



# PARENT/STUDENT HANDBOOK 2023-2024

## MISSION STATEMENT

*The mission of St. Peter in Chains School is to cultivate in our students an intellectual curiosity, civic consciousness, commitment to Catholic social teachings, and preparedness to meet the challenges of the future. In the mold of St. Peter, we seek to form students as Christian leaders, enthusiastic in their response to the Gospel message of Jesus Christ and able to put into practice this message as it applies to life in the 21<sup>st</sup> 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 that exists between school and home, and we dedicate our continued efforts to maintain and increase this communication.

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

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

Sincerely,  
Administration and Staff  
St. Peter in Chains School  
Phone 863-0685  
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[andersonj@stpeterinchains.org](mailto:andersonj@stpeterinchains.org)  
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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.

## **ADMISSION**

The order of admission shall be as follows:

**FIRST:** Children of parishioners and non-parishioners who were students the previous year and who have met tuition requirements, ***and who register by the in-house registration deadline. This policy is no longer in effect after the registration deadline.***

**SECOND:** Children of parishioners and non-parishioners who have brothers and sisters already in the school.

**THIRD:** Children of parishioners who were not students the previous year.

**FOURTH:** Catholic children of non-parishioners who were not students the previous year.

**FIFTH:** Non-Catholic 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 March to measure the student's readiness for Kindergarten. If there is a question regarding the child's readiness, the teacher will confer with the parents. The principal reserves the right to delay entrance to St. Peter's kindergarten and grade 1.

## **NEW STUDENT ADMISSION**

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

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

### **KINDERGARTEN ADMISSION**

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

### **NON-DISCRIMINATION**

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

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

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

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

## **TUITION POLICY**

### **St. Peter in Chains Parish Parish Tuition Subsidy and Tuition Payment Policy *Adopted March 2020***

#### **Parish Subsidy Tuition Policy**

St. Peter in Chains Parish in Hamilton, Ohio will offer a tuition subsidy grant to registered families whose children attend St. Peter in Chains Catholic School and who meet the following criteria.

- It is expected that a family seeking a Catholic School Tuition Subsidy Grant will support the life of St. Peter in Chains Parish through good stewardship of time, talent and treasure, and by participating as much as is possible in the total life of the parish—spiritually, liturgically, ministerially, and socially. Our greatest treasure is Word and Sacrament, and our most important time is our time together. All of our talents are to be used to give glory and praise to God; therefore, the most important statement of membership is active attendance and participation in Sunday worship. The regular use of offering envelopes, regardless of the amount, is testimony of attendance and a statement to us that you are with us in our parish mission.
- Participation in Sunday worship and volunteering time and talent in liturgical ministry is also appreciated. Community involvement by participating as a Lector, Extraordinary Minister of Holy Communion, leader of Children's Liturgy of the Word (CLOW) leader, Usher, Sacristan, or member of the music ministry are welcome contributions to parish life. Catechetical/devotional participation in Bible study, parish faith formation programs, etc. is also considered participation in parish life.
- Fulfillment of these responsibilities during the current school year is used as the criteria for eligibility for the parish discount for the next school year.
- Families who are newly registered at St. Peter in Chains Parish will be charged the out-of-parish rate for the first trimester of the school year. At the end of the first trimester a review of your eligibility status for the Tuition Subsidy Grant will be completed. If the family is eligible the tuition rate will be adjusted to the discounted parish rate for the second and third trimester.
- Families who are newly registered at St. Peter in Chains Parish who had been actively involved in their previous parish may submit a letter from the pastor of their former parish stating their involvement at that parish. This letter should be mailed to the pastor of St. Peter in Chains Parish. Families should then call to schedule an appointment with the pastor to discuss their eligibility for the discounted parish member rate for the entire school year
- Participation in parish fundraising efforts is important to the continued support of Catholic Education.

Any family that is unwilling to meet any of the basic conditions will be defined as ineligible for a tuition subsidy grant and will be charged the full tuition rate.

