoes should be worn (i.e. no pumps, wedges, or platform heels or bling.)	
Socks	Plain White or Navy Blue Crew Socks See General Guidelines	Plain White or Navy Blue Crew Socks, Knee Socks or Leotards.
Jewelry	One simple silver or gold chain (with or without an acceptable charm). One watch, one ring. NO COSTUME JEWELRY!	One pair of post style earrings may be worn, one in the lower lobe of each ear. One simple silver or gold chain (with or without an acceptable charm). One watch, one ring. NO COSTUME JEWELRY!
Hair *Sculpting involves using gel, therefore, NO GEL may be used.	No facial hair. No sideburns below the middle of the ear. Hair must be neatly trimmed. No hair fads or designs. No dyed or bleached hair. Highlighting tastefully done will be acceptable. Hair may not cover the eyes and ears or touch the collar. *Hair Sculpting & head shaving are not permitted.	No hair fads or designs (for example dye or partial shaves). Sculpting of hair is not permitted. Hair may not cover the eyes. Highlighting tastefully done will be acceptable
Make-Up	No make-up. Clear nail polish only.	

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

GUIDELINES FOR ADMINISTRATION/DISPENSATION OF MEDICATION:

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

ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

1. The administration of any drug (prescription or over-the-counter) must have the order of the physician and the permission of the parent/guardian.
2. Written request must be obtained from the physician and the parent/guardian before any medication may be administered by school personnel. The request must include instructions as to name of medication, dosage, time, and duration of medication, and possible side effects.
3. Medication must be in original containers (child proof) and have an affixed label including the student's name, name of medication, dosage, instructions for administration, and time of administration.
4. The school secretary, nurse when in the school, and/or principal are responsible for the monitoring of medications.
5. No child may carry on his/her person ANY medication and he/she may never give any medication to another child. Physicians may order that a student carry an asthma inhaler for self administration. If this happens with your child, the form for "Dispensing Prescription Medications" must be used.
6. The medication will be kept in the Office and the student must come to the office for the required dosage.

The only forms to be used for DISPENSING PRESCRIPTION MEDICATIONS at St. Peter in Chains School must be requested from the school office by calling 863-0685.

St. Peter in Chains School has designated the following information as directory information and will release this information for students in Grades Five through Eight to the Archdiocesan School Office for distribution to Catholic high schools in the archdiocese, unless the parent/guardian has submitted a Request to Restrict Directory Information form to the school office prior to August 1, 2009 or at the time of registration, if registered after August 1, 2009.

Student name

Student address

Home phone number

Grade level

Gender

Parent e-mail

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

Request to Restrict Release of Directory Information

I choose to withhold permission to release any directory information for _____ to the Archdiocesan School office for distribution to Catholic High Schools within the Archdiocese. I understand that s/he may not receive information regarding high school enrollment, events or testing.
I further understand that I must renew this restriction annually.

Parent Signature

Date