## **Tuition Payment Policy**

### **St. Peter in Chains School**

St. Peter in Chains will continue to use FACTS tuition management system for payment processing. You can create your FACTS account by visiting <https://online.factsmgt.com/SignIn.aspx> and searching by zip code for St. Peter in Chains School. The school office will send letters with instructions regarding how to set up your FACTS account for the upcoming school year.

If you need to change a payment date or a payment is late, it is the responsibility of the parent or guardian to notify the business manager of the problem and to work out a payment schedule. Failure to pay will result in withholding of report cards and/or transfer of records and loss of class placement for the next school year.

If a student is withdrawn from school, the family is responsible for the entire tuition and fees through the end of the trimester in which the child was withdrawn.

#### **1. Additional Financial Aid Programs**

##### **A. Archdiocese of Cincinnati ~ Catholic Education Foundation**

These tuition assistance awards began with the 2017-2018 school year, and should continue for the 2022-2023 school year. Applications will be accepted sometime in January 2020. Although scholarships are need based, all families are welcome to apply. Applications are through FACTS Tuition Management Company. Visit [www.CatholicBestChoice.org](http://www.CatholicBestChoice.org) for more information.

##### **B. Ohio EdChoice program**

State funded financial grant/aid is available to families with qualifying income and families whose children would ordinarily attend a school currently listed as underperforming by the Ohio Department of Education. If you would like more information about this tuition assistance program, please contact the school office.

##### **C. St. Peter in Chains Parish Tuition Aid**

A limited amount of financial tuition assistance is available each year on the basis of financial need. Applications for needs based-financial assistance must be submitted through FACTS tuition management system.

Tuition Aid forms will be handled by using the **FACTS** system. Since this is the same system used by both Badin High School and the Archdiocese of Cincinnati's One Faith One Hope Tuition Assistance Program, only one FACTS application is needed, even if students are attending multiple schools within the Archdiocese of Cincinnati. (e.g. St. Peter in Chains and Badin High School). Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment. Early completion of this application is encouraged to ensure your application is reviewed for the Archdiocese award program. Applicants can apply online by clicking the FACTS link at [www.stpeterinchains.org](http://www.stpeterinchains.org). Should the FACTS fee be a problem for your family, please contact Elizabeth Moran, parish business manager, at 863-3938. Do not let this fee keep you from applying for aid.

## **STUDENT RECORDS**

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

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

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

## **CUSTODY**

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

## **WITHDRAWAL FROM SCHOOL**

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

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

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

## **ARRIVAL AND DISMISSAL PROCEDURES**

### **SCHOOL HOURS**

School hours are 7:30 am to 2:10 pm. The side school doors will open and students may enter the building at 7:05am and will proceed directly to their classrooms. Please do not drop your children off prior to 7:05am. School will start promptly at 7:30am. **Students are expected to be in their seats in the classroom before the 7:30am bell or they are tardy.**

### **ARRIVAL PROCEDURE**

#### **Car Riders**

Students arriving by car prior to 7:30 am must be dropped off in the parking lot and enter the building through the side door to Wiegand Hall (gymnasium). Please pull your car forward to allow additional cars to enter the parking lot and encourage your child/ren to be ready to exit the car quickly. **DO NO PASS OTHER CARS** in the line as this poses a safety risk for our children. If your child needs additional time or help to get out of the car, please wait until it's your turn, then slowly pull forward and park in one of the spaces in the back section of the parking lot so as not to delay others who are waiting in line. You can then walk your child to the bottom of the steps.

Please exit right to exit through the alley onto Elvin Street. This will allow for a smooth traffic flow and will keep everyone safe. Please remember to be a good neighbor and exit through the alley way slowly, allowing for neighbors to exit their garages as necessary.



### **Bus Riders**

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

### **DISMISSAL PROCEDURE**

#### **Car Riders**

All students departing by car will be picked up on the parking lot next to Wiegand Hall. Please follow the car rider dismissal discussed at the start of the school year for easy and safe exiting. Students will stand in the **safe zone** until they are met by parents. **Parents are required to come to the safe zone and walk with children to vehicles.** [DISMISSAL PROCEDURE PARKING LOT DISMISSAL](#)

#### **Bus Riders**

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

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

### **SECURITY**

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

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

### **DAILY ATTENDANCE**

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

State law requires that you call the school to report your child's absence. It is requested that you make this call **by 7:45 am**. If a call is not received in the school office by this time, the school secretary/designee will call home or place of business to assure us of the whereabouts of your child.

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

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

Any student arriving after 7:30 am for school must report to the office to receive a tardy slip to get into class. The child must present the slip to the homeroom teacher. Any student not IN their classroom seat at 7:30 am is considered tardy. We highly recommend that students be dropped off before 7:25am.

Students arriving between 7:30 a.m. and 8:30 a.m. or dismissing between 1:15 p.m. and 2:15 p.m. will be marked tardy. Students who miss more than one hour (up to three hours) at any time during the school day will be marked ½ day absent.

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

Please avoid doctor/dentist/orthodontist appointments during school hours if at all possible as this causes students to miss valuable instructional time. **\*\*In order for a tardy or absence to be excused for a doctor's appointment, a doctor's note must be presented after the appointment.**

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

**Please note the following policy regarding tardiness to school:**

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

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

### **FAMILY VACATIONS**

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

### **HIGH SCHOOL SHADOW DAYS**

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

## **RELIGIOUS EDUCATION**

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

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

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

## **ACADEMICS**

St. Peter's School adheres to the Archdiocesan Graded Course of Study and offers a rigorous, well-rounded academic program that includes Religion, Mathematics, Language Arts, Science, Social Studies, Physical Education, Spanish, Art, Music, STEM, and Technology skills. The curricular program, led by outstanding teacher instruction, will provide students with skills necessary to meet many challenges in today's society. Students work at/above/below grade level, depending on individual needs, and are encouraged and challenged to develop abilities and talents to their greatest potential.

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

## **PHYSICAL EDUCATION**

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

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

## **HOMEWORK GUIDELINES**

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

Each student is required to write all homework assignments in an assignment notebook, and to bring the notebook home each night. Homework assignments will be communicated to students by their classroom teachers.

Homework guidelines are as follows:

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

### **MAKE-UP ASSIGNMENTS**

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

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

### **MISSING ASSIGNMENTS**

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

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

### **AFTER SCHOOL ACTIVITIES**

Students who are involved in after school activities will exit the building with their class and meet the coach/advisor on the front steps of the gymnasium, or in case of inclement weather, will meet the coach/advisor in front of the office. The students then become the responsibility of the parent and the coach/advisor. **Students should remain in the area where their activity is taking place and not enter classrooms or other areas of the school.**

### **CARE OF TEXTBOOKS**

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

### **LIBRARY BOOKS**

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

## **LUNCH**

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

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

Lunch menu is available on the website [www.stpeterhamilton.org](http://www.stpeterhamilton.org) a month ahead of time.  
Student's lunch times are:

	<b><u>To Cafeteria</u></b>	<b><u>To Classroom</u></b>
<b>Grades K- 4</b>	11:10	11:54
<b>Grades 5- 8</b>	11:32	11:54

In order for our entire student body to get through the lunch period in a timely manner, certain procedures have been established. No visitors at lunch time. We have a system in place for students who have forgotten their lunches. The cost of this lunch is \$1.00 and will be invoiced the same day. If you need to drop off a forgotten lunch, please do so at the school office. We will take the lunch to your child's classroom in time for their lunch. **Bringing in fast food or sending it in a lunch box for your child is prohibited.**

Birthday treats at lunch time must be approved by the teacher in advance. **ALL birthday treats must be pre-packaged and not homemade.** Please check with the homeroom teacher for any students who may have allergies.

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. For safety purposes, there is no eating at recess time on the playground.

No chewing gum is permitted at any time.

## **COMMUNICATION WITH TEACHERS**

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

## **FIELD TRIPS**

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

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

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

### **VISITORS**

State law requires that **ALL visitors** must first report to the office and sign in when entering the building. All visitors will be required to check-in at the office upon entering the building. A visitor's pass will be issued by the office staff. Please wear it so it can easily be seen. Visitors must return the pass and sign out when leaving.

### **VOLUNTEERS**

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

1. Be signed up and approved with SAFE Parish.
2. Submit to the online Selection.com background check and be cleared by the Archdiocese of Cincinnati.
3. Be up to date on the SAFE Parish Articles and videos.

Please visit the website at [www.catholiccincinnati.org](http://www.catholiccincinnati.org) for more detailed information.

### **EMERGENCY DRILLS**

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

### **HEALTH AND SAFETY**

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

St. Peter in Chains School complies with the minimum immunization requirements set forth by R.C. 3313.671. Although St. Peter in Chains School complies with those minimum immunization requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a guardian's conscience or religious conviction objection or by revoking a previous exception. *Waivers only accepted for medical reasons with a physician's signature and approved by the Principal.*

## **MEDICATION**

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

## **ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL**

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

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

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

## **EMERGENCY SCHOOL CLOSING**

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

### **INSPECTION OF SCHOOL PROPERTY**

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

### **ELECTRONIC DEVICES**

We realize that there may be a need for some students to carry cell phones/smart watches to school. Students in grades K-8 who bring cell phones to school are **required** to *bring cell phones to the gym or grade level teacher* upon entering the school or to the school office if tardy and pick up phones at dismissal.

**If a student does not follow the procedure, the phone will be confiscated and returned to the parent/guardian. A second offense will result in further consequences related to the code of conduct.**

Smartwatches and other electronic devices **are not permitted.**

### **LOST AND FOUND**

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

### **CLASS INTERRUPTIONS**

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

Any items for students are to be brought to the school office for delivery to the classroom by a staff member.

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

### **COMPLAINT PROCEDURE**

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

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

### **REPORT OF PUPIL PROGRESS**

- Parents of students in Grades 2-8 may access the online student management system (OPTION C) to view student progress. Teachers will continually update OPTION C with test scores, missing or late assignments, student memos or noteworthy dates for classroom events. Parents and students should review grades. If unsatisfactory is indicated, the parent and child, along with the teacher, should take some action in an effort to bring about improvement in the specific area.



- Report Cards will be issued online after each trimester. Parents will be notified by email that report cards have been posted online.

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

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

### **INCOMPLETE GRADES**

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

### **PROMOTION/RETENTION/PLACEMENT**

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

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

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

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

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

## **BULLYING POLICY**

### **Harassment, Intimidation, & Bullying**

It is the policy of the Archdiocese of Cincinnati that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden. Each school must establish a written policy prohibiting harassment, intimidation, and bullying, and the policy should include the following:

- A statement prohibiting harassment, intimidation, and bullying, regardless of where, how, or when it takes place;
- A definition of harassment, intimidation, and bullying that includes the definition below;
- A procedure for students and parents/guardians to report prohibited incidents to teachers and school administrators;
- A requirement that school personnel report prohibited incidents they witness and/or receive reports on to the school principal or his/her designee;
- A procedure for responding to and investigating any reported incident;
- A requirement that school administrators notify the parent/guardian of any student engaged in harassment, intimidation, or bullying, as well as the parent/guardian of any student who is the victim of harassment, intimidation, or bullying;
- Each school's policy should prohibit the use of the school internet and computer system to engage in harassment, intimidation, and bullying;
- Each school's policy should explain that students who have been found to have engaged in harassment, intimidation, or bullying are subject to all disciplinary actions, including suspension and expulsion;
- Each school's policy should be publicized in all student/parent handbooks. All students and parents must agree to be bound by the terms of all student/parent handbooks, including the policy on harassment, intimidation, and bullying;
- School personnel should be informed of and familiar with the policy regarding harassment, intimidation, and bullying; and
- Each school's policy must be reflective of the Archdiocese of Cincinnati Decree on Child Protection.

### **Harassment, Intimidation, and Bullying Policy**

#### **General**

- It is the policy of St. Peter in Chains School (the "School") that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.
- The School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.
- The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

#### **Definition of Terms**

- "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- "Harassment, intimidation, or bullying" means either of the following:
  - Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
    - Causes mental or physical harm to the other student; and
    - is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

- Violence within a dating relationship.
- “Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
  - Causes mental or physical harm to the other student; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

### Types of Conduct

- Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:
  - Engaging in unsolicited and offensive or insulting behavior;
  - Physical violence and/or attacks;
  - Threats, taunts, and intimidation through words and/or gestures;
  - Extortion, damage, or stealing of money and/or possessions;
  - Exclusion from the peer group or spreading rumors; and
  - Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
    - Posting slurs on the Internet, websites, blogs, or social media/networks;
    - Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks; Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
    - Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

### Complaints

- Formal Complaints
  - Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.
- Informal Complaints
  - Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or

administrator shall be promptly forwarded to the principal or his/her designee.

- Anonymous Complaints
  - Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

#### School Personnel Responsibilities

- Teachers and Other School Staff
  - Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.
  - In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

- Administrator Responsibilities

- Investigation
  - The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.
  - Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.
- Response
  - Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.
  - When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.
  - Harassment, intimidation, and bullying behavior can take many forms and can vary

dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.

- Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.
- Reporting
  - Report to the Parent or Guardian of the Offender
    - If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.
  - Report to the Parent or Guardian of the Victim
    - If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.
  - Police and Child Protective Services
    - Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

#### Miscellaneous

- No discipline issued pursuant to any Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

## **DISCIPLINE PROCEDURE FOR ST. PETER IN CHAINS SCHOOL**

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

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

### **CODE OF CONDUCT**

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

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

#### **Conduct Point System**

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

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

- Minor misbehavior
- Copying a parent’s signature (grades K-3)
- Failure to follow directions
- Failure to produce assignments when due
- Failure to bring required materials to class
- Failure to follow dress code

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

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

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

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

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

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

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

**3 Conduct Points**

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

**5 Conduct Points**

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

**8 Conduct Points**

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

**10 Conduct Points**

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

**13 Conducts Points**

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

**15 Conduct Points**

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

**18 Conduct Points**

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

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

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

### **PROCEDURE FOR CONDUCT/DETENTION SLIPS**

- When a conduct slip is sent home, the parent is asked to sign it and return it to school the next day. If the conduct slip indicates a missing assignment, the missing assignment is due with the conduct slip the next day. See “Missing Assignments”, page 12.
- Failure to return a signed conduct point slip or detention slip the next school day results in an additional conduct point.

### **PROCEDURE FOR DETENTION**

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

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

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

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

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

### **PROCESS FOR SUSPENSION**

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

### **INELIGIBILITY FOR ATHLETICS AND OTHER PARISH-SPONSORED ACTIVITIES**

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

### **BUS TRANSPORTATION**

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

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

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



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

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

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

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

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

## CONTACTS

Hamilton City Schools	887-5060
Talawanda City School	273-3150
New Miami Schools	863-1390
Edgewood City Schools	867-3419
Ross School	738-2900
Fairfield Schools	829-6603
Lakota	755-5828

## DRESS CODE

Students are expected to come to school looking clean and neat, dressed in a manner that is accepted as being modest and in good taste for a serious learning environment. 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 dangling earrings, etc.). Other violations and repeated violations will result in conduct points.

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

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

### GENERAL GUIDELINES

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

- Pants, shorts, and skirts are to be worn at the waist and not rolled. Sweatpants or wind pants may be worn under the jumper or skirt to and from school and during outdoor recess but must be removed when in the building.
- Girls may wear cotton leggings to the ankle that are black, navy, or white under the skirt or jumper. Not alone. No athletic (spandex/work out type).
- Body piercings and/or tattoos (real or temporary) are not permitted.
- Uniform navy shorts may be worn from March 1 through November 30.
- If an undershirt is worn under the knit shirt, it must be **solid white** with no printing.
- No long sleeve shirts under short sleeve knit shirts.
- Attire may not be soiled, tight, torn, or frayed or oversized.
- Students are required to wear a name badge every day.
- Banded shirts may be worn in all grades.
- Grades K-3 – NO volleyball shorts/spandex shorts should be worn if taking uniform jumper/short off for PE Class.

### OUT OF UNIFORM DRESS CODE

There are several times throughout the year when students are allowed to dress out of uniform. Even when dressing out of uniform, students are expected to come to school looking clean, neat, and dressed in a manner that is accepted as being *modest and in good taste* for our school environment. The following should be kept in mind when selecting outfits for those days:

1. No tight clothing should be worn. This includes shirts, pants and shorts.
2. No yoga pants, tank tops, crop tops, leggings (**can wear leggings IF covered by an approved top that fully covers the buttocks**), No volleyball shorts/spandex
3. Shorts should cover the legs past the finger tips when arms are fully extended down.
4. Shoes should have a closed toe and back. No sandals or boots permitted. No Crocs. No Birkenstocks. No shoes with heels are permitted

Parents are expected to support the school's policy by ensuring their sons and daughters comply with the dress code. For students who come to school not meeting the dress code outlined above, they will be asked to call home for a change of clothes. If there are questions, please contact the school office.

DRESS CODE		
ITEM	BOYS	GIRLS
Pants & Shorts ( <b>Must</b> be hemmed)	Navy Blue Parochial, Dress or Twill Fabric. If belts are worn they <b>must</b> be navy, brown, or black. <b>NOT acceptable are jeans, outside stitching, rivets, joggers with elastic bottoms or cargo pants. Shorts should not be rolled at waist or leg to be made shorter</b>	
Jumpers, Skirts	N/A	Uniform Plaid Gr. K-3 wear Jumper ~ Gr. 4-8 wear the skirt <b>NO</b> shorter than 2 inches above the knee ( <b>should not be rolled to make shorter</b> )
Knit Shirts	Solid GREEN Cotton, Polyester or Broadcloth from uniform stores - <b>MUST have current school logo.</b> Long or Short Sleeve. 2-3 Buttons with a collar. <b>Shirts can be untucked. However, shirts cannot be oversized and need to maintain a neat appearance.</b> Dri-Fit "uniform" shirts with current school logo from uniform stores can be worn.	
Sweaters - Crew Neck, Cardigans, Sweater Vests, V-neck	Navy Blue or Hunter Green Only! (No gray or black) <b>NO</b> oversized garments	
Sweatshirts, Fleece	St. Peter uniform sweatshirts and fleece from Schoolbelles or Shaheens <b>ONLY.</b> Current 8 <sup>th</sup> graders may wear THEIR class sweatshirt or t-shirt. No sibling's sweatshirts M-TH (it is considered spirit wear)	
Shoes	Shoes must be of a sturdy nature and include a closed toe and flat heel. Dress shoes or gym shoes must be worn and may not include lights. Shoes must be in good condition. Laces are to be tied. No boot styles may be worn (i.e. cowboy, army, hiking, etc.) No sandals, Crocs, Birkenstocks or shoes without backs may be worn.	
Socks	Plain Solid White, Navy, or Black Crew & ankle Socks (no gray)	Plain Solid White, Navy, or Black Crew & ankle Socks, Knee Socks or tights (no gray). <b>White, Navy or Black 'cotton'</b> leggings to the ankle can be worn under the skirt or jumper ( <b>not to be worn alone</b> )
	<b>Socks must be visible above the shoe</b>	
Jewelry	One simple silver or gold chain (with or without an acceptable charm). One watch (no Smart Watches), one ring. <b>NO COSTUME JEWELRY!</b>	<b>Post style earrings ONLY</b> may be worn in the lower lobe of each ear. Simple silver or gold chain (with or without an acceptable charm). One watch (no smart watches), one ring. <b>NO COSTUME JEWELRY!</b>
Hair *Sculpting involves using gel; therefore, <b>NO GEL</b> may be used.	No facial hair. No sideburns below the middle of the ear. No hair fads or designs. Hair must be neatly trimmed and <b>may not cover the eyebrows.</b> No dyed or bleached hair, except minimal highlighting. Hair Sculpting and head shaving are not permitted.	No hair fads or designs. <b>Hair may not cover the eyebrows.</b> No dyed or bleached hair, except minimal highlighting. Hair Sculpting and head shaving are not permitted.
Make-Up	No make-up or nail polish.	No make-up. Clear or one solid color nail polish only. <b>No fake/acrylic nails/French manicure.</b>
St. Peter in Chains Spirit Wear ONLY	Comes in a variety of colors & designs, purchased from approved vendors & may be worn on designated Spirit Wear days only. <b>St. Peter SCHOOL ONLY.</b>	
P.E. Uniform	Designated t-shirt & shorts from the Uniform Stores with school logo (Grades 4-8) <b>are mandatory.</b>	

## **St. Peter in Chains School COVID-19 Safety Policy for 2023-2024 - Masking Policy**

Wearing a mask while indoors will be determined by the Level of Community Transmission Data for the 2021-2022 school year. This is based on the guidance provided by our local Health Department and data provided by the Center for Disease Control. The specific data used will be the "Level of Community Transmission." Transmission rate data is provided county by county in four (4) levels: Low, Moderate, Substantial, and High. We will use these data in our decision making on masks as follows

Masks will be strongly recommended in the "Moderate and Substantial" category and required in the "High" category for all students and staff, whether vaccinated or not, based on the Level of Community Transmission Data for Butler County provided by the Center for Disease Control: This can and will change based on the data: You can view it here. <https://covid.cdc.gov/covid-data-tracker/#county-view>

Like all other school policies, it is our expectations that this policy be adhered to by students if we move into the "High" level.

Students not complying with the mask policy will be excluded from school until they either comply with the mask requirement or the requirement to wear a mask is lifted. Students who do not come to school during a required masking are able to receive their work for one week. After one week, if we are still in a masking situation, an individualized learning plan will be developed for the student. This is not Remote Learning and classroom teachers will not be providing instruction to the student or Zooming in for lessons. After the masking period is over, all students are required to return to school.

## **CLASS-BY-CLASS, SCHOOL-BY-SCHOOL OUTBREAKS**

St. Peter in Chains will respond to a class-by-class or school-wide outbreaks with adjustments to this policy as circumstances require.

A positive and constructive working relationship between St. Peter in Chains School and its students, parents, guardians and other family members is essential," and that "the school reserves the right to dismiss any student when, in the sole discretion of the principal, the actions of the student's parent, guardian or other family member have severely impaired" that relationship or "severely interfered with the school's ability to accomplish its educational purposes."

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.

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.

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Request to Restrict Release of Directory Information

I choose to withhold permission to release any directory information for \_\_\_\_\_ to the Archdiocese  
(child's name)

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

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## **APPENDIX**

### **COVID-19 Acknowledgement of Risks**

We, the undersigned parent(s) and student, acknowledge and agree that, as a student at St. Peter in Chains School, and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other [School] staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at [School], there is an elevated risk of student contracting the disease simply by being in the building, on the premises, or at any St. Peter in Chains School function. The same is true for parent(s) of a student at St. Peter in Chains School.

By signing that we have read the Handbook, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person St. Peter in Chains School functions is the choice of each family, including ours. If student or parent(s) who visit St. Peter in Chains School have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to St. Peter in Chains School, attend any St. Peter in Chains School function, or visit St. Peter in Chains School. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at St. Peter in Chains School or any St. Peter in Chains School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the State of Ohio and the applicable local public health department.

Parents, Legal Guardians, and Students are asked to review the Parent/Student Handbook 2023-2024 so they are familiar with the school rules and regulations. They are asked to sign the eForm that is available on OptionC as proof that they have read the Handbook and agree with what has been adopted by the school.

Handbook revised 6/2023